

Elac

STUDY VACATIONS

Cardiff Centre Guide



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Introduction

This guide contains information relating specifically to our Cardiff Centre. For general information please see our “Guide to Elac Courses”.

Head Office

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Welcome to Cardiff

The city of Cardiff, capital of Wales, provides a superb location for our course. The city has undergone a lot of development in recent years around the waterfront and also in the city centre and is now a vibrant and exciting place with lots to offer.

Cardiff is home to the famous Cardiff Castle, a wonderfully preserved monument with over 2000 years of history and a place that we visit on our orientation in the city. It is also the site of the Millennium Stadium which is a venue for football and rugby matches as well as concerts and shows. Just across from the castle stands the National Museum of Wales which has collections of local and national interest.

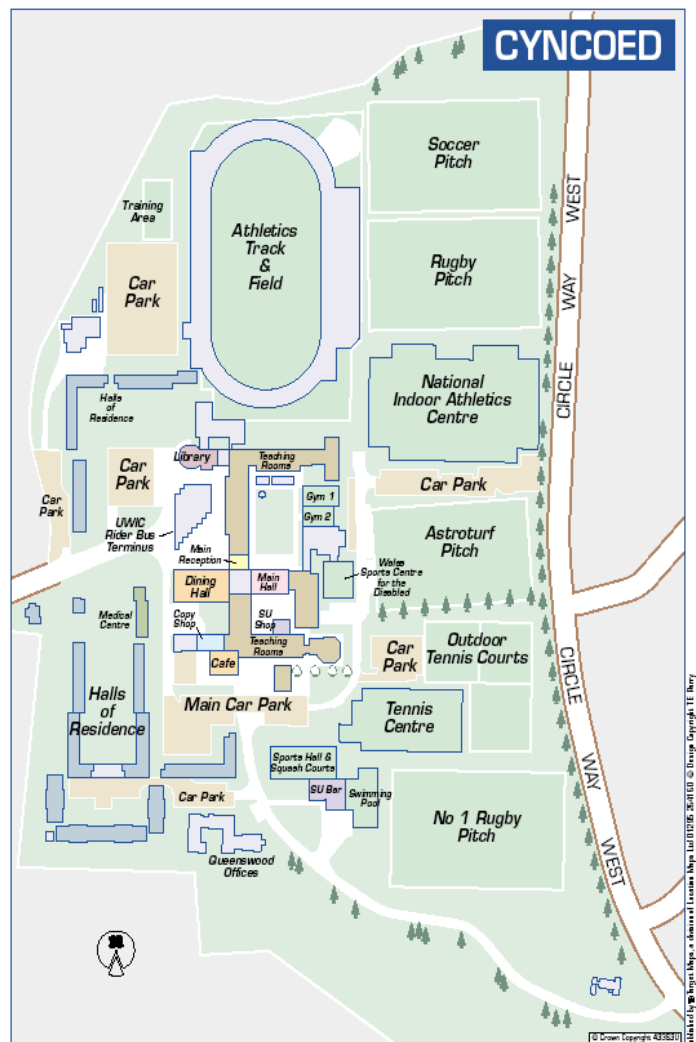
The City centre is compact and much of it is pedestrianized (cars are prohibited) which makes it a great place to take students for free time. It also has a wide range of excellent shops.

Cyncoed Campus

Our courses take place on the Cyncoed Campus, a specialist sports college on an attractive campus just to the north of the city centre, and within easy reach of the centre by bus. The campus includes student accommodation and has extensive grounds and sports facilities, including a swimming pool, as well as a cafeteria and snack bar.

Accommodation

The accommodation is in good quality single study bedrooms in university flats for 6 – 10 students sharing a common kitchen area. Each accommodation block has its own security access code. Some of the accommodation is en-suite, while some have basins in the room and shared shower/toilet facilities. All accommodation is very close to the teaching areas and sports facilities



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. The campus has first aiders on site, but for accidents and emergencies students are taken to University of Wales Hospital, Heath, Cardiff, which 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".

Academic Programme

Students receive 3 hours of English tuition divided over 3 lessons in the morning or afternoon, 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".

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

The Cyncoed campus has wonderful sports facilities including indoor and outdoor tennis courts, an all-weather astroturf and two indoor gyms. In addition there is an indoor 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.

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Evening Programme

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: There will be at least one opportunity for all the students to go to the local cinema in Cardiff. Students will be able to see one of the latest releases... 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

Cardiff

This half day excursion involves a visit to Cardiff Castle, followed by free time for shopping. or to look around the city centre. Cardiff Castle is one of Wales' leading heritage attractions and a site of international significance. During 2000 years of history, the Castle has been a Roman Garrison, a Norman stronghold and in Victorian times was transformed into a gothic fairytale fantasy.



Swansea and The Mumbles

Our full-day excursion is to Swansea. This attractive city, rich in art and culture, is situated at the gateway to the Gower peninsular, an area of outstandingly beautiful coastline. Our visit includes a tour of the National Maritime Museum and the Dylan Thomas Centre. Dylan Thomas (27 October 1914 – 9 November 1953) was a Welsh poet and writer who wrote exclusively in English. In addition to poetry, he wrote short stories and scripts for film and radio, which he often performed himself. His public readings, particularly in America, won him great acclaim; his sonorous voice with a subtle Welsh lilt became almost as famous as his works.

After lunch, there is the option to look around Swansea and do some shopping, or visit the beach and have a walk and an ice-cream.



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Big Pit

Big Pit is a real colliery. It was the place of work for hundreds of men, women and children for over 200 years - a daily struggle to extract that precious mineral that stoked the furnaces and lit the household fires of the world. This visit gives you a fascinating opportunity to explore what their life was like.

The guided tours, conducted by experienced colliery personnel, last just under an hour. A further 20 minutes or so is taken in 'kitting up' with helmet and cap lamp, collecting contraband (cigarettes, matches, mobile phones, battery-operated equipment etc.) and riding through the shaft. The tour begins with a 300ft (90m) descent down the mineshaft by pit cage.

You can also visit the original Big Pit colliery buildings around the site, including the Fan House, Blacksmith's Forge, Stables and Winding Engine House.



Mining Galleries

An exciting 20-minute audio-visual presentation describes life at the coal face and methods of coal mining throughout the ages. Your virtual guide takes you through a simulated mine, where a modern coal face is brought to life with light and sound.

Bath and the Roman Baths



Our full day excursion includes a walking tour of this beautiful, historic city and a visit to the Roman Baths. There is also free time to shop or visit some of Bath's other museums.

Walk where Romans walked on ancient stone pavements as you imagine yourself in Aquae Sulis, the town the Romans built around the mineral rich waters. There is an audio guide that gives many fascinating facts about life in Roman times, and about the Goddess Minerva who was worshipped here.

Shopping in Bath is a delight: from unique independent shops to major brands, and with the new Southgate Centre open, there is something for everyone.

Example Timetable

Meal Timetable

Breakfast

7.30 – 9.00. This is a continental breakfast with a full English breakfast served once a week.

Lunch

12.15 - 14.00. There are several choices of menu which always include vegetarian dishes as well as a selection of hot and cold dishes. Students are not restricted to one serving.

Dinner

17.30 – 19.30. Again there are several choices of menu which always include vegetarian dishes as well as a selection of hot and cold dishes. Students are not restricted to one serving.

Evening Timetable

This will vary but most activities will start at 19.30. Students should look at the notice boards and listen for announcements at the daily meetings.

Bedtime and Lights out

Students must be in their houses by 22.15 at the latest and in bed with lights out by 23.00.

| | Friday | Saturday | Sunday | Monday | Tuesday | Wednesday | Thursday |
|-------------------|----------------------|---|---|-------------------|-------------------|-------------------|--------------|
| Morning | | Testing & Induction Lessons | Full Day Excursion | Lessons | Lessons | Lessons | Lessons |
| Afternoon | Arrivals | Orientation Tour of Cardiff (inc. Cardiff Castle) | Swansea (inc. Maritime Museum) | Team Games | Activity Carousel | Activity Carousel | Big Pit |
| | Friday | Saturday | Sunday | Monday | Tuesday | Wednesday | Thursday |
| Morning | Free Time in Cardiff | Full Day Excursion | Activity Day or Free Time or optional excursion | Activity Carousel | Activity Carousel | Fun Olympics | Activity Day |
| Afternoon | Lessons | Bath Spa (inc. Roman Baths) | | Lessons | Lessons | Lessons | |
| Departures Friday | | | | | | | |

Other Information

Airport Arrivals

On arrival at the airport, proceed through immigration and on exiting the customs hall, look for the Elac representative, wearing a blue Elac t-shirt holding a large sign with the Elac logo. You will then be taken by coach to Cardiff. On arrival, you will be met by our staff and shown to your rooms. 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. There are also signs in the accommodation with this information. 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 from the school. A packed lunch from the school will comprise of: sandwich, crisps, fruit, cake/chocolate bar, mineral water/drink, or similar. On our return in the evening, a late dinner will be taken in the school dining hall.

Mailing Address

All correspondence for your students should be sent to the following address:
c/o Elac Study Vacations, Cardiff Metropolitan University, Cyncoed Road, Cardiff, CF23 6XD.

Laundry

Coin operated washing machines/dryers are available to use. Washing machines are £2.00 (£2.00 coin) and dryers are a minimum of £1.00 (you can use £1.00, 50p, 20p and 10p coins).

Safe

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

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Banks

There are no banks on campus, but there is a cashpoint. A bank is available about 2 miles away at Albany Road.

Tuck Shop

There is a shop in the Students Union at Main Reception – check the opening times when you arrive.

Places of Worship

Below is a list of local places of worship:

St Marks Church (Christian) 206 North Road, Cardiff

tel. 029 2061 9211

Cardiff Metropolitan Cathedral (Catholic) Charles Street, Cardiff

tel. 029 2023 1407

Shah Jalal Mosque & Cultural Centre (Muslim) Crwys Road, Cathays, Cardiff

tel. 029 2048 2017

Cardiff Reform Synagogue (Jewish) Moira Terrace, Cardiff

tel. 029 2049 1689

Useful Telephone Numbers

POLICE, FIRE, AMBULANCE, COASTGUARD: 999 (EMERGENCIES ONLY)

| | |
|---------------------------------|----------------|
| Police – non emergencies | 0845 60 70 999 |
| Elac Cardiff office | 029 2020 5927 |
| Elac Head Office (Bath): | 01225 443261 |
| Elac Cardiff 24 hour emergency: | 07711 241 658 |
| University Hospital: | 029 2074 7747 |

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

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

Towels are provided by the college.

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Please label all your items with your name in case they get lost.

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.

Cardiff Metropolitan University imposes the following charges for the following transgressions:

- a) Call out charge for fire alarms set off without good cause: £165.00 (9.00am – 5.30pm)
- b) Call out charge for fire alarms set off without good cause: £165.00 (5.30pm – 9.00am)
- c) Replacing/refilling fire extinguishers set off without good cause: £165.00
- d) Replacing Lost Keys: £30.00

Security

Students must lock all windows and doors on leaving their accommodation and follow security procedures explained on arrival.

Noise

Students must keep noise to a minimum when returning to accommodation in the evening.

Smoking and Alcohol

It is illegal to smoke in any indoor public places. There is no smoking allowed on the Cardiff University campus, except for designated areas 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.

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Course Centres:

St Andrew's School, Eastbourne

Homestay for students 14 – 17 years

Prior Park College, Bath

Homestay for students 14 – 17 years

Eastbourne College, Eastbourne

Residential Stay for students 11 – 17 years

Homestay for students 14 – 17 years

Christ's Hospital School, Horsham

Residential Stay for students 11 – 17 years

Mayfield School, Mayfield

Residential Stay for students 10 – 15 years

Nottingham University, Nottingham

Residential Stay for students 11 – 17 years

Cardiff Metropolitan University, Cardiff

Residential Stay for students 11 – 17 years

Newland Park, Chalfont St Giles, near London

Residential Stay for students 11 – 17 years

Elac Study Centre, Bath

A Year Round Centre with both Homestay and Residential Accommodation available, and flexibility of ages

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