

St Andrew's Centre Guide



Accredited by the



Contents

Welcome to Eastbourne and St Andrew's	2
Homestay Accommodation	3
Student Welfare and Medical Care	3
Academic Programme	4
Activity Programme	5 - 6
Our Excursions	7
Example Timetable	8
Other Information	9 - 10
Rules and Regulations	11
Advice for a Happy Stay with a Homestay Provider	12
Back page: list of Elac centres	

Introduction

This guide contains information relating specifically to our St Andrew's Centre. For general information please see our "Guide to Elac Courses 2017".

Head Office

22 Milsom Street, Bath, BA1 1DE

Tel. 01225 443261,

Email: info@elac.co.uk

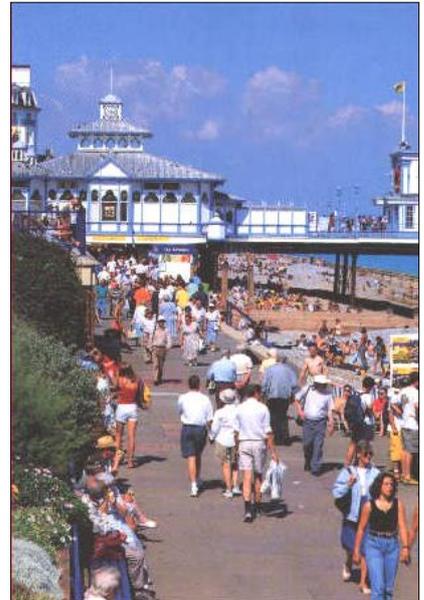
Website: www.elac.co.uk | www.elaceducation.com

Welcome to Eastbourne – The Sunshine Coast

Eastbourne is renowned for being one of the most attractive seaside towns in the whole of England.

Located at the foot of the South Downs National Park, Eastbourne enjoys more sunshine hours than anywhere else in Britain. Indeed, as you enter Eastbourne you will be greeted by the sign “Welcome to Eastbourne, the Sunshine Coast”.

Eastbourne plays host to a wide variety of visitors during the summer months. As a centre for EFL it is quite superb with many things for young people to do and see. There are great sports facilities, a wonderful seafront and excellent leisure attractions. The town recognises the value of overseas students to its economy and as a result ensures that the necessary infrastructure is in place to support them during their stay. This makes Eastbourne one of the best centres for EFL throughout the whole of Britain, both in the summer and at other times of the year.



Here are some of the main attractions that you can find in Eastbourne:

- Excellent shopping centres, both indoor and outdoor
- First class sports and leisure facilities, including lively discos and three theatres
- An extensive leisure marina with its own waterside walks, shops and restaurants
- Modern cinemas with the most recent films
- One of the finest seafront promenades in the whole of England
- National Parklands (The South Downs) within 1 km of the town and including the famous Beachy Head cliffs
- Half-hourly direct train service to central London (journey time: 90 minutes)



St Andrew's School

St Andrew's School is a spacious, secure and attractive site close to the seafront in a peaceful residential area. The buildings are a mixture of traditional and modern styles, with light, airy classrooms and good IT provision. Students can gather in the large gym and assembly hall for different activities.

The school is a short bus ride from the town centre, or a 20 minute walk along the seafront to the main shopping area.

Private coach transport is provided to take students to and from their homestay provider.

Homestay Accommodation

Elac families are chosen with great care by our Homestay co-ordinators, who visit every family to get to know them and to inspect the accommodation provided. It is essential that all our families provide a warm welcoming atmosphere for our students where they can really feel at home. Homestay providers also have to comply with British Council standards, and have a current DBS Certificate (Disclosure and Barring Service).

Students can expect a comfortable bedroom with somewhere to study and shared bathroom facilities. Breakfast and an evening meal are served daily, and a packed lunch is provided for excursions.

Most importantly, students are encouraged to speak English at every opportunity within the family.

Student Welfare and Medical Care

All our staff are employed using stringent recruitment methods and receive training regarding student welfare and child protection. Furthermore, our teachers are fully briefed to notice if a student is not performing well in class, or appears unhappy. They will report such occurrences immediately to the Welfare Officer, who can then investigate and take the appropriate action. We maintain a good supervision ratio of staff to students, both during activities on-site and excursions off-site.

We keep a record of all student's medical conditions and requirements, so all staff are aware of specific conditions, e.g. food allergies.

If a student becomes unwell, we will arrange to take them to a local doctor. The doctor's practice is a large one, and is used to dealing with students during the summer months. It is located in the centre of Eastbourne, just 10 minutes from the college.

The campus has first aiders on site, but for accidents and emergencies, Eastbourne and District General Hospital is nearby. This is a large hospital that is capable of dealing with any incident, large or small. A First Aid box is kept in the Elac office and basic kits are taken on all excursions. At least one member of the Elac team will be trained in First Aid and will be on-call throughout the day when the students are in English classes or participating in activities. Any injuries/accidents should always be reported to the Elac Office. For further information on our Welfare Policy, please see our "Guide to Elac Courses 2017".

Academic Programme

Students receive 3 hours of English tuition divided over 3 lessons in the morning or afternoon, four or five days a week; a total of 15 hours per week. There is a balance between language and skills development in mixed nationality classes, with a maximum of 15 students to a class. Students use an Elac workbook which also acts as a record of the student's stay. For more information about Elac's academic programme, please see "Guide to Elac Courses 2017".

Trinity Examination

For students who wish will be prepared and entered for the Trinity Examination at the appropriate level we have to decide quickly the most appropriate level so any prior input from Group Leaders regarding students' grades would be invaluable and much appreciated.

Preparation for the exam takes place in three additional sessions organised in the afternoons or evenings immediately prior to the exam.

There is an additional charge for entering the exam.

For your information, the exam is offered at 12 Grades. These are as follows:

Initial Stage: Grade 1; Grade 2; Grade 3.

Elementary Stage: Grade 4; Grade 5; Grade 6.

Intermediate: Grade 7; Grade 8; Grade 9.

Advanced: Grade 10; Grade 11; Grade 12.

It is envisaged that the majority of our students will be entered across grades 3 to 8.

Activity Programme

We believe that improving students' English doesn't just happen in the classroom. Our sports and activity programme during the day and in the evening gives students' opportunities to enjoy a variety of sports and activities and practice their English in mixed nationality groups.

Sports

St Andrew's has plenty of outside grounds to enjoy a variety of sports, such as football, volleyball, tennis and cricket. There is also an indoor hall for other sports and activities like basketball, volleyball and table tennis. The school also has its own heated swimming pool. Students will have the opportunity to take part in a wide range of sporting



activities which involve inter-group competitions as well as individual competitions. Trophies and prizes are awarded at the end of the course for the winners.

Activities

Arts and Crafts: These include designing t-shirts and bags, making key rings, book marks, collages, etc.

Aerobics: A very popular activity with girls, but boys are welcome, too!

Dance: For those students who are interested in dance, we will offer a dance class as required.

Drama: A great way for students to practise their English, make friends and prepare for the Talent Show.

Treasure and Photo Hunts: Mixed-nationality groups working together, following clues and hoping to be the first to complete the challenge!

Special Interest Groups: Elac always makes a special effort to cater for any special interests that our students may have. We cannot always guarantee these, but if any students are especially interested in an alternative activity, please tell us and perhaps we can organise a workshop or other suitable event.

Music Workshop: An opportunity for students to participate in sessions focusing on different aspects of music, such as rhythm, drumming or dance.

Elac Study Vacations St Andrew's – Centre Guide

Evening Programme

Evening activities take place on three evenings a week. The other evenings are spent with the homestay provider. There will be a wide range of evening activities to give the students the opportunity to have fun and make friends. These will include:

Discos: All these will be on campus. A full disco with light show will operate and the disco will be open to all students.

Cinema: Students will be able to see new and classic films on a huge screen on-campus... in English, of course!

Sports/Activities: On certain evenings we will hold more sports competitions, "Fun Olympics" as well as other activities like treasure trails. Details will be clearly posted on notice boards.

Talent Show: This is self explanatory and all students are invited to "show everyone their talents".

Quiz Nights: These involve international questions although some parts designed to improve the students' cultural knowledge of Britain. It is organised in teams and there are prizes for the winners.

Karaoke: You don't have to be the greatest singer in the world to have a go, but you may be!

Murder Mystery Night: There's been a murder – students must interview some interesting characters to solve the mystery.

"Casino Royale": A fun night with roulette, playing cards, etc.

Club International

This is a young person's club where there will be music, games and a tuck shop and other amusements. It is designed as a meeting place for our students to relax, come together and make friends.

Our Excursions

London

On a two-week programme, students will go to London twice.

Excursion 1

Our excursion to London will begin with a walking tour of the city – the best way to see all the world-famous landmarks. Whether this is your first visit or not, we're sure that you will want to have a chance to see Buckingham Palace, The Houses of Parliament, Westminster Abbey, Trafalgar Square and much more. At the end of the sightseeing



tour, you will have some free time in Oxford Street (or another location your group has chosen) to visit some shops and buy souvenirs. If you want to do something different with your afternoon, London has something for everyone – just ask our Elac Management team at St Andrew's to help come up with a plan!

Excursion 2

In a city like London, there is always something fun to do. On the second trip students will have the chance to visit London's wonderful museums, markets, art galleries or parks. There will also be chances to explore a new part of London, such as Covent Garden or Notting Hill.

Brighton

Brighton is a famous seaside resort city in East Sussex. It has grown considerably over the last 20 years. It has lots of attractions, including an extensive beach and seafront, the pier, and excellent shopping around 'the Lanes'. It is also home to the famous Brighton Pavilion, which you will have an opportunity to visit.



We travel there by train and the itinerary involves a tour of the principle

attractions and a visit to the Royal Pavilion. If the weather is fine there will be some free time for you to spend relaxing or playing games on the beach, or visiting the shopping area.

Elac Study Vacations St Andrew's – Centre Guide

Example Timetable

Meals

All meals (except lunches Monday to Friday and 1 evening meal per week) are taken with the homestay provider. The homestay provider also provides a packed lunch for the Saturday excursions.

Lunches in St Andrew's

12.15 – 13.45. There are several choices of menu, which always include vegetarian dishes as well as a selection of hot and cold dishes.

Home time

If students are out at an evening activity they should be back by 10.30 pm at the latest.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning		Testing & Induction Lessons	Full Day Excursion	Lessons	Lessons	Lessons	Full Day Excursion
Afternoon	Arrivals	Orientation Tour of Eastbourne	Brighton (inc. Pavilion)	Activity Carousel	Activity Carousel	Activity Carousel	London (1) (inc. Sightseeing Tour)
Evening	Hosts	Hosts	Dinner with Hosts & Bus to Disco at St. Andrew's	Dinner & games evening at St. Andrew's - Bus home	Hosts	Dinner with Hosts & Bus to and from Murder Mystery at St. Andrew's	Hosts
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning		Free Time in Eastbourne	Lessons	Activity Carousel	Activity Carousel	Activity Carousel	Full Day Excursion
Afternoon	Day With Hosts	Lessons	Lessons	Lessons	Lessons	Lessons	London (2) (inc. Museum Visit)
Evening	Day With Hosts	Hosts	Dinner with Hosts & Bus to & from Bowling	Dinner & activities evening at St. Andrew's - Bus home	Hosts	Dinner with Hosts & Bus to and from Disco & Talent Show at St. Andrew's	Hosts
Departures Sunday							

Other Information

Airport Arrivals

On arrival at the airport, proceed through immigration and on exiting the customs hall look for the Elac representative, holding a large sign with the Elac logo. You will then be taken by coach to Eastbourne. On arrival, you will be met by our staff and one of our homestay organisers. They will introduce you to your homestay provider who will take you to your "English" home. You will be given a programme for registration and orientation on the following day.

Registration

All students will be formally registered prior to or after their assessment test. They will receive the following items: Student workbook and course programme, and an Emergency Card.

Elac Main Office and Information Centre

Elac has a dedicated office and its location will be given out when you arrive. We will try to have everything you need available in this centre, so if you require anything at all, please come in and ask.

Fire Safety & Drills

Students will be informed of fire safety procedures on their first day, and take part in a practice fire drill. Group leaders will be asked to explain to students in their own language the safety procedures.

Excursion Meals

All students will be issued with a packed lunch by their homestay providers, by the school or with a food voucher to use in shops or restaurants on the excursion. A packed lunch will usually comprise of: sandwich, crisps, fruit, cake/chocolate bar, mineral water/drink, or similar. Students will have a meal with their homestay provider on their return in the evening.

Mailing Address

All correspondence for your students should be sent to the following address:
c/o Elac Study Vacations, St Andrew's School, Meads Street, Eastbourne, East Sussex, BN20 7RP

Key Replacement

If you are issued with keys from your homestay provider NEVER keep them in the same container as anything with your homestay provider's address. If these things are lost together an individual immediately has a key with an address. Also, if lost in this manner, the cost to the student is expensive as all house locks must be changed, at a cost of £100.

Elac Study Vacations St Andrew's – Centre Guide

Laundry

Your homestay provider will do your laundry on a regular basis. Ask them where you should put it.

Safe

A safe for passports, tickets and valuables is available at the Elac office.

Taxis

We recommend Sussex Cars, tel. 01323 726726. If students use a taxi they should always ask for a receipt and travel in groups of three/four to keep costs down.

Places of Worship

Below is a list of local places of worship:

All Saints Church (Christian) Grange Road, Eastbourne

tel. 01323 410033

Christ The King Church (Catholic) 3 Princes Road, Eastbourne

tel. 01323 760048

Eastbourne Islamic Mosque (Muslim) Ashford Square, Eastbourne

tel. 01323 727866

Eastbourne Hebrew Congregation (Jewish) 22 Susans Road Eastbourne

tel. 01323 484135

Banks

All major national banks are nearby in the town centre (20 minutes walk). All have exchange facilities if students need to cash travellers' cheques or change currency.

Useful Telephone Numbers

<u>POLICE, FIRE, AMBULANCE, COASTGUARD:</u>	<u>999 (EMERGENCIES ONLY)</u>
Police – non emergencies	0845 6070999
Elac Head Office (Bath):	01225 443261
Elac St Andrew's Office	01323 744831
Elac St Andrew's 24 hour emergency:	07711 241 660
Eastbourne District and General Hospital:	01323 417400

What to Bring

A small rucksack for excursions is useful.

A pen/pencil and other stationary items for use in the classroom.

The following items of clothing are recommended:

Casual clothing for lessons

Comfortable shoes for excursions

Waterproof jacket

Trainers and sports clothes

Swimwear, swim towel

Elac Study Vacations St Andrew's – Centre Guide

Something smart for disco/talent show

Electronic devices (camera, mobile phone) – please look after these!

Electrical Adaptor (which MUST comply with EU standards)

Toiletries

A water bottle – for sports and activities

Please label all your items with your name in case they get lost. Towels are provided by the homestay provider.

Rules and Regulations

Damages

Group Leaders should hold a deposit equivalent to £25 per student, which will be returned at the end of the course if there are no damages. It will be the responsibility of the Group Leader to investigate and pay for any damages. Individuals should pay the deposit to the Welfare Officer.

Christ's Hospital imposes the following charges for the following transgressions:

- a) Call out charge for fire alarms set off without good cause: £75.00 (9.00am – 5.30pm)
- b) Call out charge for fire alarms set off without good cause: £100.00 (5.30pm – 9.00am)
- c) Replacing/refilling fire extinguishers set off without good cause: £100.00
- d) Replacing Lost Keys: £100.00

Security

Students must lock all windows and doors on leaving their homestay provider's home and follow security procedures explained by their homestay provider on arrival.

Noise

Students must keep noise to a minimum when returning to their homestay provider in the evening.

Smoking and Alcohol

It is illegal to smoke in any indoor public places. There is no smoking allowed on the St Andrews' campus, except for a small designated area for staff. No alcohol is permitted in any of our junior vacation courses regardless of age.

Mobile Phones

All mobile phones must be switched off during lesson times. Any students breaking this rule will have their phone confiscated for the remainder of the school day.

Advice for a Happy Stay with a Homestay Provider

Your homestay provider is looking forward to having you to stay as part of their family, and want to give you an enjoyable experience. Here are some useful things to remember, that will help you have an enjoyable stay as well.

Every home has its own rules and some of your homestay provider's rules may be different to yours. If you don't understand anything, please ask! Your homestay provider will be happy to explain anything to you. It may be the practice in your family for all the children to help out with family jobs, like clearing the table. It is good if you can take part in this way too; however, if you have concerns over what you are being asked to do, then don't be afraid to speak with your Group Leader or the Centre Manager.

You may feel homesick. This is normal. If you do feel homesick or anxious, talk to your homestay provider or your Group Leader. If you are feeling ill, let your homestay provider know. They can arrange for you to visit a local doctor.

Please treat the homestay provider with respect, showing politeness and letting them know what your plans are, e.g. if you are going to be late back one evening and don't require a meal. It is a good idea to exchange telephone numbers if you have a mobile. If you do come back late, please remember to be quiet as some family members may be asleep.

Please also treat their property with respect, and let them know if something gets damaged. You may be asked to pay for any repairs or replacements. Remember to ask permission to use the telephone, computer, etc.

When using the bathroom, remember that other people will also want to use it, so don't waste hot water, and don't flush anything unsuitable down the toilet.

Try to keep your room tidy: put litter in the bin, make your bed, hang up your clothes. Please don't eat food in the bedroom or smoke.

At mealtimes, you will be expected to try different food. This is part of the experience of staying with a homestay provider. If there is anything you cannot eat, please explain this to the homestay provider.

Your homestay provider will do your laundry for you, so ask them when this will happen, and where to put your clothes.

Please look after your valuables – it is best to give them to the Group Leader to look after, rather than leave them in your room.

Some homestay providers will give you a key. It is very important that you look after this, and don't keep it with anything that has your homestay provider's address on it.

When you leave, please check you have all your belongings and have given the key back to your homestay provider.



Course Centres:

St Andrew's School, Eastbourne

Homestay for 14 – 17 years

Prior Park College, Bath

Homestay for 14 – 17 years

Eastbourne College, Eastbourne

Residential Stay for students 12 – 17 years

Homestay for 14 – 17 years

Christ's Hospital School, Horsham

Residential Stay for students 12 – 17 years

Mayfield School, Mayfield

Residential Stay for students 10 – 16 years

Jubilee Campus, University of Nottingham

Residential Stay for students 12 – 17 years

Metropolitan University, Cardiff

Residential Stay for students 12 – 17 years

Bath Spa University

Residential Stay for students 12 – 17 years

Children just under or over these ages may be accepted on the course under certain circumstances. Please contact the Elac office for further information.