

HANDBOOK

for AFS school participants at
Ranum Efterskole College



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WELCOME / VELKOMMEN

Dear AFS student at Ranum Efterskole College

AFS Interkultur Denmark would like to give you a warm welcome! As a student at Ranum Efterskole College you will really have the opportunity to learn about Denmark, and there is a lot to learn for those who are interested in a new way of life.

Being a participant in this special program you will have

- a unique **“Efterskole” experience**. The Danish residential school concept, “Efterskole” provides an exciting, inspirational and challenging learning environment. You will live, eat and study at Ranum Efterskole College.
- an intercultural **AFS experience**. A number of AFS camps during the stay will provide opportunities for sharing intercultural experiences and exploring exciting and challenging activities together with young people from all over the world.
- a **Danish cultural experience**. The homestays at weekends and holidays with a Danish host family will allow you to know the Danish culture, language and everyday life from within.

This booklet includes basic information about the “Efterskole” concept and about Ranum Efterskole College.

Most importantly this booklet outlines the rules you must follow as an AFS student in Denmark. The booklet also provides information about the AFS Camps and the homestays that are part of your exchange experience. It includes basic information about Denmark, safety advice along with practical information and a brief introduction to Danish culture.

Read all this carefully! We hope you will enjoy the reading and look forward to meeting you when you come. We welcome you into the worldwide AFS family and hope that you may have a rewarding and challenging AFS experience.

Warm regards,

AFS Denmark & Ranum Efterskole College

AN OVERVIEW OF THE PROGRAM

This is an overview of the international secondary study program at Ranum Efterskole College. You can get an idea about how the school year will progress.

From the overall calendar you can see that your AFS program contains periods where you are at Ranum Efterskole College or taking part in activities with the school. There will be periods where you will attend mandatory AFS orientations/ camps. And there will be periods where you will stay with your host family.

RANUM EFTERSKOLE COLLEGE PROGRAM CONTENT

- SCHOOL LIFE

In the following pages you will find a list that tells more about program content from Ranum School College. You have received extensive material from Ranum Efterskole College on the school, co- and extracurricular subjects and activities and study trips. Please contact the school if you have questions regarding this.



RANUM EFTERSKOLE COLLEGE PROGRAM CONTENT

IGCSE, AS- level and A-level

The program offers a choice of:

- IGCSE or
- Cambridge International AS-level or
- Cambridge International A-level

Please read more about The Cambridge International AS- and A-levels at CIE's homepage: <http://www.cie.org.uk/Programs-and-qualifications/cambridge-advanced/cambridge-international-as-and-a-levels/or> at Ranum Efterskole College's homepage: <http://www.ranumefterskolecollege.com/>

Ranum Efterskole College assesses the AFS-students' academic background and qualifications in order to place the student at the right school level: IGCSE or AS-level or A-level.

Ranum Efterskole College will send introductory material and links for choice of subjects, activities and 1 travel when the student in question is approved by the school and AFS (Spring).

Ranum Efterskole College will be in dialogue with each AFS-student and the student's parents about the registration of school subjects, co- and extracurricular activities and trips.

The school will contact each AFS-student for an individual interview in order to ensure consistency between the expectations of the student and the school about subjects, school level and the total tuition program. For participation in the A-levels program the school conducts a IGCSE test upon the arrival of the AFS-students in order to place the students in the right level of the program. The program consists of the AS-level and the A-level.

40 co-curricular and 24 extra-curricular subjects and activities

Ranum Efterskole College will provide detailed information about the options for co-curricular and extracurricular subjects and activities. Please read more about co-curricular and extra-curricular subjects and activities at Ranum Efterskole College's homepage: <http://www.ranumefterskolecollege.com/>

Please note that some activities, subjects/travels may include additional costs if special gear, equipment or certificates are needed. This applies to subjects/activities such as Riding, Diving, Sailing, Hunting (this list is subject to change). Other subjects may include smaller amounts of additional costs such as Street Performance if the students wish to make their own longboard. These additional costs are self-payment, not included in the AFS-package and are to be paid directly to the school.

3 study trips to Europe included

3 study trips to European destinations are included in the program. The choice of study trips to destinations outside Europe will include additional self-payment. The additional self-payment must be settled directly between the student's parents and Ranum Efterskole College. The information material provided by Ranum Efterskole College will clearly describe which trips are included in the AFS-program.

Living at Ranum Efterskole College

Ranum Efterskole College is a residential school. The AFS-students will share 6-person bedrooms. There is supervision and staff in each dorm. The students will be covered by a mandatory liability insurance, that covers the student at the school. Each AFS-student at Ranum efterskole College has a contact teacher, who is ready to help and support the student throughout the program and each AFS-student will be part of a contact group of 8-12 students.

ABOUT THE DANISH “EFTERSKOLE” SYSTEM

The Efterskole is a unique Danish independent residential school for students between 14 and 18 years who can choose to spend one, two or three years to finish their primary education.

Each Efterskole is a self-governing independent institution and they all deal with both the educational and personal development of the students. They embrace a common educational focus on enlightenment for life, general education and democratic citizenship.

The first Efterskole's were founded about 150 years ago. The schools were closely related to the Danish Folk High School and the educational ideas of N.F.S. Grundtvig (1789-1872) who wanted schools to provide enlightenment for life rather than formal vocational training.

The Danish Efterskole is based on the idea of combining academic learning with that of general “life- learning” as a preparatory tool for all aspects of life as well as facilitation an understanding of the “Individual in a community”. Solidarity, Community, Unity are key concepts within the Danish Efterskole.

Compared to public schools the Efterskole has substantial freedom in terms of eg. choice of subjects, teaching methods and educational approach. These vary in accordance with the school's political, religious or pedagogical orientation.

One of the things that are unique about the Efterskole is the teacher-student relationship. The teacher is responsible for both teaching and supervision outside of school hours. This means that teachers and students are together all day from the time the students wake up until they go to bed. This often engenders a close, personal and non-formal relationship between students and teachers.

Most Efterskole's offer the same subjects and final examinations as the public schools, but many focus on special subjects like physical education, music or theatre, or offer various kinds of special education.

There are more than 280 Efterskole's spread across Denmark, mostly in rural areas or near provincial towns. At present approximately 28.500 students attend the schools. Schools vary in size from 25 to 500 students but must have a minimum of approx. 80-100 students. The number of students has increased considerably within the last 25 years.



RANUM EFTERSKOLE COLLEGE

At Ranum Efterskole College there are 425 students. It is currently the third largest Efterskole in Denmark. Ranum Efterskole is – like mentioned above – based on the thoughts of N.F.S. Grundtvig. This means that the school values democratic thinking and learning for life, but at the same time it is also a very modern school. The students are approximately 14-17 years old and receive the same sort of tuition as in the public schools in subjects such as Danish, Maths, English, German/French, Social science, Biology etc. In addition they also have the possibility of participating in e.g. diving classes, sailing classes (our school is located near the big inlet in the North of Denmark), music, horseback riding, dance, martial arts and many more.

At our school all students travel abroad three times a year. We have visited a lot of different countries and cities such as London, Spain, Germany, the Netherlands, New York, Nepal, Egypt, Norway, India, Ghana and Greece. We finance a small school for young children in Nepal and aim at having an international outlook in most of our activities. You are taught in many international topics, e.g. climate, international politics, the UN. When you attend the class the most important topic will be intercultural communication.

At Ranum Efterskole College the students live together in rooms of 2-6 people. A big part of the learning experience of an “Efterskole-year” is the social competences that students acquire from living closely together. Be prepared to participate in the fellowship with your room mates, ask questions and try to learn something about life on an “Efterskole”. If you feel insecure about practical matters concerning boarding (e.g. bathing facilities or washing machines) please ask your fellow Danish students or your contact person at Ranum Efterskole College.

At Ranum Efterskole College you will be part of the international class and your classmates will help you in case you have any questions and also to introduce you to the social life at the school. One of the things that you will definitely need your classmates to help you with is finding your way around the school and understanding the schedule. On such a big boarding school there is a basic “day-rhythm” and your personal schedule on top of this. You are encouraged to ask your contact teacher and classmates a lot of questions on practical, social and personal matters.



IGCSES, AS & A LEVELS AT RANUM EFTERSKOLE COLLEGE

Ranum Efterskole College is the integrated global department of Ranum Efterskole, and offers learners the unparalleled opportunity to combine the Danish efterskole with an internationally acclaimed and certified examination (Cambridge International School). The Cambridge program offers a choice of:

- The globally recognized International **General Certificate of Secondary Education (IGCSE)** (for 15-16 year olds) which is a natural first year of further international studies.
- The globally recognized **Cambridge international AS-level** (for 16-17 year olds who have finished IGCSE or equivalent).
- The globally recognized **Cambridge international CIE A-level** (for 17-18 year olds who have finished AS-level or equivalent).

Ranum Efterskole College will place the learners at the appropriate level based on an assessment of the learners application, academic qualifications and dialogue with the learner. The school may conduct an interview with learners as part of the assessment. For participation in the A-levels program the school will conduct an IGCSE test upon the arrival in order to place the learner at the right level of the program. A-levels is a two-year program¹, consisting of AS-level and A-level.

¹ For International learners from countries outside Scandinavia and EU: Please be aware that according to the Danish Immigration Service exchange students can be granted a residence permit for a maximum of one school year at a high school (or equivalent). Students attending the IGCSE, AS-Level or A-level at Ranum Efterskole College would have to continue or complete the programme in their country of origin or in another country.

REC INFO 2017-2018 - INFORMATION FOR STUDENTS

Ranum Efterskole College has gathered information about to school in the booklet “REC info 2017-2018”. Ranum Efterskole College send this information directly to each learner. REC info 2017-2018 contains important information about the values, boundaries and rules of Ranum Efterskole College. You must read this information carefully.

At Ranum Efterskole College the spirit of community is built on mutual trust and respect. The school has a clear set of rules, that provide safe boundries and cultivate a good spirit of community. During your stay at Ranum Efterskole College, you are obliged to contribute positively to strengthen the spirit of community and create a good learning environment and stay for everyone at the school.

AFS students at Ranum Efterskole College must follow the rules of the school. This is why the “Student Info” is an appendix to this handbook.

PRACTICAL INFORMATION ABOUT RANUM EFTERSKOLE COLLEGE

The booklet also contains practical information about contact details, rooms, linen, bikes, co-payment, insurance and guidelines for use of IT and a checklist of what to bring. The following costs must be paid to the school upon arrival. The students pay directly to the school:

- The deposit for the room: 1000 Dkr (the amount will be reimbursed if the room is in order by the of the program).
- The deposit for a bike: 500 Dkr (the amount will be reimbursed if the bike is in order and returned to the school by the of the program).
- Tuition materials and books: 1500 Dkr
- Linen and washing of linen: 875 Dkr.



YOUR AFS PROGRAM IS A SCHOOL PROGRAM - TAKE SCHOOL SERIOUSLY

We emphasize that the AFS program is a school program. This means that we expect you to take the lessons and the school work seriously.

The teaching methods used in the Danish educational system are based on debate and discussion which means that the students are expected to participate in the class in a manner different from what you may be used to.

You may also find the relationship between students and teachers very informal. This does not mean that there is no respect, but that the school expects a high degree of maturity, independence and a sense of responsibility. Be ready to accept that things will be different in your new school from what you are used to and that it will take time for you to settle down in the school.

Prior to your arrival in Denmark you have already been in dialogue with Ranum Efterskole College about your subjects at the school.

Learn Danish

It is important that you prepare your exchange stay by beginning to learn the Danish language before you start the program.

The classes at Ranum Efterskole College will be conducted in English, but it is essential that you also learn some Danish in order to be part of the school network at school, make Danish friends and to share your exchange experience with your host family.

We therefore recommend you start learning Danish even before you come. Duolingo or similar programs available both online and as apps are good tools to achieve basic skills in Danish.



AFS INTERKULTUR PROGRAM CONTENT – BEING PART OF THE AFS COMMUNITY

In the following pages you will find a list that tells more about program content from AFS Interkultur



AFS INTERKULTUR DANMARK PROGRAM CONTENT

Hostfamily

The AFS-students will stay with an AFS host family during a number of weekends and holidays. Please see the preliminary program schedule.

The host family and the AFS-student may agree about more weekend visits than the visits shown in the preliminary program in this brochure.

The AFS-student will have the opportunity to learn about the Danish culture and language during the homestay, where they take part in the ordinary family life of the host family.

The AFS-students will stay with their host families for approximately 10 weekends and during the autumn-break, and the Christmas holidays and Easter holidays. The exact amount and duration of homestays will be arranged in agreement between the participant and the host family.

Mandatory AFS orientations and camps

Upon arrival the AFS-students will have a short 1-day on-arrival orientation arranged by the local chapter.

The AFS-students will take part in the following mandatory orientations together with both Ranum AFS-students and AFS-participants at the ordinary school program. The camps are arranged by the local AFS region:

- Mid-camp in autumn (weekend in October)
- Mid-camp in winter-camp (weekend in February)
- End-of-stay camp (1-day in May)

Activities at the local chapter

The AFS-students will have the opportunity to take part in activities arranged by the local chapter and to meet other exchange students and their families.

Support by the local chapter

The AFS-students will have a contact person in the local chapter, who will assist the AFS-student during the program. The national office is also available for help and support.

Practical information

AFS Interkultur pays for transportation between the school and the host family. The students are covered by public Health Service. Participants are strongly advised to draw an insurance to cover liability, accidents and luggage.

About residence permit for participants at the AFS program at Ranum Efterskole College

According to the Danish Immigration Law exchange students can be granted a residence permit for a maximum of one school year at a high school (or equivalent). Students attending the IGCSE, AS-Level or A-level at Ranum Efterskole College would have to continue or complete the programme in their country of origin or in another country.

AFS INTERKULTUR - YOUR AFS EXPERIENCE

AFS Interkultur was founded in 1957 as the American Field Service in Denmark, by Danish returnees from the year program. Our current members (approximately 2400) are returnees, host parents and other people interested in the ideas of the AFS. We have a national Board of Directors, and on the local level we have 30 AFS Chapters throughout Denmark, Greenland and The Faroe Islands.

AFS Interkultur puts its efforts into the following three exchange programs:

- School Program - this may be either the full year program, the trimester program or the short program.
- European Voluntary Service - An exchange program for young people in the European countries. Participants are skilled/semi-skilled workers from 18 - 25 years old. The program consists of a course in Danish language and culture, work experience with a Danish company and a stay with a host family. The program is funded by the European Union
- Community Service Program - A program to Africa, Asia, Australia and Latin America for participants from 18 - 28 years old. The program consists of a course in language and culture, a stay with a host family and a community service project. Some programs include a University course. In the community service projects participants work in local organizations in the fields of social work, health, or community development.

PARTICIPATION IS THE NAME OF THE GAME

Each one of you will have a different experience in Denmark even though you all will live and study at the same school - Ranum Efterskole College. For many of you this will be a new experience that you can learn from, because you will meet new activities, ideas, challenges, and new ways of day-to-day living.

The first step towards learning about a country and its people is to let go of the "tourist" attitude, which means that you only move on the surface of a culture. A tourist type is the taking and watching type. A non-tourist type does not think of her/himself as the center of attention. The "non-tourist" is the giving and receiving type and is therefore able to know the culture and the traditions of the country on a deeper level.

All this might sound obvious but it is not that simple. By participating you may find out that you possess a creativity you did not know you had, or that you are more mature than you thought. If you come to Denmark with an open mind and participate while you are here, your AFS experience could very well be the best time of your life!

AFS CAMPS THROUGH THE YEAR

Through the year there are there are a number of regional camps where AFS students in each region get together, learn more about Danish culture and evaluate their impressions and experiences.

At the camps the students spend the weekend focusing on the state of affairs in the family, in school, playing Intercultural games (to sharpen their perception of the experience). All the camps and orientations are run by volunteers.

Camps during the year						
August	September/ October	November/ December	January/ February	March/ April	May	June
Arrival orientation at your local AFS chapter Week 31	Autumn Camp Weekend in week 40		Winter Camp Weekend in week 5		Farewell Camp Weekend in week 22	Evaluation at Ranum Departure end June

Participation in all the camps and orientations is mandatory.

Arrival orientation in your local AFS chapter

You will spend the first week with your hostfamily. During this week you will participate in an arrival orientation in your local AFS chapter. Here you will meet the volunteers and other hostfamilies and exchange students in the local chapter. This is a good opportunity to meet your AFS network, start friendships and create relationships that can be developed during the year.

Autumn and Winter Camps

During your stay there will be two major AFS camps. The camps will be held in September/October (Autumn Camp) and in January/February (Winter Camp). These camps are used to evaluate your stay so far and to learn more about how to understand a different culture. You will also have a chance to socialize with the other AFS students in Denmark.

Farewell Camp

You will participate in a Farewell Camp in May. Here you will be prepared for your return to your home country and your own family. Furthermore, you will hear about the challenges you should be prepared to face as you leave your new country to return to your old one. Your departure will be end June.

End of stay evaluation - your departure

Prior to your AFS group's departure Ranum Efterskole College will make an end-of-stay evaluation for you all.

At the end-of-stay you will receive an official "AFS Participation Certificate" confirming your participation in the program.

At the end of your program Ranum Efterskole College will take you by bus to Aalborg Airport where you will catch the flight back home. For some it will imply having to change from the domestic flight to an international flight at Copenhagen Airport.

YOUR HOMESTAYS WITH YOUR HOST FAMILY

All AFS students at the International Secondary Study Program at Ranum Efterskole College in Denmark will have a Ranum host family.

The host family is a Danish family who want to contribute to your exchange experience by keeping up with how you feel, being available for advice and guidance in connection with school and friends and being a dialogue partner for you through the year.

They will help you to get a broader knowledge of Denmark and the Danish culture. An exchange stay is a mutual experience, so they also wish to get to know you and get an insight into the culture you come from.

You will stay at home with your host family for a number of weekends during the year and you will also spend some of the school holidays together with the family. Through your homestays with the host family, you will get closer insight into Danish culture and the everyday life of a Danish family and the family will also get to your country and culture. You and your host family will jointly plan the time you will spend together and the number of homestays.



FAMILY LIFE

Your Danish family will be like all other families. They will have times of joy, times of conflict and times of just being together. Be alert to the way your family does things, and try to do things that way too. Use your eyes and ears to observe how things are done in your host family. Accept that you will have to fit in with a life style of a family different from your own. It may be hard at first, but it is an essential part of your year. Be open and honest in relations with your family. Ask the family to be honest with you. Your family may be hesitant to do so at first, because they are afraid of hurting your feelings or embarrassing you, but it is important that you cross that barrier and talk straight and honestly together.

During your homestay you will also acknowledge your host familys gestures by sharing and adding yourself and your culture into their each family members life. In general, Danish children are expected to being seen and heard, so you may adapt easily into your host family by interacting as much as possible with all family members.

Be a part of your family

Remember that an AFS year is a school program and a host family program. This means that *we expect you to attend school and also follow the rules in your host family*. These rules will differ from family to family, but in most Danish families the members take an interest in each other's activities and help each other with the daily chores.

Talk to your host family

If there is something you do not understand, talk to your host family straight away. Let them know how you feel if something is bothering you. It is normal in a Danish family to share feelings and problems - therefore try to be as open as you can and involve your host family. They will be more than happy to help you solve the issue.

This will also help avoid misunderstandings and problems in the host family.

Take responsibility

Usually, Danish family members are very busy and have their week planned with work or different spare time activities. Because of this, you cannot always expect them to take you on trips etc. You will need to learn to take initiative and plan your own spare time activities. This will be expected from the host family.

Responsible planning

Always tell your host family of your plans in advance and obtain their permission before going anywhere. Don't say "yes" to an invitation without confirming it first with your host family.

Your host family will want to know what you are doing and where you are. This will make them feel you are a part of their life and they a part of yours. Whenever you make plans, it would be a good idea to inform your family what you intend to do if your plan falls through. This means you have to think about alternative plans *before* you leave the house.

To remember

Your family has opened their home to you because they believe in the AFS program. They are not being paid for it. It will mean a lot to them if you show your appreciation.

Brothers and sisters

If you have teenage host siblings, they may feel a little jealous of you. Do not be surprised. You are taking away some of the attention they have been used to. The best way to help them over the jealousy is to include them as much as possible in your activities and to let them know that they are important to you.

Contact with your family and friends in your home country

We know you have family and friends at home who you care about. They will want to know what you are doing. BUT too much contact with your home country can make it more difficult for you to integrate in your new home with your new family. Try to focus on your new life in Denmark, rather than holding on to your life at home.

We often see AFS students turning away from the challenges and problems concerning integration in the local environment and getting Danish friends, by seeking comfort and company online with family or friends at home. You could ask your natural parents at home for advice, but their advice may be culturally in-appropriate. Instead you should rely on yourself as well as your host family, friends and local AFS-volunteers to help you adjust to your new life. It is a good idea to write a common email to send to all your friends and family.

Mobile Phone

Most Danish teenagers have their own mobile phone and they communicate a lot with text-messages. It is a good idea to get a "Danish" SIM card. It will be very expensive for your Danish friends to send text-messages to the SIM-card you have from home and for you to call or text anybody from your 'foreign' number. You can get Danish SIM cards online at "Tele2 mobil Tank op" or "CBB Mobil". Ask your host family for help and advice.

Keep phone calls to a minimum - it is expensive. Calling home once a month is recommended. Be aware of the costs of calling from your mobile phone or receiving calls on it from abroad.

Internet

One of the key problems with chatting on the internet a lot is the false feeling of company, when in fact you are sitting alone in front of the computer. Our advice is that you should limit your use of MSN, Skype or other applications, including online games and similar. When feeling alone try to interact with the people around you or contact your new friends or classmates.

House chores

In most families, everybody is expected to take a part of the housework. Some common chores you may have to do are: setting the table, washing and drying the dishes, washing your own clothes and helping in preparing dinner. Doing the dishes together is also a good way to spend time with and get to know your host family. In general, you are expected to make your own bed each morning and see to it that your room is tidy. If you are unsure about how to do any household tasks, ask your host family.

Bathing

Danish bathrooms have bathtubs, showers or both. The hot water supply can be limited and expensive in Denmark. So ask how long time you are allowed to bath or shower, and how often you may do so. Danes usually shower once a day.

Water on the floor does not dry quickly, so do not splash around too much. After bathing, you are expected to clean the bathtub and mop up the water on the floor.

Snacking from the fridge

Danes tend to eat meals rather than snack from the refrigerator. Food in the fridge is not necessarily available for general consumption. If you want a snack, always check whether it is all right for you to eat something from the fridge.

Cooking

Some host families use gas for cooking and you should be *very careful* when using such appliances. Do not leave them on when you are not at home or when you go to sleep etc.

Punctuality

Be punctual. Danes consider it very important to keep ones appointments and be on time. If you are constantly 5-10 minutes late it might be considered rude and seen as disrespectful to the person you are meeting – or the teachers at school.

Try to avoid this

To prepare yourself for successful experiences in your host family, we recommend that you try to avoid the following behavior that may create tension or is considered rude and disrespectful to some Danish host families.

- **Do not withdraw to your room** – this may come across as if you do not care about your host family – instead try spend time talking, participating or interacting in your host familys daily routines
- **Do not stay silent during your weekend** – same as above, practice asking questions and you will most likely see how they are being perceived as you showing interest, engagement and appreciation for your host family
- **Try to avoid saying no when your host family proposes activities** – If you keep saying no, you will probably experience your host family stop proposing activities or they may get hurt or feeling rejected by you
- **Do not sleep late every day** – your time during the weekend is limited. Sleeping late may interrupt plans or important time spent together to develop your relationship. Instead, ask your host family about their expectations for the weekend and how they expect you to fit into these.
- **Do not assume things** – Assumptions can lead to misunderstanding. Practice asking your hostfamily questions every time you wonder or don't understand. If you are not sure whether something annoys the family, talk to them about it.

Your host family has agreed to welcome you and they are looking forward to meet you and excited to learn more about you and your culture. This is your chance to learn more about Denmark in another perspective. They will be exited to learn more about you and your culture as well. A good relationship to your host family may be the beginning of a lifelong relationship. This will allow you to return to Denmark in the future.

Show interest and involvement

You will not spend the majority of your time with your host family this year. This means, that you will have to make an effort in showing interest, involvement and engagement in your host family plans and life, each time you meet.

Fortunately, you can prepare yourself in several ways, before going to your host family.

We advise you, to go through the reflections points on list below. Pick out 2 or 3 questions as focus points for each weekend.

- What can I share with my host family that happened at Ranum?
- What have I been very happy about at Ranum?
- Which things do I still wonder about or don't understand and how can my host family help me explain them to me?
- What is important to my host family and how do I adapt in this?
- How can I contribute and show my host family appreciation during the weekend?
- How can I share with my host family what is important to me?
- Why did I want to come on program with AFS?
- What challenges have I met so far and what have I learned from them?
- What are the main things that I'm worried about at this point?
- What am I most grateful for I my host family and how can I tell them?
- What are my favorite things about being in host family and how can I tell them?
- What would I like my host family to support me in?
- What do I believe I can do to help myself continue positive experiences in my host family?
- What can I do, to share my culture to my host family?

BEING A CULTURAL AMBASSADOR

As a participant in the AFS Program you are a cultural ambassador. A cultural ambassador represents his/her country 24 hours a day. It is not enough to give a speech about your country or to tell people around you about it. Everything you do and say determines what other people think about your country. You have to be aware of this responsibility and think of it in your doings and acts in everyday life.

During the stay you will be expected to explain about your country, both to your host family and to your schoolmates and in class. This is an important aspect of your stay in the same way as each AFS student is an important part of the intercultural work of AFS. That is a big responsibility, but also a lot of fun!

So try to acquire a general knowledge of your home country concerning population, geography, history, agriculture, industry, sports activities etc. before you arrive, so that you can tell people in Denmark about your country and culture. You can also bring brochures with pictures about your country and perhaps recipes from your country. You should also be prepared to talk about your everyday life, your home, family, school and community. Bring picture books, photos, slides, etc as they often say more than words.

a rule or regulation, try talking calmly to your host parents about it. They will probably be happy to explain their reasons.

Things you need to keep in mind:

- Spending time with your host family is more important than spending time on the Internet
- Do not stay in the bathroom for longer than your share of the time.
- Never have long conversations on the phone.
- Tell your host family where you are going, and when you will be back before.
- You leave the house. Ask for permission if this is necessary.
- Participate in the chores of the house.
- Remember to say good morning (godmorgen) in the morning when meeting your host family and goodnight (godnat) before going to bed.
- Do not stay alone in your room for very long periods instead of being in the living room with the rest of the family.
- Ask your host parents before taking food or drinks out of the fridge.
- Ask questions if there's something about the Danish culture you do not understand, and remember not to criticize Denmark or the Danes too much - it may be considered rude. We know from experience that families may get upset about these things.

AFS RULES AND GUIDELINES

In a large organization like the AFS it is necessary to have a set of rules to ensure that the participants and their parents have faith in the organization. This way parents can be fully assured about the welfare of their children.

AFS RULES YOU MUST FOLLOW

These are the AFS rules.

The AFS rules will be strongly enforced, and any violation of these rules will result in an early return to the home country.

AFS Interkultur will consider each case individually, but any of the following incidents can be cause for an early return to the home country:

You are not allowed to:

- Break Danish laws
- Drive (any vehicle requiring a license)
- Take any kind of drugs
- Have irregular attendance at school - lack of involvement
- Have disregard for the travel guidelines
- Do paid work
- Hitchhike or Interrail
- Having a eating disorders
- To be or make pregnant
- Getting a tattoo/ piercing
- Have excessive abuse of alcohol
- Have a disrespectful behavior

VISIT FROM FAMILY AND FRIENDS

Visits from relatives and friends are not recommended and will usually not be allowed. Many years of experience has proven that visits by natural family (including relatives) and friends during the AFS program can have a bad effect on your AFS experience.

If family (including relatives and friends) wants to visit they must obtain official consent from AFS Denmark through your home country's office at least a month before the visit.

TRAVEL GUIDELINES

A: Traveling independently in Denmark:

For traveling independently within Denmark you must ask for a permission from Ranum Efterskole College. You always need to inform the school about the address and the telephone number of where you are staying. You are not allowed to stay overnight at hotels, hostels etc. If you are visiting other AFS students, it is your responsibility to inform the host family you are visiting and make sure that they accept your visit.

B: Skiing trips or extreme sports:

If you are going skiing or making extreme sport, also with your school or host family, we need to have a permission from your parents. Your parents have to sign a Sports- and Activity Waiver in regards to the travel insurance.

C: Traveling abroad with the school or with the contact family:

AFS Interkultur have to be informed about the dates, the address and a telephone number of contact.

D: Traveling independently abroad:

If you are traveling abroad without your contact family, school or AFS you must ask for a permission from AFS Interkultur. AFS Interkultur will then ask for a written accept from Ranum Efterskole College and from your parents. You must seek permission from AFS Interkultur at least four weeks before your travel.

You are only allowed to use private accommodation with friends or family who are over 21 years. It is not allowed to go on a trip organized by a travel agency and to live in hostels and hotels etc. Hitchhiking and Interrail is not allowed.

It is NOT allowed to travel abroad independently the first 5 months of your stay.

It is usually NOT allowed to travel abroad independently the last month of your stay.

All traveling should be within school holidays and AFS events, including homestays with your host family must not be interrupted.

AFS Interkultur Denmark has the sole right to grant travel permission in each individual case.

Visa

If you are permitted to travel you should first check at the embassy of your country if you need a visa. Your residence permit allows you to travel to all countries in the Schengen area without applying for a visa. BUT be aware if you travel through a non-Schengen country. Getting a visa is your own responsibility and at your own cost.

SUPPORT – WE ARE HERE TO HELP YOU

During your exchange stay – there will be people who can help and assist you at the school, at AFS Interkultur, in your local chapter and in your host family. Do not hesitate to seek information or help.

Ranum Efterskole College

You will have a contact teacher at school, whom you can always talk to in case you have any problems or questions or if you need help or guidance. You will be informed about who is your contact teacher upon your arrival at Ranum.

The AFS office

You will also have a staff member in the AFS office whom you can contact for advice. The staff members at the AFS office who are contacts for students at Ranum Efterskole College are:

Sanne Nadri, Support Coordinator

E-mail: sanne.nadri@afs.org

Phone: +45 3832 2310

Pernille Elkjær, Support Coordinator

E-mail: pernille.elkjaer@afs.org

Phone: +45 3832 2312

The AFS Interkultur national office is located in Copenhagen and is open Monday to Friday from 10:00 a.m. to 3:00 p.m. You can write or call the office with any questions or concerns during your stay.

E-mail: afs.interkultur@afs.org

Phone: (+45) 38 34 33 00

Homepage: www.afs.dk

Address: AFS Interkultur, Nordre Fasanvej 111, 2000 Frederiksberg, Denmark

Duty Officer at AFS

If you need to get in touch with us urgently, you can always contact our Duty Officer on tel. (+45) 24 21 34 36. You can contact the Duty officer 24 hours.

Your local chapter

You can always contact your contact person at your local AFS chapter.

Your local AFS chapter is Aalborg Lokalforening.

Your contact person at the local chapter is

Frank Jensen, Support Coordinator

E-mail: torsvang@jensen.mail.dk

Phone: +45 2577 7488 or +45 4141 9551

Your host family

Your Danish host family is also able to help and guide you through the year.

PRACTICAL INFORMATION

RESIDENCE PERMIT

Residence Permit with a non EU passport

If you have a passport not from the EU, you must obtain a Residence Permit before entering Denmark. Ranum Efterskole College and AFS Interkultur has notified the national AFS office in your country of the procedures.

Please contact the AFS office in your country to ensure that you obtain the required residence permit before your departure. Note that the processing for a Residence Permit is *2 month* counting from the day the Danish Immigration Service receive all your papers.

If the embassy or consulate where you apply for the Residence Permit does not have the possibility to register your biometric features (photo, fingerprints and signature) you must have it done within 14 days of entering Denmark. You also have to do the national registration in Denmark - described below. Ask the school for help.

When all the registration is done you will receive your Residence Card. Remember always to bring your Residence Card when you travel outside Denmark.

Residence Permit with EU passport

Students with passport from EU countries must apply for the residence permit when they arrive in Denmark. One of the first days you must go to the regional state administration "Statsforvaltning" and apply for a residence permit. Ask the school for help. When you go to the "Statsforvaltning" you have to bring:

Passport photo and passport

Copy of birth certificate - either with English or German translation
Parental Consent Form signed by your natural parents if you are under 18 years.
Copy of the letter "to whom it may concern" (you will get this after arrival).
A letter of confirmation from your Danish School (you will get this after arrival).

It takes 5-10 weeks to obtain the residence permit. After receiving it you have to do the national registration - described below.

Registration - after arrival

Upon your arrival in Denmark and once you have your Residence Permit, you must register with the local authorities (Borgerservice) within 5 days. Remember to bring your Residence Permit and your passport. Ranum Efterskole College is informed about this, and will help you. Afterwards, you will receive your CPR-card (an ID card to be used as documentation for the public authorities).

The CPR-card is your National Health Certificate, so remember to always bring it with you. If you should require special treatment or hospitalization during your stay, please remember to fill in the enclosed form "AFS Medical Situation Report".

You must also de-register with the local authorities when you leave Denmark.

WHAT TO BRING

Here you can find information about what to bring for your exchange stay and about insurance, medical expenses, safety etc. In REC 2016-2017 from Ranum Efterskole College you will find a checklist about what to bring for school.

Glasses/contact lenses

If you wear glasses or contact lenses, do bring an extra pair just in case - AFS does not cover expenses for lost or damaged glasses/contact lenses.

Laptop

Please bring a laptop. You will need it at school.

Camera

Pictures are a good way to take home memories and they will be helpful when you tell about your experiences in Denmark.

Presents

It is very difficult to give any advice about presents, but try to bring small personal gifts for your host family. For instance, you could bring something made by yourself or something that is typical of your country.

Clothing

If your stay in Denmark is between October and April - remember to pack warm clothing and foot-wear. That means warm underwear, sweaters, a warm coat or jacket, and warm boots. mittens, scarves and hats will also be needed.

Clothing should in general not be a problem, as Danish young people dress very casually. Both boys and girls normally wear jeans with shirts, T-shirts and sweaters. If you are in contact with your host family before you leave home, it is a good idea to ask them for suggestions.

Girls should bring a dress or a pair of smart trousers and a blouse for special occasions. Boys should also bring a nice outfit, but a suit is not necessary. If you have a national costume, do bring it along.

There is no school uniform, but you will have to bring sportswear to wear in P.E.

Money

For personal spending money during the year, we recommend that you bring a minimum of 2500 US\$. Upon your arrival in your host community, we advise you to open a Danish bank account and request your parents at home to transfer money to you during the year. We suggest your parents transfer a fixed amount every month.

Many things are very expensive in Denmark compared to other countries. For instance it can easily cost 3 US\$ for half a liter of Coca Cola. Also cinemas, transportation and telephone calls are rather expensive. The units of the Danish currency are "kroner" and "øre" - 1 kroner = 100 øre.

INSURANCE AND MEDICAL EXPENCES

As you take part in an official AFS-program AFS has taken out an insurance covering medical expenses and emergencies as well as third party liability outside the host family. However, this insurance does not cover lost property and third party liability in connection with accidents within the host family. Please check your own family's insurance coverage.

AFS participants are subject to the laws of their hosting country. Neither AFS Interkultur nor the national government of the participant's home country have the ability to protect the participant from punishment for legal offenses.

The AFS insurance will cover medical expenses incurred while the participant is in Denmark, except for the cost of dental or eye care, preventive medicine, immunizations, and treatment of pre-existing conditions. Nor does the insurance pay for over-the-counter medicine.

Any medical expenses covered by the AFS insurance will be reimbursed to the participant through AFS Denmark upon receipt of documentation. On arrival to Denmark you will receive a 24-hour emergency insurance card from AFS Denmark which we recommend always to have on you.

TELEPHONE INFORMATION

In general making telephone calls is very expensive in Denmark, and you are expected to pay for the international phone calls you make from your contact family's phone.

Emergencies: dial 112 (this is always free of charge). For international calls – dial "00" followed by the country code and telephone number. For international telephone calls, we advise you to buy a Phone card .

SAFETY IN DENMARK AND YOUR LOCAL COMMUNITY

In general Denmark is a very safe country. There is no big difference between boys and girls when it comes to safety. But like any other country, you should be cautious and use common sense. There may be places in the local community that you should avoid going to. Please consult and take advice from your school and host-family as they know the most about their community and is best prepared to give you advice. Do not hesitate to ask your school and host family what they recommend to help you feel more personally secure.

In general you should try to avoid being alone in the train stations late at night unless you have to. If walking alone late at night or early mornings you should try to walk in streets that are well lit and that have people walking in them.

Public transportation in Denmark is perfectly safe to use. You should just make sure you know the time of the latest bus or train, so you can plan for an alternative if you need to return home late at night. In Denmark traffic keeps to the right. A lot of Danes, and especially students, ride bicycles. During winter you will need lights on your bike and wear reflectors on your clothes.

DENMARK AND DANISH CULTURE

DANISH CULTURE - AN INTRODUCTION

The Danes relate to one another in a casual, informal way. Shyness can therefore be to your disadvantage. If you do not speak up for yourself, chances are you might not be asked for your opinion. Disagreement with others or asking questions is not generally seen as a sign of disrespect. Although Danes relate casually to one another, there is usually little physical contact between friends and/or relatives in public. Men in particular keep their distance from one another. This is, however, changing, and the Danes are loosening up a little.

Danes have a sense of humor similar to the English. Be aware that Danes use a lot of irony when they interact.

Danish youth culture

You may find that young people in Denmark go to a lot of parties either organized by the school or privately. Alcohol will often be served at these parties. It is very common that you find people under the age of 18 years drinking, and it is socially acceptable in many families. In Denmark you are not allowed to buy alcoholic beverages in shops till the age of 16 years. In bars or restaurants you can't order alcoholic beverages if you are under 18 years of age. At Ranum Efterskole College drinking and smoking is strictly prohibited also on journeys to and from the school.

Some young people in Denmark may be sexually active. Remember cultures differ in their views of what is the appropriate sexual behavior and practices of young people. Often clarification of attitudes may be necessary, and here, again, the advice of people you have come to know and trust is very valuable.

Knowledge about the people you socialize with is important, and this is best acquired through increasing knowledge of the culture. In societies where some young people are sexually active, there are also many who are not. You should not compromise your own personal values and beliefs regarding sexual behavior. If you feel that you get offended by hearing your room mates talk about sex, try to tell them about your concerns. It will also be a learning experience for the Danish students that not everybody thinks and acts the same.

Remember that it is forbidden to use illegal drugs and substances. Violation of this rule is reason for early return to your home country. Similarly, excessive abuse of alcohol is also reason for early return to your home country. It is also illegal to get tattoos under the age of 18 years.

Making friends

It takes time to make friends in Denmark and is a two-way-street. You have to give as much as you get. You are supposed to take a lot of initiative. If somebody invites you to do something together with them it is a good idea to return the invitation before long, by suggesting to do something else together.

ABOUT DENMARK- A FEW FACTS

Religion

The National Church is the Evangelical Lutheran Church, but even if 92 per cent of the population are members of the National Church, only around 4-5 per cent are going to church on a regular basis.

Meals and food

The meals are usually eaten during the following intervals:

Breakfast: 7:00 am - 8:00 am
Lunch: 11:30 am - 1:00 pm
Dinner: 5:30 pm - 7:30 pm

The evening meal is usually the main meal of the day and is often a time when the whole family is together.

Typical meals

Breakfast: Cereal or bread with cheese or jam.
Lunch: Dark bread with meat, tomato, egg and cheese.
Dinner: Pork, beef or poultry, potatoes, rice or pasta, vegetables and sometimes dessert.

Danish families often sit down for dinner in the evening; it is a time for the family to share their experiences of the day. In general you talk about what has happened during the day and talk about plans in the near future. It is important you try to participate in these conversations. Danes keep their knife in the right hand and fork in the left hand while eating.

Seasons and climate

In Denmark we have four seasons and the climate varies a lot.

- Spring: Spring begins in March, the days are getting longer and the temperature is rising.
- Summer: In summer the average temperature is about 15 °C/60 °F, but it does occasionally reach 32° C/95° F. During summer the days are long. When they are longest we have 18 hours sunlight.
- Autumn: The autumn starts in September. The temperature drops and the days get shorter.
- Winter: Winter and the cold weather begin in November/December. Winter in Denmark is often characterized by windy and rainy weather, occasionally snow, with average temperatures approximately 0° C/32° F. The winter is very dark with not much sunlight, but it is also the time when a lot of particular Danish traditions unfold within the families like preparation for Christmas.

Electric current

220 Volt AC (50 Hz.).

Note that Danish plugs have only two legs/holes.

Weights and measures

From metric specifications:

1 kilo (kg)	=	2.205 lbs.
1 liter (l)	=	approx. 1.76 pints / 0.22 imp. Gallons / 1 US quart
1 kilometer	=	0.621 mile
1 centimeter	=	0.39 inch

To metric specifications:

1 pound (lb.)	=	0.454 kilo
1 imp. Pint	=	0.56 liter
1 imp. Gallon	=	4.546 liters
1 US gallon	=	3.785 litres
1 mile	=	1.61 kilometers
1 yard	=	0.9144 meter
1 foot	=	0.3048 meter
1 inch	=	2.54 centimeter

Business hours

General Banking hours:

Monday-Friday:	10:00 am - 4:00 pm
Thursday:	10:00 am - 6:00 pm

General Shopping hours:

In general, shops are open as follows:

Monday-Thursday:	10:00 am - 5:30/8:00 pm
Friday:	10:00 am - 7:00/8:00 pm
Saturday:	10:00 am - 2:00/5:00 pm
Sunday:	Closed

If you bring a Visa credit card you can find cash dispensers in most towns.

Some department stores, bakeries and florists are open on Sundays, and some petrol station shops and newsstands are open in the late evenings.

Most supermarkets open at 8:00 or 9:00 am and some close as late as 22:00 pm

Wishing you a safe and successful stay in Denmark!

Inspiring

Challenging, Learning, Discovering, Transforming

Supportive

Passionate, Caring, Understanding

Trustworthy

Reliable, Responsive, Experienced

Connecting

Sharing, Familial, Bonding

AFS Interkultur, Nordre Fasanvej 111, 2000 Frederiksberg, CVR 62948515
Tel +45 38 34 33 00, Fax +45 38 34 66 00, afs.interkultur@afs.org, www.afs.dk

REC info 2017-18

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Dear learners & parents,

In this booklet, we have gathered information about the school in order to make a year at Ranum Efterskole College easier. One copy of this booklet is given to each learner/family and can be found on our homepage www.ranumefterskolecollege.com under ‘School life’ and ‘info for new learners’. Please read prior to school start together with your parent/guardian.

Good communication secures a good experience and optimal benefits from the efterskole stay. It is of utmost importance that you check ‘Skoleplan’ regularly and read messages from the office, subject teachers and contact teachers. Official information about events, bus plans and registration is on Skoleplan and NOT via Facebook. When we provide information on Facebook it is to inform that you have to check Skoleplan.

Should you have any questions of a practical nature, in relation to rules, regulations, safety, calendar, checklist, economy or the like, you may be able to find the answer by reading this info-booklet. Should you have any questions after reading this booklet, please contact the office at the school.

Through signing up and filling out the page “Permits” on Skoleplan with the parents’ login, learners and parents, agree to the terms in “Rules and Regulations”, “Economy” & “Guidelines for use of It at Ranum Efterskole”

Enjoy reading!

Practical information

Contacting the school/learners: Main tel. number: +45 96 66 44 00

– you are most likely to get through during office hours between 09.00 – 11.30 and between 12.00 – 16.00. Between 16.00 and 23.00 the telephone is automatized via a central switchboard. During these hours you will be asked to press for the house in which the learner lives and you will then be redirected to that house. Between 23.00 and 08.00 the telephone is re-directed to the on-duty night teacher and we must stress that any calls during these hours are strictly for emergency purposes.

Mail to learners and the school is addressed to:

Ranum Efterskole College, Seminarievej 23, 9681 Ranum, DK.

Remember to include name and contact group number!

(Mail is collected and handed out at dinner by the table chairman)

Who knows most about?		
School enrolment/ resignation & Logins for Skoleplan:	Ann-Sophie Høffner, secretary. Pamela Verlen, secretary.	96664400 info@ranumefterskole.dk
Economy, payment and financial support	Mie Sørensen, Economy secretary. Joan Just Sørensen, Economy secretary.	96664403 mie@ranumefterskole.dk jj@ranumefterskole.dk
IT and Internet access	Rasmus Badstue, IT support	96664444 rb@ranumefterskole.dk
Travel & insurance	Rie Drejer, Communications & PR	rie@ranumefterskole.dk
AFS (1 year), International programmes, CIE exams	Birthe Petersen. International Administrator & CIE Exam Officer	96664406 bp@ranumefterskole.dk
Student counsellor (DK)	Peter Kristensen, Pedagogical Head	pk@ranumefterskole.dk
Student counsellor (Int.)	Matthew Danaher, Head of int. department	md@ranumefterskole.dk
Sickness and diagnoses	Sus Damgaard, school nurse	sd@ranumefterskole.dk
Appointments with psychologist/support	Ebbe Hald, school nurse	eh@ranumefterskole.dk
Diet & Nutrition	Jesper Kofoed	jlk@ranumefterskole.dk
Bedding agreement	Jørn K. Nielsen, technical leader	jn@ranumefterskole.dk

Contact regarding the wellbeing of the learner, sickness, personal- and academic development is addressed to the contact teacher.

Please contact your contact teacher via the message and mail system in Skoleplan and check Skoleplan on a regular basis to stay updated on messages from the school and teachers.

How to use Skoleplan

Via www.skoleplan.ranumefterskole.dk, learners and parents are able to stay informed on all matters related to schedule, calendar, absence, grades, activities and events during the whole school year. **Skoleplan** has a 'learner entry' and a 'parent entry'. The **skoleplan** system is also a message and mailing system and it is very important to check news via this system regularly. New login or any questions in relation to the use of **Skoleplan** may be directed at: info@ranumefterskole.dk

BEFORE SCHOOL START AFTER SCHOOL START

Learners and parents will be forwarded username and password
Learners will use their UNI-LOGIN, provided by the school

Parents login is confidential, because it grants you access to registering and 'signing' for absence. It is important that the learners do not have access to this function

Weekend, time off, bus service, sickness and visits

Journeys home may only take place when the schedule for the week is over.

The school week normally ends Friday at 2.30pm. On the day up to a long weekend classes will finish at 2.00pm.

See calendar.

Learners returning to the school from a weekend or holiday away may do so between the hours of 6pm to 9.00pm on Sundays. Parents must inform the on-duty teacher if learners will come before or after these hours. Tel. +45 96 66 44 00. It is expected that learners returning to the school from a weekend or holiday away, will have had their dinner prior to their arrival Sunday evening. Learners must inform the on-duty teacher of his/her arrival upon arrival and fill in the weekend list.

Weekend at the school: Learners/parents must inform the school of weekend journeys home no later than the Sunday evening prior to the weekend in question.

The protocol for weekends is run via Skoleplan, and parents/guardians will receive an email about the learner's choice Tuesday afternoon. After Tuesday we stress that any unnecessary changes will be difficult to make, due to planning, activities and staff.

Parents/guardians have the responsibility for learners, when they are not at the school in weekends. Parents of learners, who visit other learners in weekends, are encouraged to make contact to the other home to check what the agreement is.

REC bus service: In relation to the long weekends and holidays, the school offers a bus service. See more information about this on Skoleplan. To use the bus service you have to book a seat through a link, which can be found on Skoleplan under **Notices**. In 17-18, the bus service is included in the school money, if you book a seat and do not use it the expenses will be charged from the learner's deposit. The busses will be following a set plan with times and places. There is one bus pr. route, the school can set a max on numbers of learners and ask learners to take other routes. The school is not responsible for any expenses, which might occur on the basis of changes in booking, cancellations, accidents or delays. Baggage transport is your own responsibility. It is always the parents/guardians responsibility to arrange connections and pickups at the given arrival spot.

Exemption from school hours in the schedule and/or in obligatory weekends may only be granted under special circumstances e.g. emergency, hospital, special dentist, wedding, confirmation, family anniversaries or similar.

Exemption for holiday or other 'non-special occasions' may result in economic sanctions towards the school from the Danish Government. These costs will be passed on to the learner/parents.

Please make sure all absence is registered in Skoleplan, remember to include evenings/nights. We contact the guardians no matter the time if there are any doubts of where the learners is staying.

Sick at home: If the learner is sick at home and unable to return to the school ready for the school week, parents must call the school's main telephone number +45 96 66 44 00 on Sundays between 6pm and 9pm. When the learner in question is well again, parents should inform the school of arrival and the learner must register with the on-duty teacher upon return.

Visits: Visits to the school must be announced to the school. Guests pay 75 DKK per day for board and food. Guests will participate in the daily routines, practical assignments and must bring their own sheets and sleeping bag. Boys and girls sleep in separate rooms. The on-duty teacher is authorised to send any visitors home, if they do not comply with the rules of the school or arrive without any confirmed agreement with the school.

Diet and kitchen:

It is a priority for us to serve a healthy and varied diet. The mealtimes are central of the social life at the school, and all meals are mandatory. We offer menus in which special considerations are made e.g. allergies, ethnical, cultural and so on. We strive to inform and guide our learners, particularly in the beginning of the school year, and we expect that learners take responsibility in terms of judging if the diet is in line with their needs. Special considerations are to be addressed directly to the kitchen team, preferably in writing and with recommendations for recipes etc.

Economy

School tuition is paid in 10 rates. The first rate is due the 1st of July and the final rate is due in May. December is a tuition free month. Deposit for the room, possible certificates and materials such as the book package for the international programme are included in the first rate.

Financial aid in relation to travels: Parents and learners who are economically strained may apply for funding from our REC pool. Application forms are to be retrieved from the office via mail info@ranumefterskole.dk or telephone +45 96 66 44 00.

Room and key deposit 1.000 DKK.

Learners are responsible for the room, furniture and cleaning equipment that are at their personal disposal during their stay at the school, and any damages/repairs are deducted from the deposit regardless of if the learner in question is the one responsible for the damages. Damages to shared furniture, bathroom, windows, panels, doors and locks are collectively deducted from all of the learners within that room. If the deposit is used prior to the end of the school year a new deposit will be charged. Unused deposits are reimbursed after the end of the school year. If the key is lost or left at home, you should contact the Head of Technical Support Jørn Nielsen at his office between 07.30-08.00. It is the learner's responsibility to have a key and it is also used to register for morning exercise and absence from common activities. A key replacement costs 100 DKK., which will be deducted from the deposit. Found keys are handed in at the office.

Problems in relation to key are addressed to Jørn Nielsen, Head of Technical Support: jn@ranumefterskole.dk

Laundry rooms: Learners can wash and dry their clothes in the school's laundry rooms. Each wash is 10 DKK and money for laundry can be deposited into their laundry account at the office. Washing and drying of clothes is at one's own risk.

Learners and pocket money: We recommend that learners acquire a **Mastercard Debit and 'Rejsekortet' (Danish national travel card)**. If the learner in question is unable to administer a debit card, a special account can be opened via the school: **Reg. no. 9202, account no. 0000128562**. (Remember to write name and number of the learner concerned and possibly also the purpose for the money). The student bank is open according to office hours and on departure days prior to long weekends until 2pm.

Termination of the stay: If a learner/family considers a termination of the school stay, it is very important to inform us as soon as possible. The sooner we may engage in dialogue about any issues related to the stay the sooner we may find the solutions that will support positive changes. We are very flexible and we have the experience in supporting insecure learners. Please, do not make rash decisions, because it is our experience that if learners terminate their stay without any dialogue with the school, they regret their choice shortly after.

Economy in the event of a termination of the stay: In the event of a termination of the stay, school tuition for the four weeks after the learner has given his/her notice in writing to the school office is to be paid – regardless of who makes the decision of termination. This period is to be regarded as a trial during which minds can be changed.

Insurance and safety

Insurance: We recommend that you confer with your insurance company in relation to coverage of personal property such as laptops while the learner is staying at the school - also in relation to extreme sports. We recommend private insurance be taken if the learner is to participate in some of our more specialised activities such as diving, riding and so on. The school's collective insurance covers sports and activities offered.

Travel insurance: School insurance covers necessary travel insurance and is a supplement to the health card as well as the private insurance of the families. The school insurance does not, cover lost baggage. If the learner has a unique condition or are being treated for an illness, it is the guardians' responsibility to make sure the learners have supplementary insurances. The school is not responsible for any expenses cost incurred by a lack of coverage. If there are any doubts on whether the learner can participate due to health, we recommend that the learner do not participate. We do not handle private insurance cases for the family or the learner. It is difficult to calculate the individual costs in relation to the travels in an action for damages due to the expenses related to

wages, school tuition, and self-payment and therefore it is to be expected that processing the case may take up to 8 weeks.

The school does not cover the loss of self-payment if the travel is cancelled due to, for example sickness.

The school offers a collective insurance of self-payment for the price of 350 DKK that is to be paid with the first rate of self-payment for travels at the shop. Deposits to the collective insurance pool are not reimbursed. The compensation may never surpass the size of the collective pool and in case of compensation with multiple parties, the pool is shared evenly among all parties involved.

Safety in relation to maritime activities: The school has drafted safety instructions for sailing, surfing, kayaking, wakeboarding and canoeing. These instructions can be found on the school homepage and they comply with the regulations from the Danish Maritime Authority.

Safety in relation to travel activities: The school drafts security instructions for each profile- and culture travel before departure, and these are forwarded to learners and parents before the travel. All instructions can also be found on the school homepage.

Cooperation between school and home: During different arrangements at school, we arrange school-home meetings. These meetings focus on the learner's academic and social development at the school. Throughout the year, the contact teacher will keep the home informed about the learner's personal development; however, it is also the homes responsibility to seek information from the contact teacher, Skoleplan and from the learner. In connection with planning future studies, it will be possible to meet with a student counsellor. It is not obligatory for the home to attend these meetings, but if there are issues, we hope that the family will show their support and that we can together solve any issues. For your ease, the meetings can be held over the phone or skype.

Guardians can follow the learners grades, attendance and statements on Skoleplan

Three times a year the learners are graded, notice will be provide at Skoleplan

Study counselling: Learners will be asked to make their choices in relation to further studies during the spring. We have student counsellors collaborating with learners and home. During the winter term, you will be able to book conversations with student counsellors if you need clarification on matters related to making these choices. The schedule for these appointments/weekends will be announced in the year calendar

Transition programmes: Learners in 10th grade have the opportunity to try their choices of further study. For the Danish leaners, it is obligatory, while it is optional for the international learners. If you wish to participate in the transition programmes, we advise you to contact management and student counsellors. Deadline for choosing a transition programme is the 1st of June.

There are three family weekends during the school year: The first is the last weekend of September, and guests are welcome from Friday after lessons. Saturday is usually booked for profile subject activities, scheduled conversations and social activities. The second family weekend is in December and is combined with our Christmas market. During this weekend, you will be informed of the coming culture subject travels. The last family weekend is at the end of April, and this weekend is booked for profile subject activities, conversations and an opportunity to evaluate the school year. Invitations, registrations and general information in relation to these weekends will be published via **Skoleplan** 3-4 weeks prior to the event.

Parents committee and collaboration with Student Party Committee (SPC):

Parents are encouraged to form a voluntary parents committee that may be of assistance in difficult pedagogical situations with dialogue and reflection. The parents committee is encouraged to collaborate closely with the SPC in relation to arranging 4-5 parties for the learners during the school year. We have over the years developed and tested this concept in order to create a safe framework for the learners to have their parties in. The school will support and guide parents in relation to securing safe and great experiences in relation to these parties, but the school has no part in or responsibility for the parties. The parties are held outside of school grounds and they are optional. The first meeting in the voluntary committee is held Sunday at 6pm after the first long weekend – the school will be hosting a dinner in relation to this and former members will participate in order to pass on their experiences.

Vaccinations: It is the responsibility of parents/guardians that the learner in question is covered by the required vaccinations in relation to our travels. The vaccinations can be done privately or via a reference from the school. The school will inform learners and parents of required vaccinations in coherence with recommendations from the Danish SSI under the Ministry of Health prior to the trips. The school does not cover expenses in relation to vaccinations, medicine or transport related to having these vaccinations.

School year calendar:

At the beginning of the school year, learners will be given a school year calendar. Any changes in the school year calendar will be communicated via Skoleplan. The school year calendar shows which weekends are stay-at-school weekends/days and which weekends we encourage learners to go home, visit their host families and/or friends, as well as when we have events, travels, tests or parent conversations. The dates for the travels might crossover the weekend before- and after. Read more about it in the school curriculum plan on the homepage from August 6th.

School Curriculum Plan: School activities and lessons are described in the school curriculum plan for the year. This is obviously very extensive and is therefore not printed, but only available on our Danish homepage www.ranumefterskole.dk. The school curriculum plan is subject to change during the school year.

Inclusion

At Ranum Efterskole College, we offer Inclusion, meaning we offer extra support for the learners who experience challenges in regards to our academic programme. Inclusion is devised in cooperation between teachers and the pedagogical management and is integrated in the daily schedule. It is important that cooperation regarding inclusion is started as fast as possible therefore, if you think it is an offer you would like to take advantage of, please contact the pedagogical department leader

Friends of Ranum Efterskole College (Ranum Efterskoles Venner): The purpose of this association is to create a forum for all who have some connection to Ranum Efterskole College. The articles of association for this forum are to be found on our Danish homepage www.ranumefterskole.dk/efterskolen. The association is an umbrella organisation with 2 parents- and 2 learners from previous and current school year, as well as the Principal of the school. Membership is free. Events and activities are announced via school homepages and Facebook pages. The voluntary parents committee and the former parents committee are formally organised under the association 'Friends of Ranum Efterskole College'.

Activities included under the association: Nibefestival REC Camp (Music Festival). Reunions. Annual General Meetings, which are held in relation to the last parents weekend in the Spring and the first parents weekend in the Autumn.

Ranum Efterskole College's Constituency:

The Constituency of Ranum Efterskole College is an association that elects the Board of the school.

Membership of the constituency is acquired via request to the Chair of the Board via email:

info@ranumefterskole.dk

Bedding agreement – rent & wash

If you wish to rent bedding for the school year 2017-18, the learners have the possibility to rent a duvet, pillow and mattress protector for a full year – 43 weeks.

Incl. cleaning at the end of the year and/or	DKK 500,00
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Linen packaged with bedsheet, pillow- and duvet cover <u>Wash every 2nd week</u>	<u>DKK 625,00</u>
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Total	<u>DKK 1125,00</u>
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The learners receive a text every other Friday at around 8.00am with a reminder to change the linen. The learners have to hand in the linen in a washing bag and have to get a new set at the dispense at the depot.

Replacement of lost or destroyed linen 100/200DKK per part and bedding per pillow/duvet 200/500DKK

All prices are incl. taxes

The rented linen/bedding will be placed on the learner's bed on the first day of school.

To order and pay for the bedding packages go to our shop: <http://shop.ranumefterskole.dk/en/home/>

If you have any questions please contact our technical leader Jørn Kvist Nielsen. Email: jn@ranumefterskole.dk

Choice of Profile- & Culture subjects

At Ranum Efterskole College, we divide the school year in three periods. In the 1st period we have the 1st profile subject, in the 2nd period we have the culture subject and in the 3rd period we have the 2nd profile subject. You can read more about the subjects at the homepage.

Choosing profile- & culture subjects

At the end of each period, we have a travel as a completion of the subject. The process for choosing and confirming the profile- & culture subjects always starts with a democratic process where the learners can choose their priorities. Based on the learner's priorities we decide which subjects they can choose from. There will be a few subjects, which will have a limited amount of seats.

Choice and confirmation of the subjects have to be made at www.shop.ranumefterskole.dk

1. Period: Profile subject	22 nd of May - 10am 29 th of May - 10am	Shop opens Shop closes
2. Period: Culture subject	10 th of September - 10am 18 th of September - 10am 20 th of November	Shop opens (rate 1 is paid) Shop closes. Deadline paying rate 2
3. Period: Profile subject	27 th of December - 10am 4 th of January - 10am 1 st of April	Shop opens (rate 1 is paid) Shop closes Deadline paying rate 2

Economy & choosing profile- & culture subjects:

There will be a self-payment on some of the subjects, but in each period we try to create subjects without self-payment, however, they are sadly not always chosen by the learners. For your ease, we have already set the dates and time for when the shop opens in each of the 3 periods. This way everyone will have an equal opportunity to go the shop when it opens and get a seat for the learner's first priority. The official period for choosing the subject lasts around 1 week. If you do not manage to go to the shop within this period, you cannot expect that there are still seats available on all subjects.

Changing subjects: After the official choosing period is over, it is not possible to change subjects, and therefore it is VERY important that the subject be chosen based on interests and not on friendships etc. In case a change of subject is necessary, the learner has to cover the schools expenses in relation to the travel e.g. flight tickets, accommodation etc.

More information: You can find last year's profile- & culture subject catalogues on the homepage. They can provide an overview of which subjects there is to choose from and the price range of the subjects. This school year we will only be using the homepage.

Rules and regulations 2017-18

We build our spirit of community on mutual trust and respect. We support the individual's freedom of expression with respect to the spirit of community. Therefore, we have clear rules that provide safe boundaries and freedom to cultivate a good spirit of community.

First rule is a positive expectation/"rule"!

All staff and learners are obliged in the widest possible scope to contribute positively to strengthen the spirit of community and to create a good learning environment and stay for everyone at Ranum Efterskole College.

If the first rule does not work, we might have to use the following rules:

Bullying is not accepted. It is important to distinguish between teasing and bullying. Teasing is a good-natured approach to another human being and helps to provide a positive atmosphere in the social sphere. Bullying on the other hand is an act that may harm another person physically, mentally or socially. In bullying situations, it is about a sender and receiver, so it is not about how much you tease, but whether the receiver thinks, it is funny. We therefore enforce that all learners respect each other as equals. Should any bullying occur then we will try to resolve this through open dialogue between the parties. Bullying can lead to suspension (at home) depending on the situation.

No illegal drugs at the school. If a learner is influenced, possesses or disseminates drugs, it can lead to immediate suspension. We test the learner upon suspicion.

Alcohol; No alcohol at the school, in the town or on the way to and from school. No empty/decorative bottles at school. We test the learner upon suspicion, if a learner is influenced while at the school, it can lead to immediate suspension.

Smoking; We are a non-smoking school; this applies to both tobacco of any kind, snuff and E-cigarettes. We expect the learner to be smoke-free. Parents are responsible for any smoking cessation agents. Water pipes, tobacco, e-cigarettes or similar items are prohibited at the school. Breach of the rules leads to clarification at home and follow-up dialogues.

Unauthorized absence is not accepted! A learner who fails to attend a class/activity will be recorded as absent on the roster. By repeated unauthorized absences, the student's home will be contacted. Unauthorized absences will lead to sanctions and the learner may be suspended and sent home. **Morning Exercise;** All learners must participate in morning exercise and only house fairies / resident teachers can approve absences. Learners that do not attend obligatory activities will be asked to help in the kitchen or do a longer exercise. If it occurs more than once without a valid reason the learner can be send home to talk with the guidance.

Sex at the school is not allowed, as it provides a pressure on other learners. Adults and other learners must be able to visit the rooms and not have an embarrassing experience. Violation leads to a conversation with home and can lead to suspension. Visits from boys/girls in the room is allowed between 10 am and 9.50 pm. The house rules must be kept. During the first weeks of school and in certain periods, there may be special rules for visits between boys and girls.

Theft is not acceptable - do not tempt others: "Borrowing"/petty larceny leads to a warning; Repeated and intentional larceny can lead to suspension. Unjust "borrowing" of school-property is considered larceny.

Storage of valuables; Do not bring large amounts of cash. Lock your cell phone, iPad, etc. inside your closet when not in use. All learners must have a key to their room, as the insurance does not cover if the door is unlocked.

Remember that it is the parents' private insurance that must cover the student's things during the stay. The school does NOT have an insurance that covers simple theft from the student's room, classroom, locker rooms, etc.

Vandalism is not accepted! Mishaps and misdemeanours must be compensated either in cash or through the family's insurance. Vandalism can lead to immediate suspension.

Bed times; the learner must be in his/her room and be ready to go to bed by 10 pm. By 10:30 pm, it is adamant that full consideration is made towards those who want to sleep and all use of electronic devices must be used in consideration to others in the room. The teacher can confiscate electronic equipment if this is not respected and if the learner cannot get up in the morning. The equipment is stored in the office at the student's own risk and insurance.

Night running is not accepted. When learners are out of bed in the hallway or in another room between the hours of 10:30 pm and 06:45 am it is considered night running. The on-duty evening teacher assesses the situation and then determines whether it is night running. Night running, especially off campus, creates insecurity, especially in case of fire, which can bring others in danger, if they have to look for learners that are not in their room. Therefore, we do not accept night runs and the learner might be sent home for clarification or given sanctions in terms of practical work or restriction of freedom.

Kitchen- & cleaning team; All learners must participate in kitchen duties during the stay. Participation on the kitchen team and cleaning is an important part of the educational part of the stay. Learners on the kitchen team are ONLY out of class during their kitchen time. All learners must expect 1 week of kitchen and cleaning throughout the year.

Cleaning of rooms and common areas: All learners must participate in turns in cleaning the common areas during the school year. **Learners must keep their room tidy.** The room must generally appear tidy.

Cleaning products and toilet paper, etc. are handed out during room cleaning. Cleaning materials are available in a closet for each room/hallway. The room is responsible for ensuring that the material is treated properly. A broken vacuum cleaner must e.g. be compensated using the room deposit, individually or collectively in the room.

Electronic in the rooms: It is not allowed to have external screens/TV's in the room. You may bring small speakers, as long as you do not bother others. The teachers can confiscate electronic equipment for some time if proper consideration towards others is not shown. It is not allowed to bring toasters, mini fridge or the like. Seeing that it can cause a health and fire hazard. It is allowed to have 1 kettle in the room.

Pets of any kind are not allowed.

Any form of weapons are forbidden at the school. Hardball weapon for club use must be kept in the schools depot.

Mobile Phones; The school is a **Mobile Free Zone the first 2 weeks** to strengthen social interactions. Mobile phones must be handed in to the office in a sealed envelope with the learners name when starting school. The envelopes will be locked in a bank vault. The phones are returned when the learners go home for the first time. On a daily basis mobile phones must be on silent and may only be used during class according to the teacher or kitchen staff. The Mobile Free Zones must be respected and in case of abuse the phone will be confiscated until the learners goes home for the weekend. The principal or pedagogical leader may ask a learner to drop off the phone in the office for a longer or shorter period. The home will be oriented through Skoleplan.

Computers: The learner must bring a laptop with WIFI. It is not allowed to bring static computers. The guardians must sign an IT declaration for the use of IT at the school.

Internet access: WIFI is available at the school between 07.00 and 23.00, the schools management can choose to change the timeframe or to close the access.

Bikes: Learners participating in the special subjects SAILING, HORSEBACK RIDING, WATER PERFORMANCE, DIVING MUST bring a legal bike. Other learners MAY bring a bike. We encourage all learners to bring either a bike, mountain bike, skateboard/longboard or rollerblades. Bikes must be checked in upon arrival where they will be labelled with the student's name. Bikes that are not operational or legal must to be repaired as soon as possible. The school has no responsibility for students' bicycles.

Skateboards, longboards and rollers, etc.: These are allowed, however they must only be used outdoors.
Moped/scooter is not allowed.

Protective gear, etc.: All learners must bring a legal bike helmet (remember name in the helmet). Bicycle helmet must be used in conjunction with bike trips organized by the school. When participating in skating and skiing activities, learners must wear a helmet and safety vest /equipment as per the teacher's instructions.

Sickness: If a learner is not well enough to attend classes, the learner must register sick with the House Fairy for a health check. The sick learner must stay in bed in the ward until the house fairy or the teacher decide that the learner is either healthy or must go home for recuperation. The staff that oversees the sick decides whether he/she should consult a doctor. The house fairy and the kitchen team ensure that the learner is brought food and is attended to during the day. If the learner is sick more than 2 days, the house fairy contacts the student's home and it is assessed whether the learner should go home. Doctor visits should be made with the student's own doctor. Only in exceptional cases can the local doctor be consulted. The house fairy must be informed if the learner needs prescription medicine, to make an agreement on when and how the medicine will be kept.

Room Organization: Learners may organize their rooms and apartments with consideration to furniture and roommates. Moving beds may only be done by agreement with the resident teacher or janitor. Beds should always be placed next to a bedside lamp. It is possible to bring own furniture after arrangement with the resident teacher. Posters may only be mounted with sticky putty. The room must be returned to its original condition before vacating / departure, and damage to the inventory must be paid through the deposit.

Room Relocation; Room relocation is generally not an option. Learners can only relocate when all sensible opportunities for conflict resolution are exhausted. Parents cannot request a relocation and parents are advised not to involve other learners or parents in room issues. Only school employees can facilitate new rooms and apartments. Learners who encounter insurmountable problems in the room must contact the contact teacher.

Weekend at the school: It is only learners who have registered for the weekend who can stay at the school. The weekend begins Friday after classes and ends Sunday at 6pm, where learners who have been home for the weekend may return. It is not possible to go home Friday and come back Saturday. All weekend learners will help with cooking, cleaning and tidying. The school has a budget for activities, and co-payments may occur e.g. if going to the movies. A supervising teacher may decide, in consultation with the students, to close the school and go on a trip. Weekend learners who wish to attend activities out of the programme e.g. go to another town must have their guardians send the weekend coordinator their permission. The weekend coordinator can at all times refuse permission, if it does not fit the weekends programme or chores, or bus/transport time.

Consequences for breach of the above rules

We try not to apply penalties because we work with young people "under development". Consequences with meaning provide more learning and experience, and creates a better atmosphere. This does not mean that young people do not perceive the consequence as a punishment. No matter how we look at it, we must have sanctions that show that it is the adults who set the boundaries. This way we create safe and democratic boundaries for all!

Dialogue and recommendation; We use mainly dialogue and conversation to solve problems, but it can also be valuable to provide a direct recommendation about following the common rules. If a personal dialogue or recommendation is not followed, the home will be contacted. If a learner is under suspicion for breaking the schools rules, the learner will be called to a meeting with the teacher and the pedagogical member of staff responsible. The school works with democracy and dialog, therefore it is important that the learner and parents understands the importance of cooperating with respect and honesty. Our point of view is that we work with a young person who will meet challenges and that the goal for every conversation is to keep the learner in a positive and constructive development. For this to happen the learner must take responsibility for their actions and learn from the mistakes.

Clarification: In the case of blatant offences, the learner may be sent home for 'clarification'. The purpose of this is for the learner and guardians to continue the conversation at home, so that trust can be rebuilt. By clarification we mean that the learner will be sent home to consider the stay at the school with his/her parents and in writing

explain to school management how the learner in question understands his/her future at the school. The property of the learner will remain at the school until matters are clarified.

Expulsion/termination: The cooperation between home and school is crucial for this process to be a success, therefore meetings will be held between the school/home and learner, where further process, plan and changes are agreed. If school, home and learner cannot find common ground, or if we can no longer trust that we in cooperation, can change the behaviour which is harming to the learners or other learners wellbeing we might have to have a concluding conversation where we advise the learner on where to go after our school.

If the learner is not interested in staying at the school and illustrates this by unacceptable behaviour, the school management may decide to expel the learner. In relation to expulsion or termination, the learner will be charged for the following 4 weeks of school tuition. An expelled learner will have the opportunity to be heard before final decisions are made. The Principal may grant an expelled learner the opportunity to take final exams at the school.

Consequences and sanctions: In cases of sanctions, the Principal, the contact teacher and the responsible house coordinator will have had a conversation with the learner in question about it, and parents will be informed via Skoleplan. A sanction may be an assignment that contributes to the well-being at the school.

Ranum Efterskole College leadership and organisation

Role	Name	Responsibility	Contact
Principal	Olav Storm Johannsen	Head for pedagogy, administration, economy, communication/IT and staff. Coordination of profile- and culture subjects. Safety procedures and crisis management. PR and recruitment. Official representative for the school in relation to media, partners and public affairs.	os@ranumefterskole.dk +45 96664411
Vice-principal	Joakim Philipsen	Head for schedule, staff hours and supervision. Coordination of tests, exams, guidance counselling and transition programmes in correspondence with teachers, ministries and partner schools.	jop@ranumefterskole.dk +45 96664490
Head of International Department	Matthew Danaher	Assisting Vice-principal in relation to schedule, classes and teachers – particularly in the international programme. Coordination of international contacts and networking, including international guest learners. Coordination of classes, tests and exams in the international programme.	md@ranumefterskole.dk +45 96664407
Pedagogical Head	Peter Kristensen	Head for school nurses, pedagogical structure and contact, and challenges in relation to pedagogy- and/or wellbeing – including potential abuse issues. Chair of pedagogical team, in which pedagogical work across the houses and contact groups is coordinated. Coordination of evening and weekend supervision, individual support and inclusion.	pk@ranumefterskole.dk +45 96664471
Head of technical support department	Jørn Kvist Nielsen	Responsible for service and maintenance of buildings. Management of staff members in service, cleaning and maintenance of the grounds. Management of key/lock system and alarms, as well as fire alarms.	jn@ranumefterskole.dk +45 96664433
Head of kitchen dep.	Rikke Dunker Jesper Kofoed	Responsible for the running of the kitchen, staff, planning of meals/food and hygiene control. Coordination of external PR events.	jlk@ranumefterskole.dk +45 96664420

Guidelines for use of IT at Ranum Efterskole College

I hereby declare that I will, at all times, be a responsible user of IT-equipment at Ranum Efterskole College (latter will hereinafter be referred to as ‘the school’).

Purpose & Priorities

Purpose of the declaration

The purpose of this declaration is to assure that any use of IT-equipment is in agreement with rules, regulations and law, and the ethical rules of the school.

School priorities

It is a priority for the school that learners become confident with the use of IT in educational contexts. However, it is important to stress that any use of IT-equipment should not compromise opportunities for social relations during the stay at the school, and any use of IT-equipment should therefore be confined to educational use. Learners can work in their rooms during study hours.

Technical & Practical Information

Learner’s IT-equipment

For the sake of electricity consumption, each learner is allowed to bring 1 tablet and 1 laptop, which can be used in all rooms of the school. In relation to extra equipment, each learner is allowed to bring 1 mouse (powered by the laptop), 1 set of loud speakers (powered by batteries or the laptop), and 1 set of headphones. Learners are not allowed to bring extra equipment such as an external hard disc, unless it is powered by the laptop.

To make sure that the learner prioritises social relations and activities, as well as study hours, it is school policy that the learner in question may only use his/her laptop for gaming at times announced by the school management. These times may vary from period to period during the school-year, and it is the responsibility of the learner to know these times and any changes.

The laptop must be switched off from 11PM-7AM. The laptop must be off (not standby), when not in use by the learner. The school is not responsible for- nor will rectify any errors caused by hardware or programmes on the learner’s laptop.

Username & Password: Each learner will be given a username and password to the network at the school. Username and password are personal and may therefore not be forwarded to any third parties – including other learners.

Programmes: If the learner does not have any text processing and spreadsheet programmes installed on his/her laptop, the school offers a license for the full Office Package and anti-virus programme, which will last during the stay.

WIFI: All rooms in the school have WIFI, and all learners have access once validated with a username and password. In order to have access to the wireless net, the computer name should be changed to Student no. + First name e.g. Anders Vestergaard has learner no. 102, so the new computer name should be 102Anders. The wireless net is encrypted, and our system uses WPA2/AES encryption technologies. This demands following of the laptops: The laptop must run a minimum of Windows 7 with Service Pack 3. Apple MAC must run the latest version of MAC OS X. The wireless card in the laptop must be able to run with a WPA2/AES encryption and approval (not to be confused with WPA-PSK encryption). The laptop must at all times be installed with an updated anti-virus programme.

Liability and insurance: The school’s insurance does not cover any damages to laptops, loss of data, theft or the like, just as the school is not responsible for such acts if they happen during your stay at the school. The school is not responsible for any damages, loss of data or theft caused by third parties, including other learners. The school recommends that the learner have an insurance that covers above-mentioned scenarios whilst staying at the school.

Legislation and School Ethics

Legislation: It is given that learners comply with Danish legislation on the use of IT while staying at the school. Please see <http://www.stil.dk/Service/English> for more information.

It is given that learners comply with legislation on copyright while staying at the school. This means that learners may not download or copy images, music, film or other material without consent from the copyright owner/handler.

The school's ethical rules: It is not allowed to use IT-equipment to watch or download offensive material, while staying at the school – this includes pornography, violence, abuse and similar.

Photo-bank and use of photos

Danish legislation: In accordance with Danish legislation on the protection of personal information, it is not allowed to share or publish photos on the internet, in which other people are recognisable without their consent. As the photographer has copyrights, he/she will also have to give consent prior to sharing or publishing the photos in question.

Use of photos on the school server: The learner understands and accepts that photos uploaded to the school server by others than the school, may not be used without a written consent from both photographer and the individuals on the photograph.

The school's photo-bank: The school has a photo-bank on its internal network to which the school can upload photos. Certain parts of the photo-bank are available to both the school and learners. Before any photos are made available to learners, the school will make an assessment of whether or not legislation is complied with.

The school's use of photos

By signing this declaration, the learner allows the school to use photos and videos in which the learner is recognisable for commercial purposes.

Furthermore, the learner allows the school to upload photos in which the learner is displayed, into the photo-bank, which is available to other learners and teachers.

Access and demurrer

The learner will at all times have the right to have access and demurrer in relation to the personal information about him/herself. This means that the learner at all times is able to withdraw his/her consent in relation to school registration and use of photos. The learner will also have the right to be informed of what personal information the school has registered about the learner in question, if the learner requests it.

The learner also has the right to demurrer against registration and use of personal information, and in extension, the right to have wrong or misleading information amended.

IT-safety & registration: To ensure the safety of both yours and the schools IT-safety the school uses a special safety software, which analyses the traffic at the schools network. The software makes it possible for our IT-department to have an overview of active TCP/IP protocols, browsers, MAC addresses, machine numbers, URL addresses and so forth, to avoid malware on yours and the schools equipment. The learner accepts that the school may log activities on the school's network if there is a substantiate suspicion of violation of legislation or school's ethical rules. The learner accepts that the school is entitled to do this, without prior notice to the learner, and that you will assist the school in an investigation.

Sanctions: Notification of parents

If the school is made aware of any violations of legislation or school's ethical rules, the school may choose to notify parents. The school may choose to confiscate access to the school's network or forbid the use of IT-equipment for learners, who violate legislation or school's ethical rules. In the period of these sanctions, it will be determined between the school and parents if the IT-equipment is to be stored at home or at the school for the duration of the sanctions.

Police report: In the case of particularly abusive or illegal violations, the school may choose to report the case to the police, relevant authorities and others.

Daily Structure

Note: At the day of a longer weekend, the day ends at 1.45pm – bus service leaves from 2pm

Day Structure (Monday – Thursday)			Day Structure (Friday)		
08:00 – 09:30	90 minutes	Lessons	08:00 – 09:30	90 minutes	Lessons
09:30 – 10:10	40 minutes	Assembly/ Break	09:30 – 10:10	40 minutes	Assembly/ Break
10:10 – 11:40	90 minutes	Lessons	10:10 – 11:40	90 minutes	Lessons
11:40 – 13:00	80 minutes	Lunch	11:40 – 13:00	80 minutes	Lunch
13:00 – 14:30	90 minutes	Lessons	13:00 – 14:30 (13:45)	90/45 minutes	Lessons
14:40 – 16:00 (17:00)	80/140 minutes	Profile/Culture			

Profile- & culture subject periods

Note: There are a cross over between profile- & culture subjects in the crossover period, for the learners to prepare for the next period and get ready for the choice of subject.

Year Structure (Profile/Activity/Culture subjects)				
Weeks	Monday	Tuesday	Wednesday	Thursday
32 – 37	Profile S. 1	Activity S. 1	Profile S. 1	Profile S. 1
38 – 39 (41)	Profile S. 1	Activity S. 1	Culture S. 1	Profile S. 1
40	Journey 1			
43 – 2	Culture S. 1	Activity S. 2	Culture S. 1	Activity S. 3
3 – 4	Journey 2			
5 – 6	Culture S. 1	Activity S. 2	Profile S. 2	Activity S. 3
7 – 14	Profile S. 2	Activity S. 4	Profile S. 2	Profile S. 2
15	Journey 3			
16 – 17	Profile S. 2	Activity S. 4	Profile S. 2	Profile S. 2

Checklist – what to bring

Laptop with word/excel or other similar programmes	
2 pcs. Extension cords for your room and school bag	
School bag: (REC backpack - optional)	
1 pencil case with pencils/pens, rubber etc. (CIE learners may only use black or blue ballpoint pens)	
1 ruler and 1 protractor	
1 TEXAS TI-nspire CX non-cas calculator or similar (can be leased or bought at the school)	
1 compass	
2 ring binders	
2 pads of checked paper	
2 pads of lined paper	
For the room/studio	
1 mattress topper 80cm*200cm	
1 pillow and duvet (can be rented from the school)	
2 sets of bedlinen and sheets (can be rented from the school)	
1 laundry basket	
1 tea towel	
1 Bed roller	
Padlock for the closet approx. 4 mm in diameter	
1 cup/mug and cutlery for the room	
Personal:	
Passport (to be handed in at the office on your first day of school)	
Health insurance cards (yellow and blue, and vaccinations card), stored by the learner	
3-4 towels and flannel	
Toilet bag	
Swim wear	
Windbreaker, warm clothes and the like *	
Practical shoes	
Indoor/outdoor trainers	
Rain clothes * and wellies	
Indoor/outdoor training clothes *	
Clothes for practical purposes/cleaning	
Bike: It is mandatory for learners who have chosen Sailing/Water-performance/ Riding/Diving to bring/have a bike with the necessary legal requirements and helmet.	
For other learners it is optional, but advisable. You are welcome to bring mountain bike/skateboard/ longboard / skates and the like. Remember to put your name and student no. on your items	

NB!

This is a standard checklist, and you should expect additional expenses/shopping in relation to gear in profile subjects and travels (sleeping bag, backpacks or the like).

We recommend that you borrow the necessary gear or buy quality 2nd hand rather than new and cheap.

*Check also the WEB-SHOP on www.ranumefterskole.dk

NB, NB: Please do NOT bring toaster, mini fridge, kettles or the like.

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