

Florence

LET'S GET
TOGETHER AND
TALK!



1 ORGANISATION • 7 LANGUAGES • 30 DESTINATIONS • COUNTLESS MEMORIES

WELCOME TO SPRACHCAFFE

You are obviously committed not just to having a holiday, but at the same time, also learning a new language or improving your skills in a language you already know. This is why we would like to send you our warmest congratulations! It is great when people want to make the world a bit smaller for themselves.

"If you talk to a man in a language he understands, that goes to his head. If you talk to him in his own language, that goes to his heart." Nelson Mandela

It pleases us even more that you have chosen Sprachcaffe for your *language trip*. Lively teaching methods, a relaxed and stress-free atmosphere, learning through interaction and chatting (which helps you bond with others) - we have become experts with our 30 year experience in language teaching and with our 32 destinations worldwide.

In the enclosed documents you will find everything you need to know for your trip. **Please do not travel without this information sheet.**

We wish you a great holiday and lots of success

Your Sprachcaffe Team



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The Trip

Getting to Florence by **plane**: please note that most flights are non-smoking. Important for packing: on regular flights, you are only allowed to take two pieces of luggage weighing a total of 20 kg. Please be at the airport about 90 minutes before departure! Sprachcaffe wishes you a pleasant flight!

Airport Galileo / Pisa:

From the airport you can go to Florence even by bus or by train (<http://www.trenitalia.com>). There are two bus lines connecting Pisa Airport to Florence main railway station Santa Maria Novella: Terravision (<http://www.terravision.eu>) and Autostradale (<http://www.autostradale.it>). A few trains are direct from the airport station (Pisa Aeroporto) to Florence (Firenze Santa Maria Novella), most train connections require a change at Pisa Centrale. The bus costs about 10 Euro, the train about 6 Euro.

Your destination train station will be **Santa Maria Novella**. From there you can take a taxi or a bus to your accommodation.

Airport Florence-Peretola: After arriving at the airport, we recommend you take a taxi for about 25€ to your accommodation.

Taking the **bus** (<http://www.ataf.net>) from the airport Vespucci you need to take the "Vola in Bus" to Florence station "Santa Maria Novella". It costs 5€ (return ticket 8€). From there you can take a bus to your accommodation, this costs about 1,20€.

For organisational reasons, we kindly ask you to give us your arrival dates at least one week before departure. We will inform the school/the apartment owners and host families of your arrival time.

The regular arrival day is the **Sunday** before the course starts, if not otherwise confirmed by us. If you do arrive at another time, you will need reconfirmation from Sprachcaffe. We will be available for you to agree on this up to three days prior to departure.

Please note: We kindly ask you to understand that we **cannot accept students arriving late in the night or very early in the morning** as our host families and apartment owners will not be able to wait for students at this time.

We wish you a nice trip to Florence.

Accommodation

It is our aim to provide the best service possible. However, if you have any issue during you stay please talk directly to the school staff.

Meeting point: Your first contact address is always the accommodation stated on the voucher. This means that you will need to go straight to the apartment or to the host family.

Important! Please do understand that we cannot guarantee a smooth check-in on the day of arrival if we are not informed of arrival dates or delays or do not receive confirmation!

Apartment /studio

Having chosen an apartment, you will get to experience a special kind of "shared living" for the duration of your holiday. You share the apartment, kitchen and bathroom with other course participants or Italians who normally come from different countries. You can cook delicious meals in a cosy atmosphere and exchange experiences in the fully equipped kitchen.

This "apartment-sharing" is part of our concept for communicative learning and gives you the possibility of organising excursions, theatre and cinema visits with other course participants at the same time. If you have booked a double room instead of single, we will find the "right person" for you to share the room with.

Please note that all apartments are only available for course participants and not for friends or relatives.

For extra-stays, which are not free, you need to have our confirmation. Therefore, we kindly ask you to contact us well in advance. Please note that the apartments are not hotels.

All course participants have to take care of the cleaning themselves. Sprachcaffe only organises the basic cleaning.

We recommend that you and your fellow-lodgers make a plan so that the work can be shared evenly. Rubbish and empty bottles will have to be thrown away in time.

We want all our course participants to feel just like at home and hope that all of you will treat the apartments, rooms and facilities accordingly. Your fellow-lodgers would surely appreciate a clean lounge, kitchen and bathroom. We therefore believe that the minimum you can do is to wash up the daily breakfast and meal dishes. You may want to invite your new friends from school to dinner or to have a little party. In this case, you should, however, talk to your fellow-lodgers first. You should take into consideration the privacy of your fellow-lodgers in general and avoid unnecessary noise, especially late in the evening or at night.

The apartments will be provided with bed sheets and towels.

Check-In-Time: 09:00am – 09:00pm Check-Out-Time: until 11:00am
Please leave the keys to the apartment in your room when you leave!

Host family

We kindly ask you to give your host family details of your arrival dates well in advance! If you do not do so there is no guarantee that the family will be home.

Living together with an Italian family means living their lifestyle! You will be able to practise what you have learned during the course and you will shed your fear while communicating with the family.

The Italian host families are very open-minded, helpful and welcoming to their guests. Our host families are not always families in the traditional sense. They can also be active single people or elderly couples who will have a lot of time to spend with their guests.

In general, the families will **introduce you to their habits** on the day of your arrival, such as the handing over of the key, times for meals and use of the washing machine. Normally, you **share the bathroom** with other members of the family. Please make sure that you always leave your room and bathroom clean and tidy and that you do not damage the furniture.

Please take the family into consideration and avoid unnecessary noise, especially late in the evening and at night.

We appreciate your understanding when asking you **not to use the host family's telephone to call your family at home**. Please inform your host family beforehand if you are not at home for a meal, if you plan to go on a trip for a few days or if you will be away overnight. Otherwise, your family will be worried unnecessarily!

In general, families do not mind if you invite round new friends from the course. But you should, in any case, **talk to your host family about it first if you plan to bring home some friends!**

Please note that, if you booked breakfast or half board, further use of the kitchen is not possible.

We would also like to inform you that some families do not live near the centre of town. The traffic system in Florence, however, guarantees a comfortable and fast trip to school. For your accommodation at the host family, you will be provided with bed sheets by us. Please bring your own towels with you.

The school - Sprachcaffe Languages Plus

On the first day, **please be at school by 09:00am**. All course participants have to do a placement test to determine the language level. We kindly ask you to do the test online at home before you departure. On the first day of school you are informed of your group and the lesson will start immediately.

The address of the school is: Sprachcaffe Florence / C.L.I.C

Piazza della Repubblica, 5,
 I - 50123 Firenze
 Phone: 0039 055 28 8081
 Fax: 0039 055 28 8125
 E-Mail: info@clicschool.it

Director of the school: Massimo Fagioli

Opening hours: 9:00 to 17:00 from Monday to Friday, except public holidays and the Christmas break.

Emergency number: 0039 331 386 116 3

Languages spoken by the staff at the school: Italian, English, German, French, Croatian, Serbian

Student card: Yes.

Internet room: Computer for students with free internet access available. Free wireless internet access for students with their own laptop.

Parking: Students can park outside the school (the parking meter costs approx 1 EUR per hour) or in the 24-hour garage nearby (cost: 20-25 EUR per day).

The Lessons

The teachers have all been trained without exception and all have an academic diploma. All teachers are so-called "native speakers", this means they teach in their mother tongue. The teachers are your advisors: competent and committed.

The topics of the lessons are varied. Our course teachers use materials such as newspaper articles and include socio-political topics, theatre or literature reviews as part of the teaching. We find communication, such as through dialogue, a valuable teaching method. It is, however, also necessary to teach grammar and vocabulary! The students come from all over the world.

We offer three different types of courses:

Semi-Intensive course	4 lessons of 45 minutes
Intensive courses / educational leaves	6 lessons of 45 minutes
Private lessons	2, 4 to 6 lessons per day

We form the course groups according to the language level. A student may change into a lower or higher level group after consulting the course teacher or following his or her recommendation. The maximum number of students in one group is 12.

Lessons are not held on the following public holidays in 2014: 01.01., 06.01., 21.04., 25.04., 01.05., 02.06., 24.06., 15.08., 08.12., 21.12.–04.01.2015 and 06.01.2015. Please note that lessons lost due to public holidays, late arrival or early departure will not be made up.

In general, your timetable will look as follows:

From Monday to Friday

09:00am – 10:30am

10:30am – 10:45am break

10:45am – 12:15pm end of Standard Course

12:15pm – 01:00pm break

01:00pm – 02:00pm end of Intensive Course

Please note!
For organisational reasons during high season lessons might be held in the afternoon.
Exam courses

The school offers preparation courses for the examination “Certificazione d’Italiano come Lingua Straniera” (CILS). Application for this examination can only be made 4 weeks before the course starts with respect to the examination dates.

Our employees and teachers have a lot experience with long-term students and especially with examination preparation courses. However, please also take into consideration that the teachers, despite their years of experience, cannot be held fully responsible for the examination results. Only if you participate actively in the lessons, will you be best prepared for the examination.

We wish you a successful language course!
Please note!

In the unlikely event the school won't be able to create a group course due to not having enough students at the same time/level, smaller group courses or single lessons for a reduced amount will be provided instead: 20 lessons = 10 lessons, 30 lessons = 15 lessons. Under the rare circumstances of being forced to cancel, all fees will be refunded. The minimum number of participants for examination preparation courses is 4 students.”

It is our aim to provide the best service possible. However, if you have any issue during you stay please talk directly to the school staff.

Language test

Sprachcaffe has introduced a new online placement test. We kindly ask you to do it before you arrive at school. Doing the online exam in advance will allow you to start your lessons straight away.

To access the online test, please go to <http://shop.sprachcaffe.com/onlinetests/>. You can log in using your surname (or email address) and booking number (see our documents for the correct spelling).

The test can be done at any time up to 12:00pm (CET) Friday before the programme begins. Thereafter the test will be switched off and you will no longer be able to access it.

Please do not use a dictionary or any other aids when doing this exam as its purpose is to assess your language ability and place you in an appropriate class. It is better not to answer questions that you do not know, as guessing will affect your score and could result in your being placed in a class that is too difficult for you.

You have 45 minutes to do the exam from the moment you enter the site. Thereafter, the test will automatically shut down. If you finish before time runs out, you can click 'submit' at the bottom of the test. The test result will be forwarded automatically to Sprachcaffe. You will find out your teacher's name and classroom number on your first day at school.

Please note that you can only access the online test once!

Information about Florence

Florence (Italian: *Firenze*) is the capital city of the region of Tuscany, Italy and also capital of the province of Florence. From 1865 to 1870 the city was also the capital of the Kingdom of Italy. Florence lies on the Arno River and has a population of around 400,000 people, plus a suburban population in excess of 200,000 people. A centre of medieval European trade and finance, the city is often considered the birthplace of the Italian Renaissance and was long ruled by the Medici family. Florence is also famous for its fine art and architecture. It is said that, of the 1,000 most important European artists of the second millennium, 350 lived or worked in Florence.

Duomo and Baptistery

Florence's Duomo, or cathedral, completed in 1327, is the fourth largest church in the world, and its domed roof is symbolic of the meeting of Renaissance craft and culture. Engineered by the architect and sculptor Filippo Brunelleschi, the dome was one of the greatest achievements of the Italian Renaissance.

Its octagonal form has a diameter of 153 feet at the base, and was completed in 1436; it is possible to climb to the top of the dome for magnificent views over the city. The vast interior boasts sculptures by Renaissance masters such as Paolo Uccello, Andrea del Castagno, Giorgio Vasari and Federico Zuccari.

The Duomo stands on the remains of an older cathedral, which can be seen in the archaeological area revealed beneath the floor. The bronze doors of the baptistry, the oldest building in Florence, were cast by Lorenzo Ghiberti in the early part of the 15th century and were described by Michelangelo as fit to be the gates to paradise. The nearby bell tower is decorated inside with frescoes by Giotto and Donatello, among others.

Palazzo Vecchio or Palazzo della Signoria

Palazzo Vecchio is one of the symbols of Florence which has made it through centuries of battles and rebirths, brought through by the hands of gentlemen and merchants. Its impressive figure gives the piazza a strange but beautiful perspective.

Arnolfo di Cambio was commissioned for the construction by the Guild Priors, who called it "Palagio Novo". In the fifteenth-century it was the seat of the Signoria until the Medici family moved to Palazzo Pitti: then, to distinguish it from the Grand Duke's residence, it was named Palazzo Vecchio. It is one of the masterpieces of fourteenth century architecture. The main entrance is near the Loggia dei Lanzi, built between 1376 and 1382 to house the assemblies of the people and hold public ceremonies.

Ponte Vecchio

The most famous bridge in Florence and also the oldest, this structure with three stone arches replaced a wooden bridge which had crossed the Arno River at this spot since Roman times. The upper side of the bridge, known as the Vasariano corridor, was designed by Vasari to link the Palazzo Vecchio and the Uffizi Gallery to the Pitti Palace; today it is an art gallery.

Santa Croce Church

Santa Croce is the largest Franciscan church in Florence. The church was constructed against the Dominican church of S. Maria Novella. The building is 138m long and 39m wide. Construction was started in 1295 by architect Arnolfo di Cambio and completed in 1442. The church is in the simple basilica style with a nave and two isles.

The nave is 19m wide and the wooden ceiling is the succession of early Christian architecture. Basically the building, modified-gothic style, came from the Cistercian church and was brought to Tuscany. The west facade decorated with colored marble was restored in 1857-63. The Pazzi Chapel, one of the great works of Filippo Brunelleschi, is in the precincts of Santa Croce.

Feedback

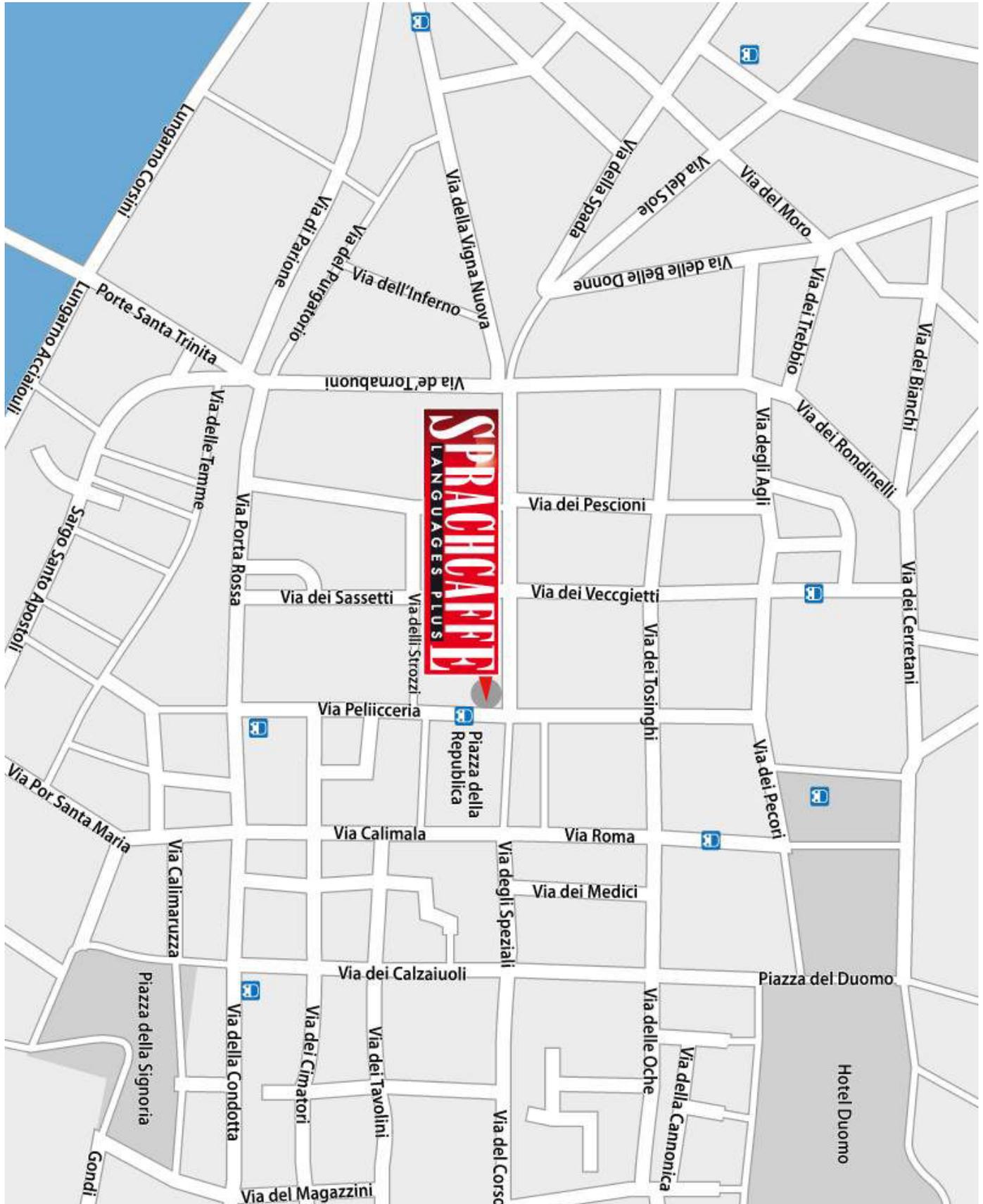
Before the everyday routine back at home sets in completely we would be very pleased if you could give us your feedback. As a participant you can tell us about your experiences. Just fill out the online form at <http://www.sprachcaffe.com/english/feedback.htm> We always welcome ideas, tips and constructive criticism!

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www.sprachcaffe.com

We wish you a wonderful stay and a successful language course!

**Your
Sprachcaffe Team**

School location



Checklist before departure

Things you might want to think of when packing your luggage

Important travel items

- Travel guide
- Reading material
- Dictionary
- Cash, credit card
- Phone number of your credit card company, in case you have to block the card
- Vaccination card
- Inform Sprachcaffe about arrival time
- Alarm clock
- Sunglasses

First-aid kit

- Sunscreen
- Any medicine required
- Insect spray
- Medicine for stomach trouble
- Plasters
- After-sun lotion
- Tweezers

Travel documents

- Identity card
- Flight or train ticket
- Student ID
- Sprachcaffe travel documents

Sport/Hobby

- Camera
- Extra film, extra memory card
- Music / radio
- Batteries
- Sports equipment

Insurances

- Travel health insurance
- Luggage insurance
- Insurance card from your car insurance
- Phone number of your car insurance

Checklist for returning home

- Buy souvenirs for friends and relatives at home
- Exchange addresses with people in the course, teachers and host family
- Pick up course participation certificate
- Tidy and clean up the room
- Pack and check the rooms for anything left behind