

# Day Programme St. Margaret's



## LONDON

*The Day Programme provides a great addition to a family holiday. Teenagers learn English, socialise with other students from around the world, and take part in an action packed activity programme. Parents may enrol in an adult course at EC.*



### WHAT'S INCLUDED

- General English course - 20 lessons per week (1 lesson = 45 minutes)
- Course materials
- End of course certificate
- Weekday lunches and evening meals provided on nights when there are evening activities
- Transport to and from supervised activities
- Supervised activity programme (per week):
  - 5 half-day activities and 4 evening activities
  - 1 full-day excursion (for students staying minimum 2 weeks)
- Welcome Pack

### DATES AVAILABLE

11 July - 19 August, 2016

### AGES

13 - 17 years

### MINIMUM COURSE DURATION

1 week

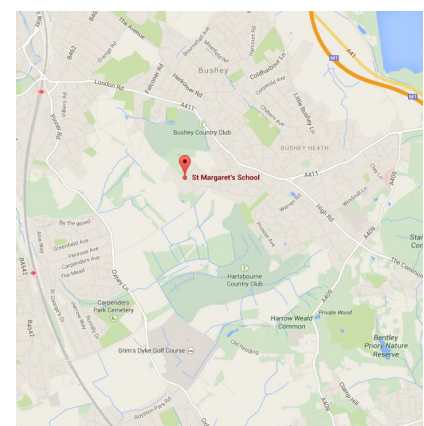
### EMERGENCY NUMBERS

+44 (0) 7823411344

### GETTING TO SCHOOL & ACTIVITIES

- In the morning students should be accompanied to and from school by a parent/guardian and attend lessons and activities.
- Day Programme students are included in evening and weekend activities, so parents should notify EC if students want to miss any of these activities.

This programme does NOT include accommodation. It is important that when bookings are made, EC is provided with the address of the student's accommodation.



## Learning Centre

St Margaret's School  
Merry Hill Road  
Bushey  
Hertfordshire  
WD23 1DT  
United Kingdom

Lessons take place at St Margaret's School, a beautiful campus providing excellent facilities in London travel zone 8, just outside of the bustle of central London, yet just 20 minutes by train into the city centre. Facilities at school include excellent classrooms, a beautiful school hall, great sports facilities including football pitches, and a swimming pool (use of the swimming pool is subject to availability). Sports activities take place on campus and evening activities take place on campus or very nearby.

### 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 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 on week, the next week they attend afternoon sessions.



### EDUCATIONAL MATERIALS

Educational materials are provided. Students should bring their own notepaper and pens

### FIRST DAY

On the first day, all students sit 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.

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.

## Meals

Hot and cold lunches are included on weekdays for students attending this programme. Dinner is provided on evenings when there are activities.

### 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.

# Welfare, Rules and Disciplinary Action

## Course Certificate

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

## 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.

## 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 English law
- Repeated failure to attend academic lessons and/or social activities
- Bullying, racism, sexual harassment, violence

In any of the above circumstances the student is informed that their stay is going to be terminated with immediate effect. Simultaneously EC informs the student's agent of the student's behaviour and the course of action to be taken. The earliest flight available is booked at the students expense and an EC staff member accompanies 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.

## CUSTOMER COMPLAINTS

At EC, we endeavour to provide our students with the highest possible level of service. If, however, a student is dissatisfied 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 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.

## 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.

## 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.