

SELECT ENGLISH

CAMBRIDGE JUNIORS & ENGLISH PLUS

2020



'Thank you for choosing to study with Select English. This guide is designed to help answer any questions you have about our Junior and English Plus courses.'

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BEFORE LEAVING HOME

Before you come to Select English there are a few things that need to be arranged.

CONSENT AND MEDICAL FORMS

At the time of booking, we will send you a consent and medical form to complete for your child/children. You must return these to us before the start of the course.

TRAVEL AND MEDICAL INSURANCE

Please ensure that you have arranged full travel and medical insurance for your child that covers the duration of their stay.

POCKET MONEY

Please provide your child with enough pocket money before departure. Please ensure that it has been changed into GBP. We recommend £20 per day to cover the cost of any snacks, drinks, souvenirs and gifts.

We strongly advise that students use the school safes when they are here so they do not carry large amounts of cash with them.

WHAT TO BRING

Passport / ID

Students must bring their passport or ID card

Acceptance letter and Homestay/Residential Address Letter

Students must bring all documentation provided by Select English in their hand luggage.

Student/Child Visitor Visa (If Applicable)

Students must ensure that their visa is with their passport in their hand luggage as they will need it when passing through immigration.

Suitable Clothing

Students need to bring sports clothing including trainers, swimming kit and towel, a raincoat and umbrella.

A towel

Bed linen is provided on all courses but students will need to bring their own towel.

Adaptor and transformer for electrical appliances

Students need to bring these in order to charge their mobile phones and to use hairdryers. The standard voltage in the UK is 230 Volts. Please ensure that the adapter meets UK standards, or it may be confiscated for health and safety reasons.

Prescription Medication

This should be packed carefully in its original packaging. The instructions should be translated into English.

School Contact Information

Students should store this information in their wallet or purse. We also advise that the school emergency number is stored into your mobile phone prior to arrival. The emergency number is 0044 (0) 7985 026835.

AIRPORT TRANSFERS

Select English offers a transfer service for all students. We offer two types of transfer. A standard transfer which is included in our package price but is subject to certain conditions, or a private transfer which will cost extra (See details below).

We will send you a travel form with your booking confirmation. Once you have arranged your flights, please return the completed form to us. To ensure that a place is booked for you on our transport, please ensure that the form is returned at least two weeks before the start of the course.

STANDARD TRANSFERS

Select English arrival transfers run from London Heathrow and London Stansted on flights landing on Sunday between 9am and 5pm. If your child arrives outside of these times (or at a different airport) you will need to book a private transfer. Please call 0044 (0) 1223 364735 or email: info@selectenglish.co.uk to arrange this.

PRIVATE TRANSFER FEES (PRICES ARE FOR A ONE WAY TRANSFER)

- ★ Heathrow £150
- ★ Stansted £95
- ★ Gatwick £165
- ★ Luton £105
- ★ London City £125

STANDARD TRANSFERS / APPROXIMATE JOURNEY TIMES

| Centre | Airport | Transfer Time |
|-----------|----------|---------------|
| Cambridge | Heathrow | 2 hours |

Centre

Cambridge

Airport

Stansted

Transfer Time

45 minutes – 1 hour

UNACCOMPANIED MINORS

You must advise us in advance if your child is travelling as an unaccompanied minor.

ON THE ARRIVAL DAY

When students have collected their baggage and passed through passport control and customs and come through to the arrivals hall, they must look for a Select English representative. All Select English representatives will be wearing Select English T Shirts with the Select English logo.

Our representative will then take you child to the pre-arranged transport that will take them to their centre. If your child is having a standard transfer they may have to wait for other students to arrive before their transport is able to leave the airport. Please note that the wait time could be around 2 hours in some cases.

WHAT SHOULD YOUR CHILD DO IF THEY CAN'T FIND OUR REPRESENTATIVE?

Go to the information desk and wait. Our representative will check the desk at regular intervals. If they are worried they should call the emergency phone (0044 (0) 7985 026835).

Please tell your child that they should never leave the airport on their own.

ON THE DEPARTURE DAY

Select English standard departure transfers are from London Heathrow and London Stansted on flights that take off on Saturdays between 9am and 5pm. If your child's flight is outside these hours (or from a different airport) you must book a private transfer.

On the departure day they will be picked up and taken to the airport and checked in for their flight. They will be taken to security. Once they have gone through security they will need to follow signs to the departure gate to board their plane.

The taxi drivers we use are all DBS checked and will carry ID with them at all times.

HOMESTAY ACCOMMODATION

Our homestays are carefully selected by our Accommodation Officer. Our homestays can be young or old, single or married; they may or may not have children. Most homestays are 3-5km from the school.

Our hosts are fully inspected. They receive regular visits from our Accommodation Officer. We also monitor hosts through student feedback. Once we have placed your child in a homestay, you will receive a family profile. We encourage you and your child to contact the family to introduce yourselves prior to arrival.

LIFE IN A HOMESTAY

Students will be accommodated in twin rooms with a student of a similar age but a different nationality. If your child is travelling with a friend you can request for them to be accommodated in the same family at the time of booking.

SHOWERS/BATHS

All students will be able to shower or bath at least once a day. Their homestay will show them how to use the shower. Note that bathrooms are normally shared with the homestay.

MEALS

Breakfast and dinner are provided. Breakfast will normally be a choice of cereal, toast, fruit juice and tea or coffee.

Dinner is generally served between 17.30 and 18.00, but homestays will advise the definite time.

Lunch is provided at school for all students on the Junior and English plus courses.

GETTING TO SCHOOL

Homestays will advise the best way to get to school from their home. In most cases, students will take the bus. The homestay will point out the bus stop. Students can buy a weekly bus ticket called a "Megarider" from the bus driver. The cost is around £15.00 per week for unlimited travel around Cambridge.

LAUNDRY

The homestay will do one level basket of washing for you per week. They will advise the laundry day.

TELEPHONE USE

Homestays will not normally allow students to use their telephone. It is a good idea to arrange to call your child in their homestay before 22.00 UK time.

RESIDENTIAL ACCOMMODATION

Select English has several residences for summer school students all within walking distance of the school. Students are mostly accommodated in single or twin rooms, but we also have triple rooms available. Some rooms have en-suite bathrooms. Please note that rooms are booked on a first come, first served basis. We endeavour to meet requests regarding accommodation but it isn't always possible.

The halls of residence addresses and contact details are as follows:

- ★ Ilenuta Dandu, 189 Hills Road, Cambridge CB2 8RN / 0044 (0) 7730 622433
- ★ Adriana Dandu, **35 Tenison Road**, Cambridge / CB1 2DG 0044 (0) 7730 622434
- ★ Marius and Lidia, 171 Coleridge Road, Cambridge CB1 3PA / 0044 (0) 7730 622437
- ★ Gill Robinson, **34 Cherry Hinton Road**, Cambridge CB1 7AA/0044 (0) 7730 622432
- ★ Cristina Pintilie, 2 Lyndewode Road, Cambridge / 0044 (0) 07730 622435
- ★ Ionela Carabuse, **5&7 St Barnabas Road** CB2 1BU / 07701 297568

- ★ **Railyard, Station Place, Station Road**, Cambridge. CB1 2FP / 07758 598436

You will be sent a letter prior to arrival stating your hall of residence address.

RESIDENCE STAFF

All of the residences have live in House Managers to look after our students.

MEALS

Breakfast and dinner is provided in the residences.

Breakfast is usually continental, and consists of a choice of cereals, toast, croissants, brioche, fruit, yoghurts, fruit juice, tea and coffee.

Dinner will consist of a main course and dessert. Lunch is provided at school.

Students staying at the Railyard will have dinner in a nearby restaurant. They'll be taken there by their house manager.

SPECIAL DIETS

We are able to cater for special diets such as halal, lactose or gluten free. You must advise us in advance if your child has a special diet or allergy to any food. If the allergy is severe and your child carries an EpiPen, you must inform us.

LAUNDRY

The House Manager will do one level basket of washing for you per week. They will advise the laundry day.

SUPERVISION ON THE CAMBRIDGE JUNIOR OR ENGLISH PLUS COURSES

TRAVELLING TO AND FROM SCHOOL

Students will make their own way to school in the mornings, usually by bus or on foot. The Course Director, Course Assistant or Social Organisers will check attendance at the start of lessons or Saturday trips and make every effort to contact any absent students (see above).

Students will also make their own way home after afternoon activities. If students have not arrived back by dinner time (18.00), House Managers or Homestays should make every effort to contact the students and, if necessary, contact the school.

After evening activities, teachers or Social Organisers will escort students to the Halls of Residence or to their bus stop.

Students must return straight home after evening activities. They will arrive back at different times depending on the activity, but the latest time should be 22.30 every week day apart from disco night (Wednesday) when it will be 23.00.

FREE TIME

FREE TIME

There are times during the course where students will have short periods of unsupervised free time. There are clear rules for free time. These are detailed below

- ★ **After afternoon activities:** Students normally have an 1-2 hours free time before they must return to their accommodation for dinner. They must not leave the city centre and should stay in groups of a minimum of three.
- ★ **Dinner:** Students can choose to have dinner once a week with friends in the city centre. They need permission from the Course Director and need to inform their homestay host or Hall of Residence Manager at least 24 hours before.

- ★ **After Evening Activities:** Students must go straight home at the end of the evening activity.
- ★ **Saturday Evening following the full-day excursion to London:** Students are allowed free time in the city centre and must stay in groups of a minimum of three. Students must return home in time for curfew.
- ★ **Sunday:** Students are allowed free time in the city centre. Students must stay in groups of a minimum of three and return home for curfew. Students must attend the afternoon activity offered by Select English on Sundays
- ★ **Thursday Evening following the half-day excursion:** Students are allowed free time in the city centre and must stay in groups of a minimum of three. Students must return home for curfew.

And Remember

- ★ Never go anywhere on your own. Always go in groups of at least 3. Tell your Homestay Host / House Manager where you are going and when you will be back.
- ★ The following places are safe to visit during the afternoon:
 - ★ Grand Arcade
 - ★ Grafton Centre
 - ★ Museums
 - ★ Parker's Piece
 - ★ Cambridge Leisure Park (off Hills Road)
- ★ Do not enter shops in large groups.
- ★ DO NOT STEAL FROM SHOPS. There are many shops in Cambridge that will prosecute you for this.
- ★ Remember that it is illegal to buy cigarettes or alcohol if you are under 18.
- ★ Stay away from the river
- ★ Do not carry around a lot of money or show expensive possessions (jewellery, phones, computers)
- ★ Never speak to strangers or get in a car with people you don't know.
- ★ Try not to make eye contact or to stare at people, as sometimes this can be misunderstood and make them angry.

If you find yourself in a situation that you think is dangerous then you can:

- ★ Go to one of the Columbus 'safe-havens': McDonalds, the YMCA, the Grafton Centre, WT's snooker club. You do not have to buy anything to stay there.
- ★ Call Panther taxis on 01223 715715
- ★ Call the school emergency phone on 07985 026835

Curfews

| | |
|-----------------------|----------------------------|
| Weekdays and Weekends | Disco night (Wednesday) |
| 21.30 | 23.00 |

LESSONS & ATTENDANCE

FIRST DAY INDUCTION

The first day at school will include a comprehensive induction. This will include;

- ★ An English language placement test
- ★ Tour of the school
- ★ Information on the local area, and how to stay safe.
- ★ Social activities
- ★ Completion of arrival forms
- ★ A walking tour of Cambridge
- ★ An introductory lesson
- ★ Welcome Pack
- ★ On the arrival day students receive a welcome pack. This will include;
- ★ A first day timetable
- ★ Information on your course team
- ★ Social activity schedule
- ★ Welfare and emergency contact information
- ★ Student safety guidance
- ★ An ID card and wristband containing the emergency number

Lessons will include a variety of activities. Students will cover listening, speaking, reading and writing activities. They will also learn about British life and culture.

Students must attend all lessons. They must also attend all activities and excursions unless they have parental consent not to do so. This must be submitted on the Select English consent form for under 18s prior to start of the course.

SOCIAL PROGRAMME

We offer a varied social and cultural programme on all courses.

On our Cambridge Juniors and English Plus Courses we offer some additional activities that require students to pay an entrance fee. Prices for these activities are subject to change, but we recommend that £20 per week would be sufficient to cover the cost of these activities. Please note that a free alternative is always offered.

BEHAVIOUR & DISCIPLINE

It is fundamental to the smooth running of our courses that students behave well. Please make sure that your child is familiar with the rules and laws in the UK.

UK LAW

- ★ It is illegal to smoke under the age of 16. It is illegal to purchase cigarettes under the age of 18.
- ★ It is illegal to purchase or consume alcohol under the age of 18.
- ★ It is illegal to carry weapons (knives, guns, CS gas etc.).
- ★ You must not carry, use or supply any illegal drugs (Cannabis, LSD, Ecstasy, Amphetamines).

SELECT ENGLISH RULES

Students need to be aware of what is expected of them and each course has its own set of rules but, in general, the following behaviour will not be tolerated:

- ★ Lateness/poor attendance
- ★ Disruptive/unruly behaviour
- ★ Bullying
- ★ Racial, religious, sexual or homophobic harassment
- ★ A lack of respect for the school building / equipment, employees or fellow students
- ★ Dropping litter
- ★ Any illegal activity

WELFARE, HEALTH & SAFETY

Select English is committed to providing a high standard of welfare. The Welfare Manager is **Rebecca Schoeman**, the Designated Safeguarding lead is **Nadine Kaminksa** and the Prevent Lead is **Rebecca Schoeman**. They are all based in our Cambridge school at 13 Station Road. It is their responsibility to make sure that students are happy and healthy during their stay at Select English. All of our staff are happy to assist students with any issues they may have. In addition, all of our centres have trained first aid staff who can deal with any medical matters that may arise.

If your child gets sick during their stay, they should tell their host family, House Manager or Course Director who can arrange for them to see a doctor if necessary.

You must advise us in advance of any health conditions or allergies that your child has along with details of any medication they are taking. This can be provided on the Select English medical form.

Please be aware that any medical appointments or treatment in the UK will need to be paid for. A doctor's appointment costs approximately £75 plus any prescription costs.

Please read our Care of Under 18s statement and our Safeguarding Policy which are available on our website www.selectenglish.co.uk .

SUPERVISION BY STAFF

Supervision ratios for activities and excursions for under 18s will be decided based on the relevant risk assessment. As a minimum, the following ratios will apply:

Ages 13+ - 1: 15 – 20

On day trips, students aged 14+ will be allowed to have a short period of unsupervised time in a restricted area (usually to go shopping). This must be for no more than 2 hours in total and students must report back to a member of staff after the first hour. Students under 14 must be supervised at all times on trips.

SUPERVISION BY HOMESTAYS AND HOUSE WARDENS

Our homestay hosts and house wardens are given clear guidelines to outline their responsibilities for caring for students when they're not at school

HOMESICKNESS

Homesickness is quite common particularly during the first few days of your child's stay. We would hope that you can put your trust in Select English staff to support your child during this period and the situation should improve within 2-3 days.

GROUP LEADERS

Select English requests police checks or certificates of no criminal record from all group leaders. A new check will be requested every 3 years from returning group leaders.

Group leaders and other adults travelling with students under 18 will be responsible only for students in their own group. However, if the group leader has a particular skill and offers to run or take part in a social activity, they will also be responsible for the students outside of their group taking part. In such cases, they will be accompanied by a member of Select English staff.

Group leaders are asked to read and sign the Group Leader Code of Practice.

PHOTOGRAPHY

Select English will take photos during courses for use in promotional materials and social media. We will inform all students before we take any photos and what they will be used for. If they do not wish to feature they can inform our staff. Our promotional materials include our brochure, website (<http://www.selectenglish.co.uk>), flyers, posters and newsletters. Our Social Media sites are Facebook and Instagram.

<https://www.facebook.com/Selectenglish/> and https://www.instagram.com/select_english/?hl=enb. You can contact us for further information about photography or to advise us if you prefer not to be included in any photography at info@selectenglish.co.uk

LOSS, THEFT OR DAMAGE OF POSSESSIONS

Please do not send valuable items or large amounts of cash with your child. Theft, loss or damage to possessions is taken very seriously. If this happens, it should be reported to the Course Director immediately. We advise that students have adequate insurance to cover their possessions. If a student wishes to make an insurance claim they will need to advise the Course director who will report it to the Police and obtain a crime reference number.

The Junior and English plus course has a safe where money and documents can be stored. This is situated in the Course Directors office. It is a good idea to make photocopies of your child's travel documents prior to their departure in case of loss/theft as this will enable the relevant consulate to issue new travel documents.

Select English does not take any financial responsibility for items lost, stolen or damaged.

EMERGENCY CONTACT DETAILS

Select English has a 24-Hour emergency phone. The number is 07985 026835. All students will be given a wristband with this number in their welcome pack.

PROBLEMS

If your child has any problems they can speak to any member of staff who should be able to help with any problems you may have.

If you are not happy with the response provided by any of our team you can speak to the **Centre Manager** or **School Director**.

If you are still not happy with our response you can contact English UK. English UK Is a regulatory body and Select English are a member.

The contact details for English UK are:

English UK
219 St John's Street
London EC1V 4LY
Tel: 0044 (0) 207 802 9200
Fax: 0044 (0)207 7802 9201
Email: reception@englishuk.org

CONTACT US

BY POST:

Select English
9-15 Station Road
Cambridge
CB1 2JB

BY EMAIL

info@selectenglish.co.uk / juniors@selectenglish.co.uk

BY PHONE

01223 364735

www.selectenglish.co.uk