



ISCA Limited is a company registered in the UK whose business name is the Independent Schools Cultural Alliance. The company was formed in 1982 to provide cultural travel opportunities to students and teachers from around the world. As well as organising specialist group travel such as theatre, drama, soccer, rugby and European trips, the company runs a residential summer camp in the UK using an independent boarding school as a base.

The Managing Director, Luke Liddle, and the Founding Director, Richard Woods, have over fifty years combined experience in Education and Travel. Alongside them Sarah Disney is the Travel Director. All three are responsible for the day-to-day administration of the business throughout the year but additional staff are employed to run the specialist programs. The core business of the company traditionally comes from the US and South America, with exciting new links in Australia, Japan and China.

### THE ISCA SUMMER PROGRAM

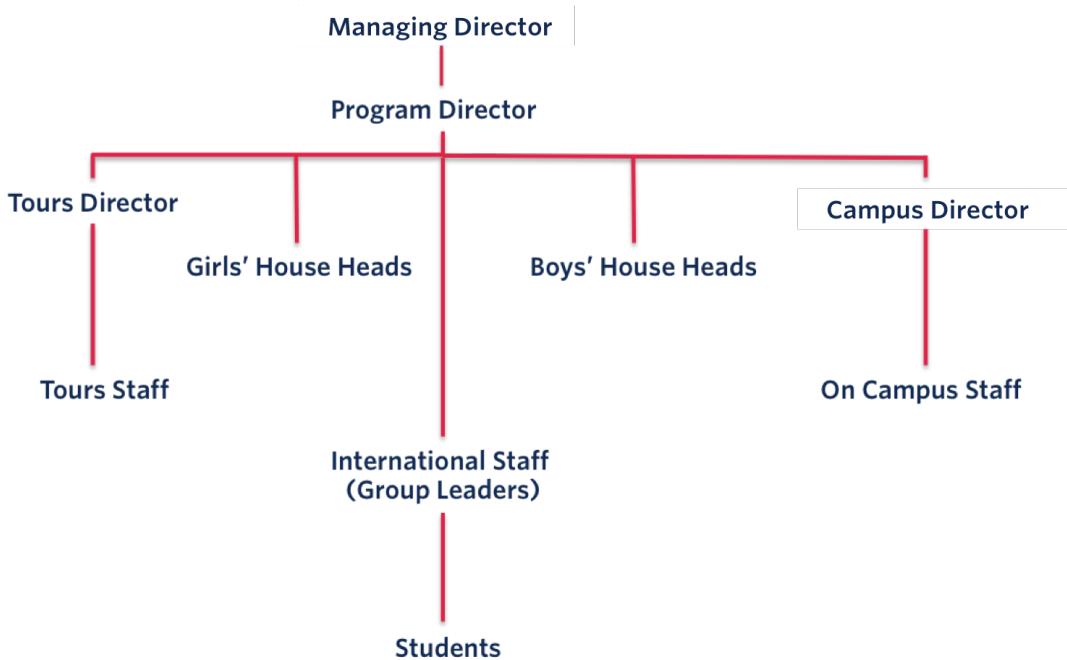
The ISCA Program is a three-week summer program where students experience British culture and history, foster relationships and become independent in a global community. Our values of global citizenship, broaden cultural understandings and fostering independence are at the heart of everything we do.

### UK STAFF

Staff based in the UK are responsible for the day-to-day running of the camp and are qualified teachers, sports coaches or student helpers under supervision. Their roles vary between organising on-campus sports and activities, running student houses and accompanying off-campus trips. In addition they play a vital role in working with the



international teachers, who know their students and have final responsibility for them. The chain of responsibility is as follows:



## CAMPUS MANAGEMENT

The Program Director is responsible for the safe and efficient running of the Program. The Campus Director organises and co-ordinates the on-campus sports and activities (sometimes these roles are combined). The Tours Director is responsible for the off- campus tours and staff. The House Heads are responsible for the efficient running of the student houses.

## INTERNATIONAL STAFF

International staff recruit students from their own schools and liaise with parents in the organisation of their school groups. International staff are known as Group Leaders and when more than one teacher accompanies the group, the teacher who signs the booking form is known as the Principal Group leader and has final responsibility for the group, which includes the dissemination of information sent from the UK, meeting with parents and students to pass on and discuss information about the program, ensuring that payments are made to ISCA on time, maintaining contact with our Managing Director to



ensure that travel arrangements are understood and airline tickets are received, ensuring their students meet at the airport of departure on time, accompanying their group on the connecting and/or international flights and ensuring the group meets up with ISCA staff at the airport.

In the UK the ISCA staff work with the Group Leaders in the day to day running of the program but the Group Leaders carry final responsibility for the behaviour and safety of the students in the in their group both on and off campus. In particular, Group Leaders are resident near their students and must ensure sensible and quiet behaviour in and around their house and rooms.

Once the group has been left by the UK staff at the airport for the return flight to their home country, each Group Leader is responsible for checking in the group at the check-in desk, supervising the group in the airport before departure, travelling with the group on the international flight, including any subsequent domestic flight, and ensuring the safe return of all students into the custody of their parents or guardians. The Group Leader is *in loco parentis* to the students from the time of assuming control from the parents in the home country to the time they are returned to their control.

## PROGRAM/ON CAMPUS DIRECTOR

Key components of the summer program are the sports and activities organised for the students by the UK staff during the evenings and on their rest days on campus. These are co-ordinated by the Campus Director and include cricket, rugby, soccer, volleyball, basketball, netball, squash, tennis, table tennis, pool, climbing, drama and dances. The students also have down time when they are not organised and can socialise with their friends in the common rooms, playrooms, computer rooms, social centre or the nearby grounds. At these times the Campus Director is responsible for ensuring that staff detailed on the duty list are present at the relevant times to keep an eye on the students in the buildings and grounds. These duties are not onerous and are shared between the Group Leaders and ISCA staff.



## OFF CAMPUS DIRECTOR

When the students are not on campus, they travel by coach to places of cultural and historic interest in London and the south of England. These trips, which are arranged and booked in advance, are the responsibility of the Tours Director who travels in the lead coach and liaises with the coach drivers, Group Leaders and UK staff to ensure punctual arrival at and departure from venues, safety on and off the coaches and the good behaviour of the students. The Tours Director is helped by ISCA staff who take responsibility for other coaches. These staff are not tour guides but will impart interesting information from time to time both on and off the coaches.

## HEADS OF HOUSE

A Head of House is allocated to each student house and responsible for its efficient operation. This involves liaising with the students and staff to ensure sensible behaviour, efficient organisation of students' laundry, effective staff supervision, use of telephones, recording of any breakages or damage within the building, swift reporting to the Charterhouse staff of any malfunctions within the building, organisation of fire drills, bringing to the attention of Group Leaders any pastoral or disciplinary problems relating to a student or students within a group, ensuring that students are in their rooms and quiet in the evenings according to the times listed in the Daily Program and that they get up at the correct time in the mornings (this should be arranged with the help of the Group Leaders and ISCA staff) and ensuring that the students keep their rooms sufficiently tidy to enable the cleaners to do their jobs effectively.

## PASTORAL CARE

Group Leaders are *in loco parentis* to their own students and responsible for them while ISCA staff are responsible for the running of the daily program. When there is an issue with a student or students of a social or disciplinary nature, this should at first be addressed by the Group Leader responsible and an attempt made to resolve it. Also, when parents abroad have concerns, these should be channelled through the relevant Group Leader. Where an issue cannot be resolved



by the Group Leader it should be discussed with the Head of House, Tours Director or Campus Director depending on its nature. If the issue still cannot be resolved, it should be brought to the attention of the Managing Director who will meet with the Group Leader to decide an appropriate course of action.

## SPORTS & ACTIVITIES

These are under the direction of the Campus Director. It is not the intention to teach sports to a high standard of proficiency but simply to introduce the students to many different activities, some of which are particularly British. Activities sessions during the on-campus days are compulsory but the students are not pushed and are given every encouragement to participate. The activities are supervised by ISCA staff most of whom are proficient in first aid. Charterhouse staff are also available and can be summoned from the nearby sports centre in an emergency. When the students are using the swimming pool, there is always a lifeguard present and an ISCA member of staff on duty to ensure good behaviour. In the evenings voluntary sports and activities are organised as well as movies, table tennis, pool and swimming. The students can also socialise in the ISCA social centre. At all times there are ISCA staff on duty around the campus. If the weather is poor, then use is made of the indoor sports centre.

ISCA 21/02/2017