

# Campus St. Margaret's



## LONDON

*Students learn English in a traditional setting. The historical buildings of St. Margaret's have modern facilities, with accommodation and classrooms located on campus for a fantastic student experience.*



### WHAT'S INCLUDED

- General English course - 20 lessons per week (1 lesson = 45 minutes)
- End of course certificate
- Supervised activity programme (per week):
  - 5 half-day activities and 4 evening activities
  - 1 full-day trip (excluding departure week)
- Transport to and from all activities
- International classes
- Full board accommodation

### ACCOMMODATION ADDRESS

St Margaret's School,  
Merry Hill Road,  
Bushey

Students will be staying at St Margaret's School, a beautiful campus located in Bushey, a peaceful, rural setting in North London (zone 8). The accommodation has all the facilities students may need with lots of communal areas to meet friends, and sports facilities to enjoy and be used for many on-campus activities.

### DATES AVAILABLE

09 July - 20 August, 2016

### AGES

13 - 17 years

### MINIMUM COURSE DURATION

1 week

### GETTING TO SCHOOL & ACTIVITIES

- School on campus
- Activities take students into the city centre where they can experience the cultural National History Museum, shopping in Oxford Street, Piccadilly Circus, Westminster and more! A full day excursion on Saturdays and sports sessions during the week keep students busy every day! Travel pass for activities is included.

### TRAVEL TIME FROM AIRPORT

**Gatwick:** approx. 1 hr 30 min

**Heathrow:** approx. 1 hr 15 min

**Luton:** approx. 35 min

**St Pancras International Station:**  
approx. 45 min

### EMERGENCY NUMBERS

+44 (0) 7823411344

### ARRIVAL DAY

Saturday

### DEPARTURE DAY

Saturday



## WIFI

Free Wi-Fi access in bedrooms and communal areas.

## PHONE

Students can use a phone available in the office.

# Accommodation

## BOARD STATUS

Full board

## TYPE OF ROOM

Single/Twin room - with another student of the same gender

## BATHROOMS

Shared bathroom (1 bathroom per 6 students)

## ROOMS INCLUDE

- Storage space
- Desk/table where students can do their homework (if not in the room, a place for studying will be provided in a common area)

## WHAT TO EXPECT FROM THE ACCOMMODATION

- Live-in supervisors
- Students will also have access to a comfortable common area with sofas, boardgames, a TV and DVD player, an iPod docking station, and table football.
- Security
- Dining hall

## LINEN/TOWELS

Bed linen is provided and changed on a regular basis. Students should bring their own towels. Linen and towels will be washed once a week.

## LAUNDRY

Laundry facilities are available on campus for free. Students may use the laundry facilities when supervised by residence staff, and washing powder is provided.

## CLEANING

Bedrooms and bathrooms will be cleaned once a week.

# Meals

## BREAKFAST

Tea/coffee, toast, jam and cereal.

## LUNCH

Lunch is served at the school cafeteria every day, and this will consist of a hot meal. Students will be given a packed lunch on weekend days when there are full-day excursions, and this consists of a sandwich roll, crisps, fruit, chocolate and a drink.

## DINNER

Dinner at the school cafeteria: a combination of hot and cold dinners

## DIETARY REQUIREMENTS

If students have specific diet requirements (e.g. Gluten free / vegetarian / Halal), EC must be informed of this prior to the student's arrival.

*Please note:* For gluten-free meals a supplement may apply.

## MEDICAL

EC must be advised upon booking of any medical conditions, allergies or medications that need to be administered to students.

Students must have adequate health, accident and travel insurance while attending any of our programmes, and this must be acquired prior to their arrival. European students travelling with a European Health Insurance Card (EHIC) are entitled to free public health care. All other students are required to pay to see a doctor should they need to, and a doctor's visit costs approximately £60.

## SUPERVISION

EC employs staff to supervise students on campus.

# Learning Centre

Address:

St Margaret's School,  
Merry Hill Road,  
Bushey

Lessons take place at St Margaret's School in the classroom block next to the boarding house.

## Course: General English

20 lessons per week (a total of 15 hours)

1 lesson = 45 minutes

- The course will help improve English language skills by focusing on the key areas: reading, writing, speaking and listening. A strong focus is placed on speech and using the language confidently and fluently.
- Lessons are engaging and designed especially for young learners. Teachers aim to satisfy any interest, with a focus on communication to boost students' confidence when using English in practical situations. Regular tests and conversations classes help to ensure that students improve their English as much as possible.
- Our dedicated and professional teaching staff provide feedback and support and help students build confidence to speak English.
- If the school is busy, EC will utilise a Double Banking timetable. Put simply, students attend morning sessions of classes one week, the next week they attend afternoon sessions.

## MAXIMUM CLASS SIZE

15 students

## FIRST DAY

On the first day, all students sit for a placement test, allowing academic staff to place students in the relevant group for their ability. In the afternoon students will be given an Orientation tour.

Students will receive a Welcome Pack, containing general information about their programme. This will be given to students at their homestay.

Any student unable to attend their first day on Sunday should arrive at the learning centre on Monday by 08:30.

- 08:45-09:00 Welcome talk
- 09:00-10:30 Placement test
- 10:45-12:15 Lessons
- 14:30 Orientation tour
- 19:30 Join fellow students for film night

Please view a **3 week sample programme** [here](#).

## ATTENDANCE

All students must attend classes on a daily basis unless they are genuinely indisposed (due to illness, for example). In the case of a student falling ill an EC member of staff will accompany the student to a doctor or A&E.

## EDUCATIONAL MATERIALS

Students should bring their own notepaper and pens.



# Welfare, Rules and Disciplinary Action

## ALCOHOL CONSUMPTION

Any EC student on the Junior Programme caught consuming alcohol during their stay risks being expelled from the school and repatriated to their home country. No alcohol consumption is permitted during the programme.

## CURFEW TIMES

- Ages 13-15: 10 pm
- Ages 16-17: 11 pm

## SMOKING

Smoking is NOT allowed at any time during the programme.

## DRUGS

The consumption of any illegal drugs will result in the immediate expulsion and repatriation of the student and the possible intervention of the police.

## EXPULSION

EC reserves the right to expel and repatriate a student at his/her own expense for any of the following reasons:

- Possession of any illegal drugs
- Drinking or bringing alcohol on to any EC premises
- Malicious damage to school property or place of accommodation
- If the student is a danger to his/her own safety or that of other students
- Breaking British law
- Repeated failure to attend academic lessons and/or social activities
- Bullying, racism, sexual harassment, violence

In any of the above circumstances the student will be informed that their stay is going to be terminated with immediate effect. EC will also inform the student's agent of the student's behaviour and the course of action to be taken. The earliest flight available will be booked at the student's expense and an EC staff member will accompany the student to the airport to ensure that the student leaves the country. Following such action EC will terminate all relationships with the student and will be unable to take further responsibility for the student. No refunds will be given to any students who have been expelled.

## ACCOMMODATION RULES

- Students must keep their room neat and tidy, including making their own bed every morning
- Curfew times must be respected by all students
- Students are liable for any damages/breakages to school and accommodation property.
- Smoking is NOT accepted at any time.
- Girls are not allowed in the boys' room and vice versa
- 13-15 years old students are only allowed off campus during EC supervised activities

## CUSTOMER COMPLAINTS

At EC, we endeavour to provide our students with the highest possible level of service. If, however, a student is unsatisfied with any aspect of their programme with EC, we ask that they inform us immediately. Most problems are small and can be quickly resolved by our staff members. During the first week of school, all students are given an Initial Course Evaluation form, in which they are asked to evaluate various aspects of their stay, such as tuition, accommodation and leisure. The form also allows students the opportunity to bring to our attention anything that is not to their satisfaction should they feel unable to speak to us directly. Solutions to any issues will be provided and all necessary parties will be notified when applicable. Students are also requested to complete an End of Course Evaluation form at the end of their stay such that they have the opportunity to provide EC with general feedback before returning to their home country.

## Course Certificate

Students must attend all lessons and organised activities in order to receive their End of Course Certificate. The certificate will be given out on the last day of school.

## Discipline

In order to manage student behaviour, EC staff may issue a formal warning, notify parents, ban students from an activity or withhold the End of Course certificate, if the student misbehaves.

## Damages

Students are liable for any damages/breakages caused to school property. Payment for damages must be effected immediately and the residence staff will not allow the students to leave the residence unless payment has been made. A damage deposit form must be completed on the first day of school. If students do not have a credit/debit card of their own, it is important that they bring details of a relative's/friend's credit/debit card, with a letter of authority to use this card.