



Churchill House Summer Centres



ALDENHAM SCHOOL

Churchill House Summer Centres



Welcome to Churchill House Summer Centres, we are delighted that you will be staying with us this year!

This handbook contains lots of important information about your stay with us, including your accommodation and meals, teaching, activities, excursions and safety. There is also a section of frequently asked questions that you may find helpful while preparing for your visit and during your stay in the UK.

We hope you find this handbook useful and you have a nice time in the UK!



ABOUT THE SCHOOL

WHO WILL I MEET?

During your stay you will see lots of people around your school, many of whom you will meet and spend most of your time with.

Students—You will meet students from all over the world who have come to study English just like you. You will be in lessons and activities with students of mixed nationalities and ages; you may even be sharing a room with a student you have not met before, but you are sure to become great friends!

Staff—If you need help at all during your stay, ask one of our staff:

- The Centre Manager (CM) manages the whole school and has responsibility for your safety
- The Director of Studies (DOS) is in charge of your lessons and testing
- The Activity Manager (AM) manages your activities and excursions, working with our team of Activity Leaders and Teachers
- Staff member (SMs) are there to look after you around the school. If you have any problems or need to know something, talk to a SM!

Group Leaders—You will notice that there will be other adults onsite that come with a group to stay at the school. These adults are Group Leaders (GLs) and are there to help supervise and look after their groups of students.

School/College Staff— We are staying as guests of the school and their staff will be working while we are there, for instance the cleaners and dining room staff. Please be polite to them - they are here to help us!

If you have a problem at any time during your stay at Churchill House, you can tell any member of staff who will be more than happy to help you.

If you have a specific problem which is in the table below, please see the member of staff who can help you in this area:

Problem	Staff
Accommodation & Food	Centre Manager, SM
Arrivals & Departures	Centre Manager, SM
Pocket Money	Centre Manager, SM
First Aid, Welfare & Bullying	Centre Manager, DOS Activity Manager, SM
Complaints & Feedback	Centre Manager, DOS, Activity Manager, SM
Activities, Activity Groups	Activity Manager
Excursions	Activity Manager
Lessons, Teaching, Testing, Trinity GESE	DOS
Timetable & My Course	DOS, Activity Manager

ACCOMMODATION

You will probably be sharing a bedroom and bathroom with other students, unless you have specifically booked an ensuite or single room.

Your room-mates might be students from different countries, which is a great way to make new friends and have fun. If you have requested to share a room with friends or family, we will do our best to accommodate this if we are given enough notice. Bedrooms and bathrooms will be separated by gender and will be on different floors or areas of the building, and you may only visit your designated space.

LAUNDRY

Your clothes will be washed for you (small items only). Laundry is done once a week after your first week. Please write your name in all of your clothes. This can be done with a laundry pen or name tag sewn on to your clothes. We cannot take any responsibility for any lost or damaged laundry.

DAMAGE & LOST KEYS

If you borrowed something from a friend and you broke it, you would expect to buy them a new one, wouldn't you?

In the same way, if you damage something belonging to the school you will be asked to replace it, even if it was an accident. Hair straighteners/tongs, travel irons and kettles are common cause of damages, so we recommend that you don't bring them.

Students are responsible for their rooms and common areas, so if there is damage in your area, everyone in that area is responsible for contributing to the cost of the damage, which will be divided between you.

Similarly, if you lose a room key you will be charged for a new one.



FIRE ALARMS & EXTINGUISHERS

There are fire alarms and smoke alarms in all the buildings. If a fire alarm goes off in your building you should leave the building immediately and wait outside until we say it is safe to go back inside— we will show you where when you arrive. If you see a fire, use the alarms to warn everyone else and leave the building.

BUT if you set off a fire alarm or fire extinguisher for any other reason, or break the seal on one, you will have to pay a fine. If the fire brigade come to a false alarm they can fine a person up to £500!



FOOD & DRINK

All of your meals will be provided as part of your stay at Churchill House: breakfast, lunch and dinner every day of your stay. During full day excursions, you will be provided with a packed lunch to take with you which will include a bottle of water. You may find the food at your school might be different to what you eat at home, but we serve a wide variety of dishes for all tastes and you're sure to find something you like on the menu.

Meal times can vary slightly depending on the day and centre, however, they are usually served at the following times:

Breakfast: 08:00—08:45

Lunch: 12:30—13:15

Dinner: 18:00—19:00

We can cater for most dietary needs and offer a vegetarian option every day. If you have any dietary requirements or allergies, please let us know as soon as possible so we can make arrangements for you.

Most schools also run tuck shops during breaks, where you can purchase drinks and snacks at a small cost.

There will be water available for you to drink throughout the day while you are at the school; most tap water in the UK is perfectly safe to drink. You can drink from any tap in your school except taps that have a sign telling you it is not drinking water.

If you are on an excursion and you need to fill up your water bottle, most cafes and restaurants will happily do this for you if you ask them politely and some towns and cities have public water fountains that you can also drink from. We do not recommend filling up your water bottle from public bathrooms as they do not always state if they are safe to drink from or not.

WIFI AND INTERNET ACCESS

Free internet access is available at school with these rules:

- You can't use it to access any material of a sexual or illegal nature
- File sharing and downloading copyright material is not allowed
- If you use the WIFI for anti-social or illegal use your access will be stopped and you could be expelled

PLANNING YOUR VISIT

WHAT TO BRING

We recommend you bring the following items with you to the UK:

- A REUSABLE WATER BOTTLE
- Towels (extra towels are a good idea if you will be visiting the beach or have the use of a swimming pool)
- Toiletries (shampoo/conditioner, toothpaste/toothbrush, soap, washcloth, hairbrush)
- Flip flops for the shower and beach
- Warm clothing
- Waterproof jacket
- Sports trainers (non-marking soles)
- Other comfortable shoes
- Swimming cap and goggles (if at a centre with a swimming pool)
- Stationery for your lessons (notepad, pens and pencils)
- Water bottle
- Padlock for your suitcase
- Football boots, shin pads, football kit (Premier Football Experience Programme only)



VALUABLES

We recommend you leave any valuables at home, such as: tablets, iPods and laptops. Please do not bring expensive branded clothing. Churchill House take no responsibility for any loss or damage to valuables students bring to the school. If students choose to bring their valuables, they should have a safe place to store them (a padlock on their suitcase) and keep them hidden out of sight. We also recommend they have them insured against loss or damage.

ELECTRICAL ITEMS

It is advisable that you bring an adaptor for your electronic belongings. Please ensure your travel adaptor has a UK Kite mark or CE marking. Please do not bring an all in one adaptor, hair straighteners or tongs.



MONEY

The currency in the UK is Pounds Sterling (£) and cash comes in both coins and note form. You can exchange foreign currency into UK currency at most Post Offices, supermarkets and travel agents that have a Bureau de Change. Unfortunately, we cannot exchange or accept foreign currency at our schools.

UK coins come in different shapes, sizes and colours. These are the coins currently in use in the UK:



UK notes also come in different sizes and colours but they are all rectangular in shape. The bank notes are all made from plastic. Please Note that all bank notes made from paper will not be accepted by banks or retailers. In Scotland are different but you can use English and Scottish notes anywhere in the UK.



POCKET MONEY

You should give your money to the Centre Management team when you arrive at the site. They will lock it in a safe with your name and amount on the envelope. If you need to take money on an excursion, you will be able to collect it during designated times.

We would recommend bringing up to £50 per week with you as pocket money during your stay in the UK, which can be used during your free time on excursions and for the tuck shop at the school.

It is best to bring a mixture of notes and coins with you to spend in the UK, however, it is not recommended to bring £50 notes with you as they are rarely used in shops and can be refused by shopkeepers if they do not have enough change to give you if you are buying something with a £50 note.

TRAVEL DOCUMENTS

When travelling to the UK, you will need a valid passport and a valid visa depending on the country you are travelling from. You can find out if you require a visa to enter the UK using the website provided: <https://www.gov.uk/check-uk-visa>

All students travelling to the UK to attend a course at Churchill House Summer Centres must have a completed parental consent form.

TRAVEL INSURANCE

You will need travel insurance for your stay in the UK, this is to cover any medical treatment you may have while you are here. You can make your own arrangements for travel insurance or this can be bought in advance through Churchill House. You can't buy travel insurance after you leave home.

WEATHER

British weather is famous for being unpredictable! It can be raining in the morning then warm and sunny in the afternoon! You should bring clothes with you for both types of weather. Generally it should be quite mild with temperatures averaging around 24°C in July and August but you will need to bring some warm clothes and a light raincoat, just in case!



TEACHING

ABOUT OUR TEACHING

Our English lessons are probably different to the ones you have in school. We want you to improve your speaking and listening skills to help you use what you have already learned at school. You will also learn some grammar, new words and practice your writing but we will encourage you to practice your English so that you can communicate with the other students, our staff and the people you meet in Britain! Our classes include working with your classmates, group discussions, games, quizzes and puzzles, so you will learn while having fun. You will also be doing some work in lessons about the places you will visit on your excursions.

TESTING

On your first day in class you will be given a short English test so that we know which level of class you need to learn in. The test has four parts:

- A multiple choice vocabulary/grammar test. Questions get a little harder as you go – see how far you can get!
- A short writing exercise to test specific skills
- A longer writing exercise writing about your home town or writing a letter
- An interview with one of our teachers. We will ask you to talk about yourself and what you like to do in your free time – nothing difficult!

We choose a level for you based on your ability to communicate, it's not just about writing or grammar. All you need to take the test is a pen. Good luck!

INDUCTION LESSON

After your placement test we will put you into a temporary class with other students so that we can give you important information about the school, the timetable and what you have to do. We will also give you advice on how to be safe in Britain (e.g. Which way do you look when you cross a road?) and about British customs.

WHICH LEVEL WILL I BE IN?

Once you've completed the test we choose a suitable class for you. We have five levels of class from Elementary (A1) to Advanced (C1/2). Your class is based on our judgment of your level, based on the CEFR levels, but we focus on your ability to communicate and we will put you in a group with people of a similar ability.

WHAT IF I THINK I'M IN THE WRONG LEVEL?

We place you in a class we think is suitable for you based on your ability to communicate at the time of your test. When you go into class your teachers will see how well you can communicate and they will tell us if they think you are in the wrong level. However, if you think you are in the wrong class, please tell your teacher and they will talk to the Director of Studies. They will visit you in the classroom to see how well you are communicating and if they feel that you are in the wrong class they will try to find a different one for you when they change the classes at the weekend.

Remember that the people in the class will also change at the weekend and the level we teach at might be different. For instance, some students might leave and be replaced by people of a different level, changing the level of the class.



WHO WILL MY TEACHER BE?

Every class is taught by two teachers who teach different parts of the lesson. All our teachers are qualified to teach English and many of them have many years of experience, teaching in schools and universities around the world. The UK is a diverse and multi-cultural country; our staff can come from many different regions and backgrounds, so you will get to hear and experience different accents – just as you would in any British city!

THE TEACHING DAY

Unless you are on an Intensive course you will have three hours of English lessons per day, with a break. Your classes are broken into three sections:

Lesson 1 (1 hour)

Environment

Video & Vocabulary

Teacher: Geoff

BREAK (15 minutes)

Lesson 2 (1 hour)

Environment

Making a video

Teacher: Geoff

BREAK (15 minutes)

Lesson 3 (1 hour)

Project work

Excursion preparation

Teacher: Suzy

BREAKS

During breaks in lessons you can visit the tuck shop to buy snacks and drinks or you can just relax with your friends. You can't go back to your room/accommodation building or leave the campus.

HOW CAN I IMPROVE MY ENGLISH?

- Practise! Speaking a language is like learning to play a sport - you have to do it yourself to learn the skills. You can't learn it just by watching others! If you practise English you will get better and more confident.
- Keep a diary of what you've learned each day. For instance, if you write down new words each day you will be able to check them later.

Don't be afraid to speak to people!

WHEN YOU LEAVE...

We will miss you, but before you go we will give you a short report on your progress with us and a certificate to prove you've been on our course!

COMPLAINTS AND FEEDBACK

We will ask you to complete a questionnaire about your stay two times: in your first week and in your second week. Our managers read all these questionnaires so please be honest and tell us what you think. If you have a problem at all, don't wait to tell us, tell a SM or your group leader and they will try to help.

If you have a complaint that you do not believe can be solved at the centre, please write to:

summer.support@churchillhouse.co.uk

PRACTICING YOUR FAITH

If you would like to practice your faith while staying in the UK, please talk to your Centre Manager who can offer you the use of a room at your school from which you can do so.

If you need to visit a formal service, please speak to your SM to see what arrangements can be made.



CLASS LEVELS

Approx. CEFR Levels (guide only)	Description
C1	Can understand a wide range of demanding, longer texts, and recognise implicit meaning. Can express him/herself fluently and spontaneously without much obvious searching for expressions. Can use language flexibly and effectively for social, academic and professional purposes. Can produce clear, well-structured, detailed text on complex subjects, showing controlled use of organisational patterns, connectors and cohesive devices.
B2	Can understand the main ideas of complex text on both concrete and abstract topics. Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party. Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.
B1	Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc. Can deal with most situations likely to arise whilst travelling in an area where the language is spoken. Can produce simple connected text on topics which are familiar or of personal interest. Can describe experiences and events, dreams, hopes & ambitions and briefly give reasons and explanations for opinions and plans.
A2	Can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment). Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.
A1	Can understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type. Can introduce him/herself and others and can ask and answer questions about personal details such as where he/she lives, people he/she knows and things he/she has. Can interact in a simple way provided the other person talks slowly and clearly and is prepared to help.

RULES AND DISCIPLINE

STUDENT BEHAVIOUR

We expect all Churchill House students to behave respectfully and in line with our school rules. Abusive or unacceptable behaviour from any students will be taken extremely seriously and will be dealt with by the Centre Management team. Unacceptable behaviour could result in be given a punishment such as missing activities/excursions, writing lines up to a formal verbal or written warning and serious cases could result in expulsion from the school

STAYING WITHIN THE LAW

It is important that you stay within the law during your time in the UK, onsite at the school and offsite during excursions. The legal age to drink alcohol, vape and buy tobacco in the UK is 18 and there is a strict no drinking and no smoking rule for all students staying with Churchill House. It is also illegal for someone to buy alcohol vapes or tobacco for someone under the age of 18; you should never ask an adult to buy these products for you.

IMPORTANT!

Both Churchill House and our host schools/colleges have strict rules on the use of alcohol. If you are found with alcohol, having been drinking alcohol, you will be expelled.

Smoking cigarettes, vaping or tobacco in any school building is strictly against the school rules— your parents will be contacted and you may be expelled from the school.

Giving cigarettes to anyone under 18 is illegal in the UK.



BULLYING

Bullying can be any behaviour that could cause physical, emotional or mental harm to another person. Churchill House finds all forms of bullying, harassment and abusive behaviour unacceptable whether from students, staff, group leaders or other members of the school. Abusive behaviour is any behaviour which a person feels is intimidating or threatening.

Examples of bullying, harassment and abusive behaviour:

- Threatening violence, hitting, kicking, taking or hiding possessions, blackmail
- Name calling, teasing, insulting, writing or sending upsetting messages (including all social media and electronic communication)
- Being deliberately unfriendly, excluding, tormenting, spreading rumours and gossip, threatening looks, offensive gestures

Reasons people may bully, harass or be abusive towards others:

- Race
- Homophobia
- Sexual
- Gender
- Ethnicity
- Religion
- Age
- Culture
- Jealousy
- Appearance
- Being different



These lists show just some examples of what bullying can be and are not exhaustive. In all cases, bullying is completely unacceptable and will be dealt with extremely seriously by centre management and escalated to head office if necessary.

All students should be able to talk to a member of our staff about any bullying or harassment they are experiencing or witness happening to others.

If you feel you are being bullied or you see bullying taking place:

Please talk to a Churchill House staff member as soon as possible about your concerns.

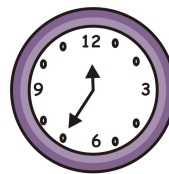
If you are bullying others:

You may lose the chance to take part in activities and excursions and, if bullying continues, your parents will be contacted and you may be expelled from the school.



GENERAL RULES

- Students should never leave the campus without a supervising adult and permission from the Centre Manager
- No bullying, stealing or being disrespectful to anyone
- Always wear your student ID
- No Vaping, alcohol or smoking onsite or offsite
- Listen to staff at all times when giving instructions or information
- Attend all student meetings and assemblies
- Take care of your own property and the property of the school
- House time should be used as stated in 'Free Time'
- Students may only enter their own accommodation building and may not enter the accommodation of a student of the opposite gender
- No littering on or outside of the school premises
- No swearing, graffiti or offensive behaviour
- Never use the school swimming pool unless there is a lifeguard present
- Tell staff about any problems you may have
- Be quiet at bed time and respectful of those you are sharing a room and floor with



CLASSROOM RULES

- Respect your classmates and teacher by refraining from noisy and disruptive behaviour
- Participate in class to the best of your ability
- Speak as much English as you can during lessons
- Listen to your teacher and follow their instructions
- Mobiles can be used- but only when the teachers tell you (for research, for example)
- Turn up to lessons on time and bring your notebook and pen
- Take care of all equipment and property in the classroom and report any damages to your teacher
- No chewing gum or food during lessons
- Only water is allowed during class, no carbonated drinks

ACTIVITIES & EXCURSION RULES

- Listen carefully to all instructions given by staff
- Turn up on time to avoid making your friends late and delaying activities and departing coaches
- No mobile phones during activities
- Attend all activities and excursions unless you are ill and have informed a member of staff
- Stay in your group during activities, do not swap groups or leave during an activity
- During your free time on excursions, stay within the allocated area and don't be late to the meeting point
- Listen and follow all coach rules
- Stay safe during activities and do not play with equipment unless asked to do so by a member of staff
- Wear seatbelts on coaches and in taxis

ATTENDANCE & ABSENCE

Students are required to attend all of their lessons, activities, excursions and meal times, unless previously arranged with Churchill House. The only exception to this rule is if you are ill and cannot physically attend any of these sessions; a member of staff should be notified of illness immediately and the appropriate action will be taken for you to be looked after.

Non-attendance that has not been previously agreed, will need to be explained to the Centre Management, who will decide on what further action to take.



IF I NEED TO SEE A DOCTOR /DENTIST

If you need to visit a doctor, hospital, or dentist we can arrange an appointment on your behalf. You will need to be accompanied by your group leader or a SM who can escort you and translate if needed.

In case of emergency, find an adult immediately who will call the emergency services and report the incident. Students are responsible for paying for any treatment they might receive from a doctor, dentist or the hospital, but if you keep all of your receipts, you may be able to claim this back on your travel insurance at a later date.

The European Health Insurance Card (EHIC) allows anyone who is insured by or covered by a statutory social security scheme of the EEA countries and Switzerland to receive medical treatment in another member state for free or reduced cost should it be required. It can be used provided it is valid for the whole duration of your stay and only covers healthcare which is normally covered by a statutory health care system in the visited country, so we still recommend that you have travel insurance.

You should check your insurance policy to see what you can claim and what is covered should you have an inci-

MEDICAL

If you become sick whilst staying with us and cannot attend activities and lessons, tell a member of staff or Group Leader and we will make sure you are looked after. We have staff onsite who are trained in First Aid and can deal with mi-nor injuries such as cuts, burns and bruises.



WELFARE

WHO CAN I SPEAK TO IF I HAVE A PROBLEM?

The Centre Manager is in charge of the whole school and can help you with any problem you might have. However, there are other members of staff called Student Liaison Officers (SMs) who are there to specifically help you if you have any problems or if there is something you would like to talk about during your time at Churchill House.

SMs can usually be found in the school office and are more than happy to talk to you regarding any problems, if you are having concerns about another student or problems with your accommodation or any concerns or questions you may have.

If the Staff Members are temporarily unavailable, you can talk to any member of our staff who will be more than happy to listen to you and help in any way they can.

For more information about your welfare and what do if you need to talk to someone, please see the Churchill House Summer Centres Safeguarding Policy.

Please ask your Centre Management team for a copy in print, visit our website, or for an electronic copy send an e-mail to summer.support@churchillhouse.co.uk

FREE TIME

There will be various points throughout your stay where you will have some free time. This may be at the school or during an excursion.

If you are aged 13 or over, you will have some free time on an excursion to explore the local area and do some shopping. Students aged 12 or under will have to stay with an adult on an excursion at all times.

You will have free time after meal times and before you go to bed. During this time you may go to your rooms or spend time in your common room. This time should be used to relax and spend some time with your friends. You should not be causing any disruption to other students and you should remain onsite at all times. There will be a member of staff available at all times should you need assistance with anything.

SECURITY & SAFETY

Britain is generally a very safe country but you should always be careful and avoid taking any risks. Please follow this simple advice:

In the school

- Don't bring anything valuable to the school, for instance don't bring any expensive jewellery, cameras etc. If you do bring them, keep them locked in your suitcase when you aren't using them.
- We can store valuables and your pocket money securely in the office, which is much safer than storing them in your room – ask the Centre Manager for help.
- Don't invite visitors into the school.
- If you see anyone you don't think should be there, tell a member of staff or a Group Leader immediately!

On excursions

- Don't wear your valuables.
- Keep your purse/wallet, phone and jewellery out of sight, especially in city centres.
- Don't go away with any strangers.
- Stay with the group.
- If you have free time, remember not to go outside of the area staff have told you.
- If you need help, go into a shop and ask the staff for help or ask a police officer (They are always very nice!)

If you ever have a problem tell a member of staff or call the emergency phone number on your ID card.

POLICE ADVICE



In the unlikely event of a terrorist or weapon attack ...



RUN - to a place of safety. Take your friends with you. If there's no where to go then...



HIDE - Stay out of sight and keep quiet. Turn your phone to silent and turn off vibrate. Barricade yourself in if you can.



TELL - If you need help from the police call 999, or ask a member of the public to help.

When it is safe, call the emergency phone number on your student ID card and we will come and find you.

SOCIAL MEDIA USE—STAYING SAFE AND LEGAL

Social media is great for staying in touch with friends and family but it is important that you stay safe and respect others while you are using it:

- Bullying or trolling is not acceptable and against school rules.
- If someone tries to contact you that you don't know, don't answer them and tell an adult.
- Be careful what you post or send – once you've pressed send you can't take it back.
- The UK has very strong laws on social media use; if you cause offense by what you post on the internet or send by messaging you could be breaking the law. Sending sexual messages or images to someone under 18 or of someone under 18 is always illegal in the UK – even if you are under 18 yourself.
- Please don't try to contact or connect to any of our staff on social media – they aren't allowed to have any contact with you.

FIRE PROCEDURE

The fire procedure will be explained to you on your arrival at the centre.

If you hear the fire alarm:

- Leave the building immediately, but do not run
- Go directly to the fire assembly point (do not use lifts/elevators). On the back of your bedroom door, there will be a map to tell you the best route to exit the building from your room
- Do not return to your bedroom to collect belongings
- If you see a fire, hit the first 'Break Glass' point you see



EMERGENCY NUMBER

On your student card there is an emergency phone number. This is answered by a member of staff at any point during the day or night. If you have a problem and need help urgently, please call this number. Please remember this phone number is for emergencies only.

ARRIVAL

ARRIVING AT THE SCHOOL

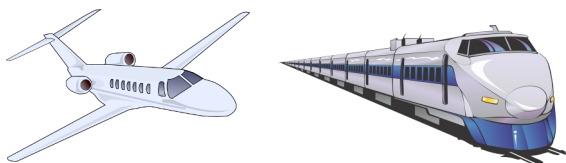
When you arrive at the school, you will be met by our team and lead through the induction process:

- Welcome to the school
- Introduction to staff
- Student induction: school rules, schedules, information about lessons and activities
- Allocation of accommodation
- Tour of the school
- Dinner
- Free time to unpack
- Evening activities.

TRANSFERS

A staff member of Churchill House will meet you at the airport or train station in arrivals. They will be wearing Churchill House uniform and will be holding a sign with your or your group's name on. They will lead you to your coach/taxi, ready to take you to the school.

The coaches will not stop on the way to the school, so you should go to the toilet and buy any refreshments you would like before you leave the airport and get on the coach.



MY MEDICATION

If you have brought medication with you to the UK, please tell a member of staff when you arrive, even if you have declared it on your medical form beforehand.

INDUCTION

You will have an induction when you first arrive at the school which will include an introduction to the staff, a tour of the school and this is when you will hand your passport and pocket money to the Centre Manager who will lock it in a safe where it will be secure.

YOUR FIRST DAY

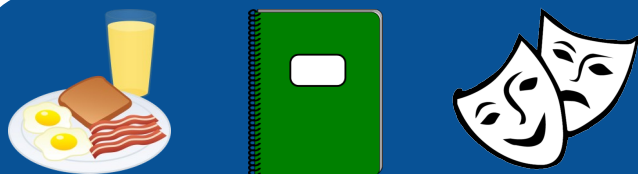
On your first day, you will have a placement test to determine which level of class you will be learning in. After your placement test, you will stay in your temporary class so we can give you information about the school in an induction lesson. This information will include your timetable and advice about staying in the UK.

DAILY TIMETABLE

An average day at school will always start with breakfast before you begin your lessons. You will have 3 hours of English lessons, with a small refreshment break in between each lesson. After your English lessons, it will be time for lunch.

After your lunch, you will have some free time before the afternoon activities or excursion begins. If you have activities in the afternoon, you will be placed in groups with students of a similar age, and you will attend 3 different sessions with a refreshment break in between each one. If you have an afternoon excursion, you will stay with your group and will be told about the excursion beforehand in an assembly.

When your activities have finished or you have returned from your excursion, you will go straight to dinner. After dinner, you will have some free time before the evening activity begins. The evening activity is a whole school event and could be a film night, a quiz or a competition. Once the evening activity has finished, you will return to your rooms where you will have some time to get ready for bed and relax before lights out.



08:00-08:45	Breakfast
09:00-12:30	English Lessons
13:00-14:00	Lunch & Free Time
14:00-17:30	Activities
17:30-20:00	Dinner & Free Time
20:00-22:00	Evening Activity
22:00-23:00	Bed Time



ACTIVITIES & EXCURSIONS

ACTIVITY STAFF

Every school has an Activity Manager who has a team of staff including Activity Leaders and teachers who will plan and run your daily activities and excursions.



DAYTIME ACTIVITIES

You will attend 3 activities during the daytime, when there is not an excursion planned. The activities vary and could be a mixture of sports, drama, art, music and games, there will be something for everyone to enjoy.

EVENING ACTIVITIES

Every day after dinner and free time, there will be an evening activity which the whole school will attend together. Some of these activities could involve working together in small groups with your friends to create a project or take part in a competition. There will also be discos and themed game evenings such as Harry Potter, carnival and the Zombie Apocalypse. You will attend all evening activities and attendance will be checked by staff.

COLOUR GROUPS

On your first day at your school, you will be placed into a group which you will stay in for your activities, these are called 'colour groups'. You will be in a group with people of a similar age and a mixture of nationalities who you will get to know and spend time with.

Each group will have its own name, which will be a colour e.g. red, blue, green. All groups will rotate around the 2 or 3 activities so everybody gets to have a go at each activity on offer. You must attend all activities with your group, a register will be taken at the beginning of each activity to check attendance.

	1st Hour	2nd Hour	3rd Hour
Activity 1	Red	Blue	Green
Activity 2	Blue	Green	Red
Activity 3	Green	Red	Blue

HALF DAY EXCURSIONS

You will have at least one half day excursion every week to a nearby town or city of historic or cultural interest. These excursions normally happen after you have finished lunch at your school, but they may run in the morning after breakfast if you are on a zig-zag programme. Half day excursions may or may not include an entrance to a particular building or attraction, your Activity Manager will tell you if you will have an entrance. There will also be a walking tour of the destination led by one of the activity staff and there may be some free time for you to explore the local area and do some shopping. Once the excursion has finished, you will be taken back to the school in time for dinner.

FULL DAY EXCURSIONS

You will have one full day excursion every week to a town or city about 2-3 hours from your school. You will leave the school after breakfast and return in time for dinner in the evening; you will be given a packed lunch to eat during the excursion.

Full day excursions are similar to how half day excursions are run; there may or may not be an entrance, there will be a walking tour of the famous sights led by the activity staff, time for lunch and there will be some free time allocated to you for shopping etc.

Your Activity Manager will tell you what to expect on your excursions and will supply you with an excursion pack including some local information and a map of the area you are visiting.



ACTIVITIES & EXCURSIONS

WALKING TOURS

Most excursions will include a walking tour of the destination you are visiting. These tours will be led by a member of staff, who will show you around the important sights and providing you with some facts and history about the things you will see as you are walking around.



ENTRANCES

Some excursions will include an entrance to a building or attraction which could be a castle, museum, art gallery, aquarium or site of historical interest. Your Activity Manager will tell you what is included in the excursion and if an entrance is also included.

If you are unsure if there is an entrance included on your excursion, or if you think your programme or course should include an entrance or extra excursion, please speak to your Activity Manager.



STAYING SAFE ON ACTIVITIES & EXCURSIONS

Please let us know before the activity or excursion starts if you have any health problems or allergies we should be aware of. Remember that in the UK cars drive on the left hand side of the road, so look both left and right when crossing roads. Always wear your seatbelt when travelling in a taxi or on a coach and always have your student ID and emergency number on you at all times.

STAYING IN BRITAIN

BRITISH ETIQUETTE & CUSTOMS

As with all countries, the UK has many customs and all of its citizens live by certain standards of behaviour that are deemed as polite and well-mannered. It is important to know these behaviours as you will be spending a lot of time with British people during your stay.

- When talking to other people, remember to say 'please' and 'thank you'.
- When eating out, it can be considered rude to wave at or summon a waiter over to your table. You should wait patiently until they approach your table or are walking nearby before you ask for their attention.
- When tipping your waiter, the general rule is to leave a 10% tip. However, this is optional.
- When you are on an excursion, it is very important to be considerate of the general public around you. Make sure you are walking on the path and not the road, and make sure you leave enough room for members of the public to also walk down the path.
- An important British custom is queuing. When waiting in a public space e.g. to pay for something in a shop or waiting to enter a building, you should always join the back of the queue and wait in a straight line. It is considered to be rude if you go to the front of the queue or do not queue at all.
- Shops in the UK do not negotiate prices, the price that is stated on the item is the price you will be expected to pay at the till.
- Women and men in the UK are considered equal in all areas and should be respected equally.
- British people are often portrayed as quite reserved and quiet. However, if you need something or would like to ask a question, most people will be more than happy to help if you ask them politely.
- Punctuality is very important to British people and can be considered rude and impolite if you turn up late for lessons or for a meeting point. If you are delayed, you should let someone know beforehand.



BRITISH CULTURE

The UK is made up of 4 different countries, England, Scotland, Wales and Northern Ireland. Each country has its own traditions and customs, but each consider themselves British as they all share the same values.



LANGUAGE

English is spoken across the UK, but it is not the only native official language. You may also occasionally hear or see road signs in: Welsh (Wales), Gaelic and Scots (Scotland) and Cornish (Cornwall). As well as these native languages, you may also hear other languages spoken, as the UK attracts immigrant communities, international students and business visitors from all around the world.

The English language in the UK is made up of different dialects from different regions across the country; this means people from one area may pronounce or use words differently than people from another area.

CONTACTING PARENTS & RELATIVES

If you would like to contact your parents or relatives during your stay in the UK, there are different ways in which you can do this. Every school has Wi-Fi access, so you can e-mail, Skype or WhatsApp them during your free time.

If you would like to make an international call to your parents or relatives you will need to dial the following:

00 + country dialling code + area code + phone number

FAQs

DO I NEED TO BRING A TOWEL?

Yes, you should bring a towel with you for daily use. You should bring an extra towel if you're school has a swimming pool or if you will visit the beach during your stay.

WHO WILL MEET ME AT THE AIRPORT?

If you have booked a transfer to Heathrow or Gatwick you will be met by a member of staff—they wear burgundy red-coloured t-shirts and hoodies and will have a sign with your name on it.

If you can't find them, go to the information desk and ask for help.

WILL I GET TO SPEND TIME WITH MY FRIENDS?

You may see your friends during activities and lessons if you are in the same group as them. There will also be a chance to see your friends during the evening activity, free time and on excursions.

IS THERE INTERNET ACCESS?

All of our schools have Wi-Fi, you will be given the address and password to access the internet when you arrive at the school.

CAN FAMILY/FRIENDS VISIT A ME AT SCHOOL?

If you have a relative in the UK who would like to visit you at school, your parents need to contact Churchill House in advance—they cannot just arrive at the school as there are strict rules.

We will need your parents' written permission and information about the person coming to visit you. We must have at least 2 days notice if someone would like to visit you, relatives must not turn up to the school without permission from Churchill House.

WHAT ACTIVITIES WILL I BE DOING?

There will be a lot of different activities that all students will take part in. Most days, there will be something sporty, arts & crafts, dance, drama and different games. Every evening, there will be an activity that the whole school do together; this could be a quiz, talent show, disco or something else.

WHO DO I SPEAK TO IF I HAVE A PROBLEM WITH MY ROOM?

If you have any problem with your room, please speak to your group leader or SM who can usually be found in the school office; they will be more than happy to help you.

WILL I BE SHARING A ROOM WITH MY FRIENDS?

We allocate beds very early because it's a very complicated process and we have to take a lot of people's wishes into consideration. If there someone you particularly want to share a room with, please tell us at the time you book the course. We do our best to place you in a room with the people you have requested to share with.

CAN YOU TELL ME HOW I CAN STUDY AT A BRITISH SCHOOL OR UNIVERSITY?

If you would like more information on attending main-stream year long education in the UK, or would like more information/advice on attending university in England, please speak with your Director of Studies or email: summer.support@churchillhouse.co.uk.

If you would like to study at the school you're staying in, let us know while you are on-site and we will ask the school's admissions person to talk to you.

CAN I GO INTO TOWN WITH MY FRIENDS?

Students can only leave campus as part of an organised excursion with either a staff member or your group leader accompanying you. You may not leave campus on your own or with your friends.

WHAT IS THE FOOD LIKE?

There will be a choice of food for breakfast, lunch and dinner. Breakfast will be pastries, meats & cheeses, cereals, fruit, yoghurt or something cooked. Lunch could include sandwiches, pasta, vegetables, baked potatoes and salad. Dinner could include soup, curry, pasta, rice, meat dishes, chips, vegetables, salad, baked potatoes, burgers and a variety of desserts.

WILL THERE BE TIME TO GO SHOPPING?

If you are 13 and over you will have some free time on excursions in which you can do some shopping and buy any gifts or items you may need. You will need to stay in groups of 3 or more. Staff will tell you what shops there will be in the town or city you are visiting. Student aged 12 or under will have to stay with an adult (SM or group leader)

HOW MUCH MONEY SHOULD I BRING?

Your meals and accommodation are paid for so you only need money for snacks and shopping—how much of that you do is up to you!

Britain isn't a cheap country to visit but, as a guide, a meal in McDonald's is usually about £5 and a can of Coke from a shop could cost you £1.

I'VE RUN OUT OF POCKET MONEY—WHAT CAN I DO?

If you have run out of pocket money and you think you will need some more, speak to your group leader or contact your parents. We can make arrangements for them to transfer money to you in the UK.

WHAT IF I GET LOST?

If you get lost, call the emergency number on your ID card. Describe to the member of staff where you are and stay there. Someone will come and find you and bring you back to the group.

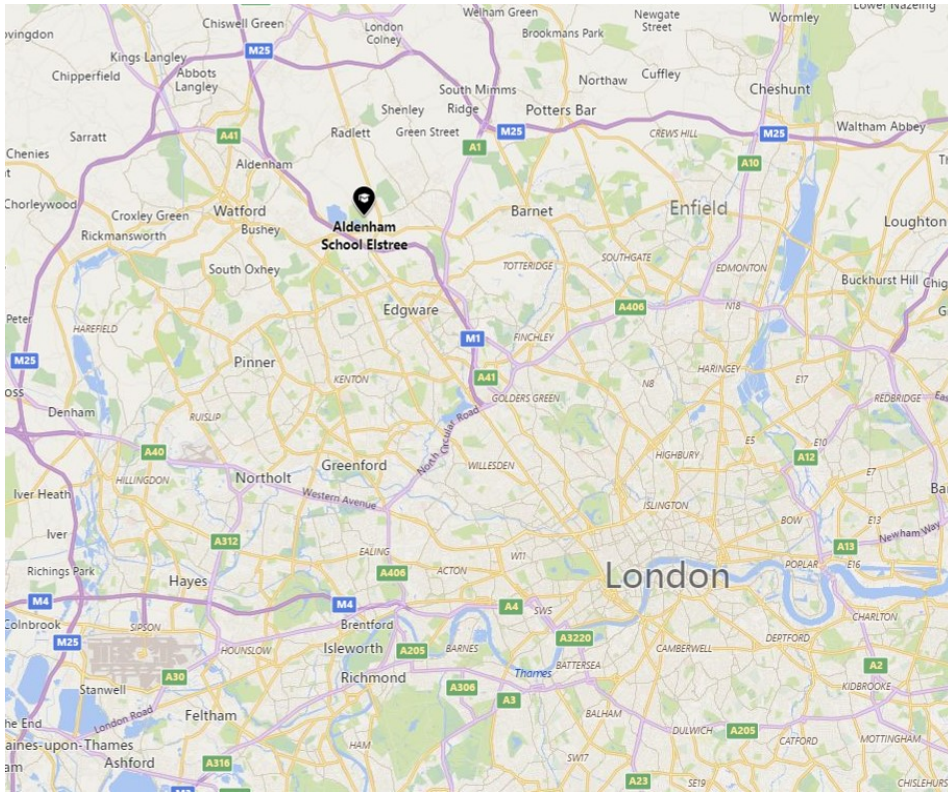
I HAVE LOST SOMETHING AT THE SCHOOL, CAN YOU HELP ME?

If you misplace or lose any of your belongings whilst at your school, check the lost property collection in the school office at your first chance. Items that people have found around the school will be taken here for students to claim if they have lost them.

If you leave an item behind after you have left the UK, send an e-mail to summer.support@churchillhouse.co.uk explaining what it is and we will try and recover the item for you if we have it. Lost property is kept for 3 months after the school has closed for the summer. You have within this time to claim your belongings before we donate all lost property to charity.



Churchill House Summer Centres



Office Phone: +44 (0) 1923 851 640

Your parents may contact this number and leave a message for you to get back to them.

Emergency Number: 0741 9373 938

THIS IS FOR EMERGENCIES ONLY

The emergency phone is with a member of the Centre's management team and will be answered at all times. Please give this number to your parents in case of emergency.

Post

Student's Name
Churchill House
c/o Aldenham School
Elstree
Hertfordshire
WD6 3AJ



Churchill House School of English



churchill_house



@churchill_house



Churchill House School of English Language

