



HARINGEY YOUNG MUSICIANS PHUKET CULTURAL TOUR

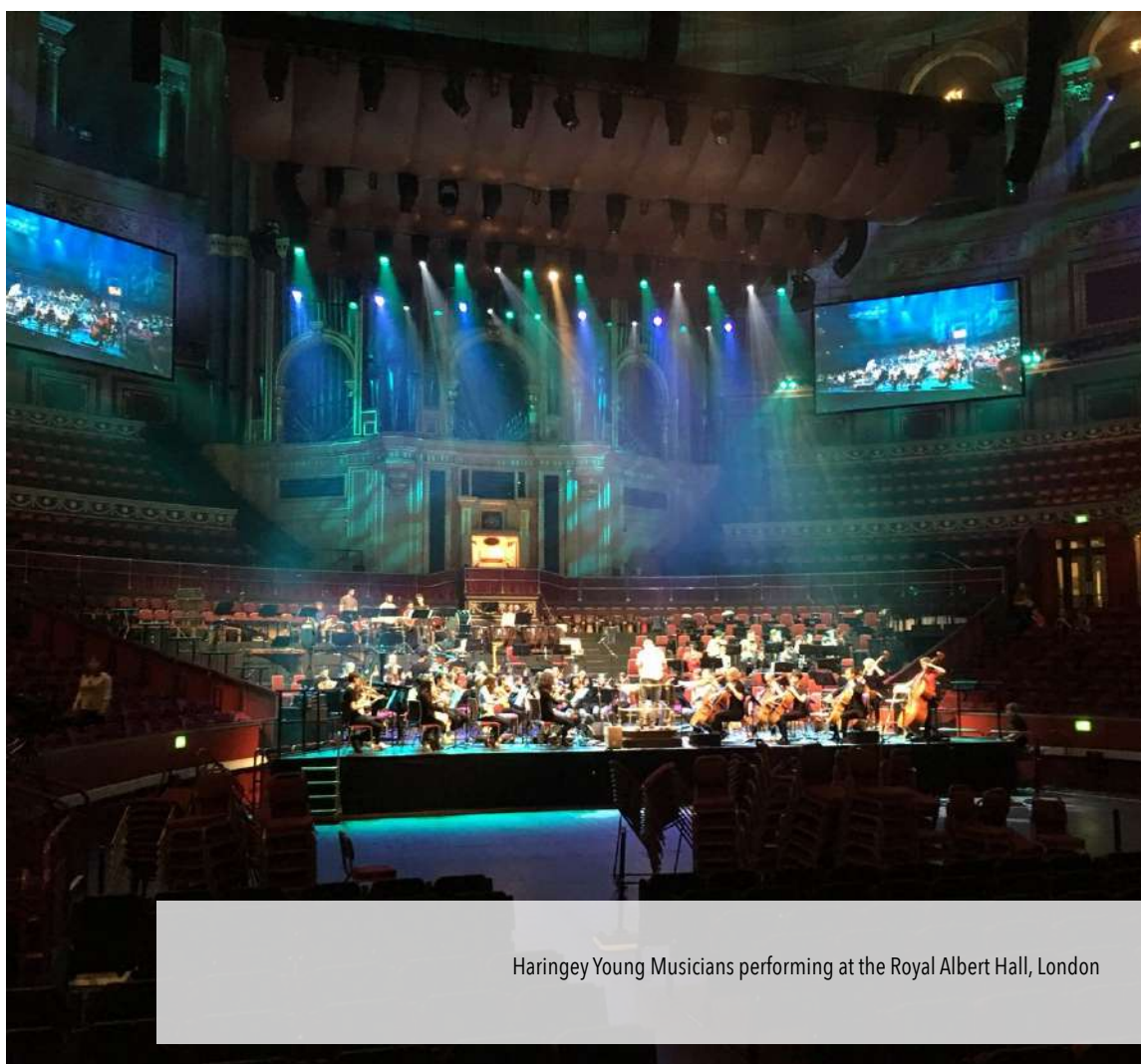
A GUIDE FOR HOST FAMILIES



Dear Host Family,

This handbook offers lots of information involved in hosting the Haringey Young Musicians soon to be visiting KIS and Phuket. Our team is always on hand to answer any questions you may have which will help you to enjoy and to make the most of the hosting experience.

KIS Tour Organisation Team



Haringey Young Musicians performing at the Royal Albert Hall, London



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Haringey Young Musicians Phuket Cultural Tour

The Haringey Young Musicians Phuket Cultural Tour is rapidly approaching. Everyone involved in bringing this unprecedented musical experience to Phuket is particularly excited by the ambition associated with the project and the sheer potential to make an explosive musical statement on the island. We hope that you share our excitement and will want to be a part of the occasion.

Between the dates of 10-19 February 2020, we have invited The Haringey Young Musicians to visit Phuket and to share in a full and dynamic programme of workshops, rehearsals and concerts, with student musicians from the schools of Phuket.

Haringey Young Musicians is a registered charity which supports the musical education and development of children living or attending schools within the London borough of Haringey. The group run numerous instrumental and choral ensembles. Their termly programme for each ensemble consists of 10 weekly sessions. Performance is a central component of the Haringey Young Musicians model, to the extent that the final session of each termly programme involves a public performance.

In addition to the high profile engagements they undertake around the UK and successful participation in many national competitions, the advanced level orchestra and ensembles have travelled widely for cultural exchanges, including to Finland, Barbados, Jamaica, USA, Argentina, China and Peru.

Now it is our turn. The party visiting Phuket will consist of roughly ninety 14-18 year old students; accomplished musicians forming an orchestra, a big band, choral groups and a substantial guitar ensemble. The tour promises to be a landmark event in the Phuket cultural calendar.

Whilst taking the lead and driving this initiative, Kajonkiet International School is committed to involving as many local youth musicians as possible, in a collegiate framework which provides the chance to benefit from this once in a lifetime opportunity.





The tour programme is indeed full; a brief overview of which is outlined below.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		10/02	11/02	12/02	13/02	14/02	15/02
AM			Rehearsal for Showcase Concert	Workshop at BIS	Workshop at HeadStart	Workshop and concert rehearsal at KIS	Concerts @ Central Florestia
PM				Workshop at Thai Hua	Workshop at UWC		
EVE		Arrive	Showcase Concert			KIS Concert	
	16/02	17/02	18/02	19/02			
	Spent with host families	Phuket Tours - Cultural & Recreational Days		Departure			

Life with a Haringey musician

The young musicians will be working to a very tight schedule for much of their time in Phuket. The outline programme of concerts, rehearsals and workshops throughout the first half of their visit, at various venues across the island, will involve careful organisation to ensure they are where they need to be, when they need to be there. Each hosting family will help the musicians acclimatise and manage this demanding period by providing a welcoming and supportive 'base camp' during their stay.

An important part of this experience is their involvement in your home life. Talk to them; ask them about their families, their country and their way of life. Compare different aspects of life here in Thailand with that of the UK and indeed other countries that may be linked to your family identity.

Cultural Differences

Hosting students can be a very rewarding experience. Exploring the cultural differences between you both makes for an interesting exchange. Students will take great interest in hearing about other traditions and learning about the culture and history of Thailand.



Common Situations

Expressing gratitude: We expect our guests to say 'please' and 'thank you', however, please don't be offended if students do not verbalise their gratitude every time they should. It would be a wonderful cultural lesson to explain and demonstrate to them the polite/formal ways to greet and to say thank you according to Thailand's traditions.

Shy students

Some students can sometimes be quite shy, particularly initially upon meeting or, extremely polite and consider it rude to comment if they don't like their food. So please ask a couple of times if they are enjoying their meals rather than expect them to tell you.

Washrooms

The facilities available in your house may require that sharing a washroom is necessary. Whilst maintaining privacy and dignity is essential it is also important that your family routines and rhythms are not unduly impacted. It may therefore be appropriate to discuss this with the students at the outset so that convenience for all is achieved.

Insects, bugs and local wildlife

Some students are not used to coming into contact with the wildlife we take for granted on a daily basis (e.g. geckos, mosquitos) and within the home environment they may find them scary!



What does my guest expect from me?

The host family should supply:

- Towels and bed linen
- Transport the student to school or to any meeting points in a timely fashion in line with the scheduled tour programme.
- A reasonable amount of laundry with your family's wash. They are only here for 10 days, so this shouldn't be too significant. If you feel the student is asking for too much laundry to be done please let us know.
- One bed per student (bunk beds are acceptable).
- Double beds should be used as a single bed. A student should never be expected to share a bed with another student.
- If in a shared room this must be shared with students' within an age gap of 2 years and never with a room mate of the opposite sex.
- A student's room should:
 - * be clean and comfortable, with space to unpack clothes and store their personal possessions;
 - * be adequately ventilated, cooled and have sufficient lighting for reading purposes;
 - * have a window to provide natural daylight and a door that can be closed;
 - * have adequate living space according to the number of occupants;
 - * be situated within the family home.





Host family's time with their guest

There is a busy musical schedule throughout the first half of the tour and your guests will be out, both during the day and possibly into the evening too. Sunday 16 February has been set aside as a day for families to spend with their guests. This will provide a chance for musicians to relax a little and for families to spend some time with their guests and to show them around Phuket. This is a significant opportunity for the visiting students and they will thoroughly enjoy a chance to take in the sights and sounds, and maybe to taste, the flavours that Phuket has to offer. The chance to share in cultural experiences as well as the more typically tourist. Our young visitors will truly appreciate the time you spend with them in this way.

House rules:

We suggest that on the first day you should run through a list of your house rules.

Most children will likely have their own phones, but access to your landline, if you have one, will be useful for incoming calls so that their parents can contact them. Obviously, access to good internet/wifi provision at home will be more likely the method of choice for Skype/FaceTime calls, etc. Please explain clearly if there are any rules regarding use of the telephone and/or the internet that you apply within your family.

Students may need to keep up with their studies or have 'homework' related to the tour, so they may well need access to a table and chair, either in their bedroom or else be allowed to use the dining room or kitchen table.

Please never lend the student money. The student should be responsible for their own spending money. If the student has a problem with money they need to talk to their tour leader, whose number can be found on the arrival and departure card. This doesn't mean that you cannot treat them to an ice cream, or cover their admission costs to a venue or attraction when out showing them the sights.

We are confident that you will find the whole experience of hosting Haringey Young Musicians extremely rewarding. If you have any queries on any matter relating to the visit and hosting, please do not hesitate to contact us.



Mealtimes

Many of the students meals will be provided at the concert venues, or schools, in which they are performing or rehearsing. There will be times however when, as a host family, you will be providing them with their meals.

What students like and dislike

Try to keep the menu as varied as possible. Students are increasingly conscious of opting for the healthier option. Please bear this in mind when you are thinking about what to prepare. It is certainly an opportunity to share the wonders of Thai food with your guests, but please do bear in mind though, that tastes vary, particularly in respect to hot, spicy food. It might be worth finding out what preferences your visiting musicians have in advance. You can use the *'You and Your Students' form* to find out what food your students like and dislike.

Having a conversation about food culture, likes and dislikes, is a nice way of getting to know your guest better and to find out more about their tastes. You might even let the students prepare something for you at some point and as time allows!

Exceptions of when you don't have to prepare food for your students

Closer to the visit a thorough and detailed programme will explain where the musicians will be and when. It will also identify on which days meals will be provided with their schedule and which days they will be catered for by their host family.

One meal we do ask host families to cater for is breakfast. Providing a nourishing breakfast option will set them up for the morning. We ask that this is provided in line with transporting students to the designated meeting points ensuring arrival is on time.

If occasion arises that students require a packed lunch, we will identify in future documentation.





Special diets

Some students may have special dietary requirements, you will receive details about this in advance. In each instance please re-confirm with the individual student what they can/cannot eat. It is a good idea to go through the 'You and Your Musician' form to find this out. *If a student has a special diet that you did not know about please contact the school office as soon as possible.*

Gluten Free - A diet for coeliacs and those intolerant to wheat and gluten. Coeliacs are sensitive to a protein called gluten, which is found in wheat and to similar proteins that are found in rye, barley and oats. So they should avoid bread, pasta, rolls, buns, cakes, biscuits, gravy, sausages, sauces and puddings. The following is free of gluten and is ok to be eaten - potato flour or rice flour, all fresh and frozen meat, milk, cheese, yoghurt, fresh and canned vegetables and fruit juices.

Milk Free - The student may be able to eat small quantities of lactose products or may have to avoid lactose products all together, so find out from the student how sensitive they are. Some alternatives to lactose products are goats milk, soya milk, goats cheese and soya spread.

Nut Allergy - This can range from a mild intolerance to a very severe allergy, so it is a good idea to find out from the student how sensitive they are to nut products. Please check all food contents as many products contain nuts or traces of nuts. Please also be very aware of the potential problems of cross-contamination.

Halal - Avoid non-halal meats. Seafood is halal.

Vegan - Avoid anything derived from an animal including all fish, meat, eggs, milk etc.

Vegetarian - Avoid meat and meat derivatives (in some cases avoid fish too).

Notice of any allergies will be shared with the relevant hosting families. Guidance will be provided in relation to any additional allergies identified.

As a default setting - talk to your guest directly, ask them to explain anything you are uncertain about and err on the side of caution.



Safety

Smoke detectors

Our homes are better protected when fitted with smoke detectors. It would therefore be helpful for host families to have smoke detectors fitted throughout their homes and ensure that these are in working order. These are available from many household stores.

Carbon Monoxide detectors

As with smoke detectors, if you have any kind of gas appliance in your home, then Carbon Monoxide detectors are advisable. They are also available from many household stores.

Insurance

We recommend that hosts check with their household insurers to ascertain whether accommodating a visiting student implicates their insurance cover. Failure to inform your insurers may well have repercussions. We advise you to consider your circumstances and to get consult with an insurance broker or insurance company.

Risk assessment

Both the Haringey Young Musicians tour organisers and KIS complete risk assessments in respect of buildings and activities. We also consider any risks students may encounter when traveling.

Whilst a formal risk assessment are not be necessary in respect of your home, please do advise your guests of any procedures you have in place at home in the event of fire or other emergency. When out and about, please be vigilant in respect of potential risks your guests may be exposed to (eg; pedestrian crossings, etc). There are many subtleties to daily life on Phuket and Thailand that are very different to those experienced in the UK!



Safeguarding

Safeguarding and child protection is a critical component within the organisation of the tour. It is essential that we undertake a level of due diligence which satisfies the inevitable concern that the parents of our visiting musicians may feel and that the UK organising team are required to follow.

To best ensure the safeguarding of our visiting students there are some important actions we need to undertake. These include:

1. Completion of the Parent Self-Declaration Form by each parent hosting visiting musicians;
2. Home visits to establish the accommodation and provision meets required levels for privacy;
3. Presenting evidence of a legal driving qualification for Thailand and evidence of valid vehicle insurance for vehicles to be used when transporting students.

Parent Self Declaration Form

The Parent Self Declaration Form is a document with which hosting parents declare their history is clear in respect of criminal offences and/or civil proceedings pending, to actions concerning any type of harm to a child or children.

In signing and returning this form host families acknowledge the responsibility that rests with them and agree to support Kajonkiet International School, Phuket in our safeguarding requests and access to information relating to safeguarding, hosting arrangements and suitability.

Police Background Checks

If you already hold a current police background check please share this with us. Whilst you will have submitted a completed Parent Self Declaration Form, any support we can show will provide additional peace of mind and reassurance for UK parents - knowing that their children will be safe and well protected when they are half a world away.



eSafety

Offline or online it is our duty to try to prevent our students from coming into contact with any kind of risks in their day to day life. Online dangers can present themselves in many ways and we may need to remind our students of some basic safety rules such as, not talking with strangers online and avoiding certain websites. *Note;* students may also use the internet inappropriately and we recommend that you warn them on their first day against illegal internet practices, such as downloading music or movies from non-authorized websites.

A good way to secure a safe online environment for your visitors is to regulate access to sensitive sites. Password protection preventing access to certain sites may also be a consideration.

Transporting students

As you, or a family member will be providing lifts to, or taking students on trips, then we will require the driver and car to have appropriate insurance and any valid certificate of roadworthiness which may be required by Thai law. We also require evidence of a valid Thai driving license or a valid international driving license.

Please insist that students use the seat belts fitted in the vehicle when they are traveling under your supervision.





What happens next?

1. Promotion and sharing information.

- We will share a wide range of information on matters relating to the Haringey Young Musicians visit with the KIS community through:
 - * Meetings and presentations
 - * Focus pages on the school website
 - * Social media
 - * Email
 - * Media advertising and promotion

2. Confirmation and Preparation Planning

- We will require confirmation from each host family of their commitment and ability to host at least two visiting young musicians between the dates of 10-19 February 2020.
 - * Provisional confirmation will be needed on or before Thursday 12 December 2019.
 - * Final confirmation will be required on or before, but no later than Monday 13 January 2020.
- A document will be issued to each host family on receipt of provisional confirmation to host. This will include detailed information on the visit, such as;
 - * Tour programme and key timings;
 - * Parent Self Declaration Form;
 - * Home pre-visit viewing advice and information.
- Support through further presentations and meetings, in addition to responding to individual queries and/or requests will be available to help ensure both host families and their guests enjoy a truly positive experience.



3. Student Allocation

- Additional information will be issued to each host family after receipt of final confirmation to host. This will provide detailed, updated information on the visit, including;
 - * The names of the students assigned to the host family, along with specific relevant information (eg; age, dietary needs, allergies, etc.);
 - * The students assigned to you will receive your contact details two weeks prior to their arrival. As a result the student may email you using the contact details you will have provided to us.
 - The student may ring or email you to introduce themselves and this is a good opportunity to get to know each other.
 - When making contact with a student prior to arrival, please make sure that anything shared online is age sensitive.

Possible changes: Should a student be forced to cancel their participation in the tour we will endeavour to assign you with another student, if at all possible.

Important to remember: It is very important that if you can't host these students anymore that you tell us as soon as possible so we can find the students a new host family.





4. Arrival & Departure

- An Arrival Meeting will be held at school in the week leading to the scheduled arrival date. This will provide us all with another opportunity to 'dot the i's and cross the t's', for example to:
 - * share any last minute adjustments to the programme;
 - * answer any final questions you may have;
 - * recap on the arrival arrangements and timings;
 - * explain the welcoming arrangements for the musicians when they arrive at KIS on the evening of Monday 10 February;
 - * recap on the commitments, timings and arrangements for the first day of the tour including the Showcase Concert framework for Tuesday 11 February 2020;
 - * provide a final programme listing drop-off and collection times for each day of the tour;
 - * share in the excitement of the arrival of this group of young musicians.





Student arrival

We currently expect 90 young musicians accompanied by up to 20 staff members to travel to Phuket in February. The Haringey team are responsible for coordinating all flight arrangements.

On arrival we will have buses to collect them at the airport and bring them to KIS. We will have a short gathering in the school during which introductions to host families will take place.

Once introductions have been made and any final 'processing' is completed host families will be able to take their guests home and help them settle in.

At this point and before leaving the school, you will need to ensure each of your guests has all of their luggage and possessions accounted for!

First impressions

The first impression is an important factor in making the young musicians feel at home. Your guests will probably be very nervous - for some it may be their first time away from home. Please do your very best to make them feel welcome.

'You and Your Musician' form

It is important that, as with your own children, contact between you and them is easily achieved and maintained. You will be given a 'You and Your Musician' form to help you manage your hosting.

- Please use it to swap important contact details with the students in case of an emergency (i.e. phone numbers, addresses).
- This is also an excellent ice breaker tool and presents a good opportunity to discuss what food they like and dislike, etc.
- Please also remember to check if they have an allergy that they may not have mentioned to us.



Tuesday 11 February 2020

After a long flight, the excitement and buzz of arriving in a totally unknown destination, the uncertainty of being in unfamiliar family surroundings, jet lag, and more, a really busy day one awaits.

This is the day of the Showcase Concert; an hugely ambitious event which will get the week off with a real bang! This, as each of the other days in this last week of the half term, will start with musicians delivered to school for an 8am arrival.

The shape of the day of the Showcase Concert is outlined in the tour schedule, but loosely involves rehearsals leading to the major evening performance. Transport throughout the day will be provided by the school, however we will need our host families to:

- Bring their guests to KIS for an 8am collection in the main school hall;
- Collect from the performance venue in the evening on the completion of the concert. (Protocols for collection, etc., will be shared at the Arrival Meeting mentioned earlier.)
- Please accompany your guests on their first day at school and help them find their way to the hall. We will be able to clarify any last minute details at this point too.





Frequently asked questions

What will the musicians do?

There is a programme for the tour outlining the structure and content for each day. This has been outlined earlier in the document and will be presented in much more detail at subsequent meetings. We anticipate confirming two exceptional venues for the performances on Tuesday and Friday in the very near future. In brief the programme looks like this:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		10/02	11/02	12/02	13/02	14/02	15/02
AM			Rehearsal for Showcase Concert	Workshop at BIS	Workshop at HeadStart	Workshop and concert rehearsal at KIS	Concerts @ Central Florestia
PM				Workshop at Thai Hua	Workshop at UWC		
EVE		Arrive	Showcase Concert			KIS Concert	
	16/02	17/02	18/02	19/02			
	Spent with host families	Phuket Tours - Cultural & Recreational Days		Departure			

What do I do in an emergency?

Haringey staff will share emergency contact numbers to enable host families to get in touch around the clock. They will be able to advise and assist and, will be in possession of relevant insurance documents which may be required in certain circumstances. The school will also share a phone number for use in emergencies and will be on hand to respond and support as needed.

What happens if my student is ill?

You should contact the Haringey tour leader if your guest is unwell. They will liaise with the school and, as circumstance dictates an appropriate level of response will be administered. You will receive support throughout this period.



Who do I contact if I have a problem with my visiting musician?

If you have any problems with your student you should contact the Haringey tour leader and/or the school. You will be given contact names and phone numbers. The Haringey tour leader will be able to talk to the student musician and should be able to help solve most problems.

If for any reason you are unable to contact the tour leader or they are unable to help you, then please let the school management know, we will be happy to help. We would rather be made aware of all problems, no matter how small, so we can resolve them while your visitor is staying with you. Please do not hesitate to contact us with any questions or concerns that you may have.

My guest seems unhappy, what can I do?

This might be the first time your guest has traveled abroad, it is very normal that a student gets homesick. Some students can also feel anxious about the forthcoming performances or have personal problems. Try to engage your visitor in conversation first, but please feel free to contact us if you need advice.

How many musicians can I host?

To support the safeguarding design which Haringey Young Musicians employ we need hosting families to accommodate a minimum of two young musicians. You can host more than this depending on the space you have to comfortably do this. A maximum of three per room and four students per household would seem a sensible arrangement. If you can host more than 4 students then we may be able to use your extra beds in an emergency situation.

How will my personal data be treated?

All personal information that you supply to us will be kept private and confidential and we will only pass on appropriate information to students and staff on request. Information will be kept in accordance with accepted Data Protection practices.



Breaking the ice

When musicians arrive they may be a little nervous and shy at first. For many it may be the first time they have travelled without their parents and for some, their first time abroad. Imagine you were their age and travelling abroad for the first time, what welcome would you like to receive? What would make you feel relaxed and at home?

Welcoming touches

You can apply some simple touches to make students feel extra welcome and relaxed in your home. Make sure to lay a towel out on their bed ready for them. Perhaps you could print a copy of something they have shared as an interest in earlier communication and stick it onto their door. You might have a few books or magazines for them to read, waiting for them in their room. There are many things like this that can be done and these little touches can make a big difference!

Conversation starters

It is important (and fun) to get to know the students when they arrive and for them to get to know you and your family too! Here are some suggestions of opening questions which could help start the conversation:

- Have you ever been abroad before?
- Where are your favourite places to go on holiday?
- Do you have brothers and sisters at home?
- What are you most looking forward to doing whilst you're here?
- How do you think Phuket will be different to your home town?

Take the time to get to know your guests and let them get to know you too.



A Few Ice breaking games

If you have more time with the students why not play some simple games that will help break the ice.

Question Snap!

Each player should write down four interesting questions on pieces of paper (such as the ones previously listed). They should also draw two matching symbols on two pieces of paper and two matching symbols on two other sheets of paper (e.g. two of the papers have a star on and two have a circle). Place all the papers face down and mix them up. On each player's turn, they choose two pieces of paper and must answer the question on the other side.

If the symbols are a pair, the player keeps the papers and gets one point. If the symbols are not a pair, they turn the paper back over and the next player must choose two to pick. The game ends when all pairs have been found. The winner is the player who collected the most pairs.

Two Truths, One Lie

Each player must think of three facts about themselves. Two of the facts should be true and the third will be a lie. Players take it in turns to tell their three facts. After a player tells their facts, the other players must discuss and try to guess which one is the lie. After all players have told their truths and lies, the winner is the player who was best at tricking the other players! This is quite good fun and can help kick-start the getting to know you process really well.

You might have other great ideas which will help your guest to settle in quickly and to help you all learn about each other. Be creative and have fun - be encouraging, but remember they may self conscious as well!



Host family checklist

Before the students arrive

- Have you had your host family visit?
- Is the room ready for your student?
- Have you read the Ice Breakers page?
- Do you have all emergency phone numbers to hand?
- Does KIS have your current and updated contact information?
- Did you receive your arrival pack providing the final detailed programme information?
- Have you returned the Parent Self Disclosure Form - signed?
- Have you provided evidence of driving licence and vehicle insurance.

When the students arrive

- Do you understand the procedures and timings for the arrival day?
- Do you understand the arrangements and timings for Tuesday 11 February?
- Do you understand all remaining arrangements and timings listed in the programme?
- Do you have all emergency phone numbers?
- Do you have the phone number for your Haringey UK tour leader?



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