

General Information for the U.K.  
*Summer  
School Guide*



## Introduction

Embassy Summer offers an unrivalled selection of summer schools and an excellent choice of accommodation, location and programmes.

- 20 x 45 minute English language lessons per week
- Multi-national classes
- Maximum class size of 15 students
- Full board residential or homestay accommodation (hot lunch in college, packed lunch at the weekends and on trips)
- Full excursion and activity programme
- Learning materials (on loan)
- End of course report and certificate
- 24 hour emergency assistance

Although all our programmes share the common elements listed above, there are details which vary from centre to centre. These include the location of the centre and the details of the accommodation offered, as well as the specific contents of the activity and trip programme.

The aim of this document is to give an insight and understanding of the common elements which make up an Embassy Summer programme:

- Accommodation
- Transfers
- Teaching Programme
- Activity Programme
- Excursion Programme
- Practical information
- Student welfare

Further information concerning a particular centre is available by consulting its centre specific Summer Guide.

If you have any questions about our vacation courses which are not answered in these guides please check our website or contact us on:

**+44 (0) 1273 339 275**



## Accommodation

### Residential

The residential accommodation included in our summer school programmes varies from centre to centre, and details can be found in the relevant Summer Guides for each location. The main types of room within our portfolio are:

#### SINGLE STUDY BEDROOMS:

One single bed in a room, along with a desk and chair so that students can study in their room. Most bedrooms also contain a wardrobe (though hangers may not be provided) and/or chest of drawers for clothes.

#### TWIN ROOMS:

As single rooms, but with two single beds in the same room.

#### MULTI BEDDED ROOMS:

Rooms which contain three or more beds; in some centres, usually boarding schools, these may contain up to 6 beds.

#### STANDARD ROOMS:

Where toilets and bathrooms are shared between more than one room. The ratio of toilets to students varies from centre to centre.

#### EN SUITE ROOMS:

En suite rooms have their own toilet and shower or bath. These rooms are normally singles.

**PLEASE NOTE** in Britain many people still prefer baths to showers, and therefore some of our accommodation may have a mix of both types of facility. It may be that the facilities nearest to a student's room will contain a bath rather than a shower.

Students who choose residential accommodation will normally have all meals at the residence (meal vouchers are issued in some London and City Explorer centres).



### Homestay

Embassy offers homestay accommodation in a limited number of centres. Hosts are normally located either within walking distance of the college or a bus ride away.

It is Embassy policy to place up to 4 students per household. We normally do not place students of the same nationality together, unless requested to do so or the students are under 14 years of age. Single rooms are not generally provided in homestay accommodation.

Junior students coming as part of a group may be placed with another student from that group of the same mother tongue for safety considerations; placement will be discussed at time of booking. No students under the age of 12 will be accepted in homestay accommodation. Please note that in Cambridge the minimum age is 14 years.

Homestay students should note these particular aspects of the vacation course programme.

#### MEALS:

Homestay students will take all breakfasts and dinners with their hosts. During the week, they will have a hot lunch at college and at weekends, if going on a trip, the hosts will provide them with a packed lunch. In centres which also have students staying in residence, barbecues may take place; these are for the residential students only.

#### EVENINGS:

Hastings offers three evening social activities per week. During the months of July and August there is a free bus service from the activity site to take students to a bus stop near their homestay.

As Medway and Oxford Headington are principally residential centres there are activities each evening but homestay students are invited 3 evenings each week (after which they are picked up by their hosts or taxis are arranged).



## Arrivals and Transfers

### Transfers and Arrivals

Most of our students arrive on a Sunday. Groups which have organised an Embassy Summer transfer will be met at the airport by one of our transfer co-ordinators (in an Embassy Summer t-shirt) and shown to their coach. The coach will then take them to their centre. Groups are not normally accompanied on the coach to the centre. Individuals will be met by a contracted driver with appropriate ID who will hold up an Embassy Summer sign with the student's name. The driver will accompany them to the centre. On arrival at the centre, all groups and individuals are greeted by a member of our Embassy Summer team (note that groups of students enrolled on a homestay programme will first be transferred to the college and then collected by their hosts).

Students or their Group Leaders are then given an introductory talk in the centre where the itinerary for the next few days is explained as well as some basic rules of the campus such as fire drills, bed times etc. Some helpful tips on student safety are also pointed out at this time. Passports, travel cards and any large sums of money are often passed over for safekeeping to the management at this stage. Students will be issued their room key (where keys are provided), and their Damage / key deposit of £30 per person will be collected.

Depending on the time, students will usually be given a hot or packed meal on arrival. Homestay groups will normally be taken to their hosts' home shortly after they arrive.

During Monday (or the day following arrival) all new students are given a more formal and structured induction including emergency telephone numbers for their centre which they will write on their identity card, their daily routine, the weekly programme, etc. They are also tested in order to ascertain their English level.

### Individual Students

Individual students hand over a specific letter signed by their parents on arrival in the UK to the immigration authorities. This letter is proof that their parents are happy to give the students over to the charge of Embassy. This letter is issued on confirmation of booking. Individual students enrolled onto a Homestay programme are normally taken directly to the host address. If the students have arrived on a Saturday, they will normally spend Sunday with their hosts as well.

### Departure Transfers

Shortly before the scheduled departure date Embassy Summer management will confirm the departure flight details. The management will then book and confirm the transfer and confirm the pick-up time the Group Leader and/or students.

## The Academic Programme

Our English language classes are designed specifically to help students of all ages to make fast progress over a short period of time. By focusing on speaking and listening and with a maximum of 15 per class, students find they can quickly improve their English. Lessons are interactive and engaging, helping to build confidence and make learning fun.

In U.K. centres each student has 15 hours of tuition per week from our qualified EFL teachers. This is divided into 4 lessons of 45 minutes per day, 20 lessons per week. The first 4 lessons of the course are for the placement test and induction lessons.

### Overall Course Objectives

- To improve students' confidence, comprehensibility/comprehension in speaking and listening
- To improve students' awareness and understanding of the language systems of grammar, vocabulary, communicative function and pronunciation
- To improve students' ability to use self-study



## The Academic Programme Cont.

### The First Session

The first session of the teaching programme is spent on testing and induction. The placement test includes a multiple-choice grammar and vocabulary test, a free writing exercise and an oral interview. The induction ensures students have sufficient information from us to settle in quickly and make the most of their stay. Once students have been placed in their classes, Group Leaders should report any level queries to the Director of Studies (individual students should discuss any issues with their Guardian). Students will only be moved if their level is not correct for the class - rather than simply to "be with their friends. The Director of Studies will discuss with the student's level with the teacher, review the students test or observe the student directly before making the choice.

Testing and induction usually takes place on Monday morning or afternoon after a student's arrival. Please note that students who arrive mid week will be tested on their first morning but will not normally join multinational classes until the following Monday or Tuesday morning.

### End of Course

At the end of the course each student will receive a Certificate of Attendance and a Course Report detailing their progress during their time with Embassy Summer (Embassy Summer reserves the right to withhold the attendance certificate subject to good attendance, effort and good behaviour).

### Teaching Materials

The materials used in class by students and teachers include:

#### PRE-DESIGNED EMBASSY TEACHING MATERIALS

Prepared by fully qualified and experienced Embassy senior academic staff, the materials are graded appropriate to the student age range and specifically encourage practice and perfection of communication skills.

#### AUDIO VISUAL AIDS

The use of video and song is effective and popular with students and teachers alike as a means of both practicing aural skills and learning new language

#### SUPPLEMENTARY EFL COURSE BOOKS

These books are designed for specific ages and levels with a wide range of activities to develop the skills of reading and writing but with an emphasis on speaking and listening. Teachers will use these books to supplement the pre-designed Embassy materials.

#### PROJECT WORK

Students undertake a project in order to focus on British culture. Projects can include a class magazine, radio show, play, excursion reports and diaries.

#### EXCURSION MATERIALS

As part of the language course students will often focus on the destinations they will visit in preparation for their full and half day excursions.

#### AUTHENTIC MATERIALS

Newspapers and magazines, and items provided by the teacher to improve reading skills and promote discussions.

#### Learning outside the Classroom

The weekly activity and excursion programme provides the perfect environment for the students to practice all they have learnt in class with each other in a social setting. The lessons will incorporate pre and post activities feedback to maximise student learning.

We also run a series of lively lectures called "Culture Club" as an alternative to some of the sports and arts options offered in the activity programme. These allow students the opportunity to practice the listening skills they will need in an academic environment.

#### Illness

Please note that Group Leaders should advise the Director of Studies or Centre Manager of any students who will be absent from classes due to illness. Guardians or the Welfare Officer will attend to sick individual students.

#### Morning & afternoon lessons:

Most centres operate a programme of morning and afternoon lessons during the busiest periods of the summer. During this period students will have lessons in either the morning or the afternoon for a week and then change to the other half of the day for the next week.



## The Activity Programme

All Embassy summer schools offer a fully inclusive activity programme, which takes place both during the day and in the evenings. The activity programme is compulsory for all students under 18. Group Leaders should ensure that their students attend all activity sessions. If a Group Leader arranges an alternative activity or visit for their students, they will be asked to sign a Group Leader Absentee Form so that Embassy Summer can be aware of all the student whereabouts at all times.

### The Activity Club

Where possible Embassy Summer have a designated Activity Club which has been designed for students to relax in if they do not wish to take part in a scheduled compulsory activity (they are not allowed to stay in their rooms unsupervised). The activity club contains various board games, playing cards etc and will vary from centre to centre depending on the facilities available. It will be staffed by a member of Embassy Summer. Many of our schools offer an activity club.

### Daytime Activities

Activities normally run from 14.00 to 17.30 (or from 09.00 to 12.30, where lessons are also held in the afternoon) and can be divided into two basic types:

- Sporting activities
- Non-sporting activities

Activities offered in each centre are listed in the centre specific Summer Guides. The planned programme for each centre is also available in this Guide. Group Leaders and representatives of individual students (i.e. their teachers or Guardians) are welcome to review and suggest amendments during the daily meetings



### Organisation of Daytime Activities

An onsite daytime activity session normally (although not in all centres) has a number of different options available to all students. Each centre will have an 'activities meeting point' where students and their group leaders gather to be registered. They are then escorted to the activity of choice by a member of Embassy staff. On site daytime activities are usually programmed to last 3 or 4 hours (with some exceptions), with a short break and opportunity to change activity half way through. This enables us to offer a variety of activities within our programme and to appeal to the interests of as many students as possible. Whilst we do not expect all students to want to take part in all activities all of the time, we have developed the activity club to make sure that students are occupied all of the time.

### Evening Activities

The evening session normally runs from 19.30 to 22.30 (times vary according to the centre and the ages of our students), and include both entertainment, sporting and non-sporting activities. Evening activities are also normally compulsory for all students under the age of 18. The organisation of evening sessions is similar to that above.



## The Activity Programme Cont.

The emphasis for the evening activity programme is entertainment through participation. We expect all students to take part, and we also hope that many will have input into the activities themselves. Popular evening activities are available in the corresponding school guides. There is usually a main event (such as karaoke) and another option (such as sport or a video) for students who do not wish to take part. The activity club will also be open to students in the evening where it is available.

Homestay students are invited to evening activities 3 times a week.

### Campus Star Certificates...

... are given to students throughout the programme for both taking part in certain events (such as the talent show) and for doing well in others.



### Communication

Regular meetings take place between Embassy Summer centre management and Group Leaders. It is at these meetings that the forthcoming activity and excursion programme is discussed and it is an opportunity for Group Leaders to give feedback on the programme that has already taken place. It is therefore very important that all Group Leaders attend these meetings and take part in this process; it is often the only chance our centre management staff have to see all the Group Leaders at the same time and discuss the proposed programme with them. It is also a very good time to find out the latest news in the centre. News of any changes to the programme are also always relayed through the guardians (see welfare section) to the individual students.

### Please Note

In our Summer Guides the afternoon and evening activities are representative of the variety of activities available at the centre. They will be available on a regular basis throughout the programme. In the limited space available in the course programmes provided it is not possible to provide a comprehensive list of all of the activities that will be available to the students each day.

### The Excursion Programme

Our trips are a very important part of the summer school course as they combine the opportunity to see important landmarks, monuments and places of interest whilst offering the chance to put into practice what has been learned in the classroom. Embassy staff members accompany each coach or train of students to supervise and assist them throughout the day (unless a group leader chooses to take their students away from the programmed itinerary). Students go on excursions in their arrival groups, not their class groups.

#### Full Day Excursions

Students normally go on one full day trip each week, usually on Saturday. This is the main trip of the week and students will be prepared for it in advance in class; this will ensure that they know where they are going, what they will be seeing and how the excursion relates to the teaching programme. Full day trips are taken by coach or by train and usually depart at 9.00 and return to the centre from around 17.00. In some centres students may also go on full day excursions during the week as part the City Explorer Programme (see below).

#### Half Day Excursions

Depending on the centre, students will go on one or two half-day trips each week, on weekday afternoons (or mornings if they are having afternoon lessons that week). Our half day trips are to places which are within one hour's normal journey time of the centre, and are often smaller cities than those visited on full day excursions. Preparation for these trips is normally given on the day before within the students' normal lessons.

#### London Centre Excursions

In our London centres a much greater amount of time is spent in the city. Essentially all London centres offer local visits every day; these may include an attraction, museum, tour or shopping. Please see the specific guides for further information.

#### City Explorer Locations

Some of our schools are located quite close to London and, in order to make the most of the capital, we offer 2 full day trips during the week into London with students also having 2 full days of lessons (the fifth weekday is comprised of 1 half day of lessons and 1 half day onsite activities). Schools offering the City Explorer programme in 2014 are Chalfont, Kingswood, Uxbridge, Bedford and Medway.

#### Optional Activities

In addition to our fully inclusive activities and trips programme, we offer students the chance to go on further excursions and enjoy other activities at an extra charge. The Activity Manager will normally organise at

## The Activity Programme Cont.

least one optional activity and one optional trip each week. The activity generally takes place on a weekday evening and the excursion on Sunday. Other optional activities and excursions may be available on request, so if a whole group wants to do or see something in particular their Group Leader should ask the Activity Manager. The Activity Manager will confirm the price per student and all students can sign up for the activity or excursion and pay before it takes place. These students will then miss the scheduled activity running at the time of the optional. Please note that these Optionals are subject to a minimum number of students signing up in advance.



## Practical Information

### What students should bring

- An alarm clock!
- Waterproof jacket or lightweight coat
- Comfortable walking shoes
- At least one warm sweater
- Sports kit
- Towel – even where colleges supply towels, students will -require one for swimming etc.
- Toiletries such as soap, towel, toothbrush/toothpaste, shampoo etc
- An international travel adapter for use in the UK (for hairdryers, mobile phones etc)
- An extra £30/40 Euro for the key/damage deposit.

## Student Welfare

### Individual students

Once at the centre Individual students will be allocated a member of staff as their Group Leader/Guardian; he or she will be responsible for knowing the whereabouts of these students and also for ensuring that they are aware of the School rules and are following their course programme each day. The students will be encouraged to consider this staff member as their leader throughout their stay and should bring any problems or questions they may have to them. The staff member will meet with the student on a daily basis. In every centre there is also a designated Welfare Officer, this individual also has delegated responsibility for the management and welfare of individual students.

### Supervision

All students under the age of 18 should be aware that for all parts of their programme (lessons and activities) attendance is compulsory. Students under the age of 18 will not be permitted to leave the centre unaccompanied at any time. Registers will be done to ensure attendance at lessons and afternoon activities. Students who do not wish to attend activities will be asked to remain in the activity club.

### Discipline

Embassy Summer encourages both students and Group Leaders to have a good time during their stay within Summer School and everyone works very hard to create a good 'holiday' atmosphere. At the same time, however, we fully appreciate that parents want their children to derive significant educational benefit from their stay. To ensure the smooth running of the course it is essential that good discipline is maintained and this means that some basic rules and regulations are laid down and observed.

Our general discipline procedure in cases of misbehaviour is as follows: in the first instance a student will be given a verbal warning. If this incident is repeated then the student can receive additional sanctions such as detention or removal from activities. Should a student continue to misbehave a written warning is issued. Once a written warning has been issued, Embassy would contact the agent as soon as possible, allowing differences in time zones. Furthermore, Student or Group Leaders who disregard the rules laid down by our staff may be expelled. Embassy will not be liable for any costs incurred in this process. No refunds will be made for any programme missed as a result of such termination.

### Medical Care

It can be quite common for students who are away from home, often for the first time, to feel "out of sorts" at some point during their stay. This can be due to the change of climate, change of food or even the excitement of being in a different country. It may also be that they have

## Student Welfare Cont.

caught a cold or have a headache, feel sick, etc. Embassy Summer staff will be aware of these possibilities and will do everything possible to ensure that students feel “at home” and comfortable during their stay. Moreover, group leaders should be aware of the following points regarding the medical care of their students:

In England, doctors rarely make house calls to see patients with, for example, a stomach ache. A student who feels ill should tell their Group Leader/Guardian/Welfare Officer or Centre Manager who will, most likely after consulting the first aider, then make an appointment with a local doctor. If a student is so unwell that they cannot travel to the doctor, an ambulance may be called. Any costs (e.g. taxi journeys) must be paid by the student or group leader and claimed from their medical insurance.

If a student speaks very little English the Group Leader should assist in translation; for individual students, a Group Leader who speaks their language may be asked to help. It is important that any student already taking medication informs Embassy Summer in advance on their application and tells their Group Leader of this before starting any new medication.

Agents sending students can assist us by asking students to tell them about any medical conditions or allergies which may require attention or may arise in certain environments (e.g. epilepsy, diabetes, allergies to certain foods, medicines, dust, animals). The agent should then inform Embassy Summer of these, so that centre staff can be pre-warned and also aware of these in the event of the students feeling unwell. Any students travelling with a pre-existing medical condition should, if possible, bring a declaration in English from their doctor stating what the condition is and what treatment has been prescribed.

Embassy Summer expects all students travelling to the UK to have adequate medical insurance. This will allow them to reclaim the costs of any taxis or medicine used as well as any charges made by local doctors (once excess costs have been exceeded). Embassy Summer offers its own full travel insurance policy called Study Care – details of this may be obtained from your agent or Embassy Summer.

### Complaints

If a student agent or their representative wishes to complain about any aspect of the services provided by Embassy, such a complaint should be made in writing to the Centre Manager. If not resolved, this should be addressed to the Embassy Head Office. Each complaint will be fully investigated provided that it is received within a month of the course ending, it was initially registered in writing with an on-site representative or Centre Manager and all fees have been paid in full.

### Health and Safety

It is important that students and group leaders understand the rules that have been set up to protect them and to ensure that they gain the maximum enjoyment from their stay at the summer school.

As part of their induction everyone will be informed as to fire evacuation procedure and will take part in a fire drill at some stage early in their stay. Tampering with fire safety equipment is a serious offence in the UK and Ireland and students caught emptying equipment or setting off fire alarms face the prospect of being removed from the summer school.

Schools and colleges now have strict “no smoking” in accordance with the law and group leaders and students must follow these as instructed. Such policies have been laid down for the safety of everyone.

Activities throughout the day and evening will be organised so that Embassy Summer staff have control over the whereabouts of students and no one under the age of 18 will normally be allowed off-campus in the evening except in the company of a responsible adult. When the evening draws to a close, group leaders will be asked to assist Embassy staff in ensuring that students return to their rooms by the designated hour at night.

Embassy will make every effort to ensure that students are well-looked after and enjoy their stay. Each centre has a Welfare Officer. Students and group leaders can approach this person in the first instance with a welfare issue.

**Specific policies regarding various Health & Safety, Child Protection, Discipline and Complaints can be obtained by contacting +44 (0) 1273 339 275**

