



# Christ's Hospital Centre Guide



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 BRITISH  
COUNCIL

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## Introduction

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

## Head Office

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## **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 take them to a local doctor in Horsham. 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. For minor injuries we use Horsham Hospital Minor Injuries Unit. For other accidents and emergencies students are taken to Crawley Hospital, which is also nearby. 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 20 minutes 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".

## **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

Christ's Hospital has wonderful sports facilities including a large indoor sports centre with swimming pool, two large gyms, squash courts and café. Additionally, there is an astro turf pitch, outdoor tennis courts and lots and lots of playing fields in the large campus. 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:** 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

During your stay at Christ's Hospital you will have the opportunity to visit London. 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. Here are some alternative activities we can help you arrange:

- Natural History Museum
  - Science Museum
  - London Eye\*
  - The Shard\*
  - Covent Garden
  - British Museum
  - National Gallery
  - London Aquarium\*
  - Camden Market
- (\*additional costs)



### 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.



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### Cambridge

Cambridge is a city with a long history, much of it surrounding the university, which together with Oxford are among the oldest and best known universities in Europe. Cambridge University is made up of a number of independent colleges, and these are scattered throughout the city centre. During the visit you will have the opportunity to visit one of these colleges, so that you can get a feel of what it is like to study there.

If you visit Cambridge you can't escape the presence of the colleges, however Cambridge has a history going back to Roman times, and if you want to explore this, there is an excellent museum you can visit.

Perhaps you'll want some time to relax too: if so, you can spend time in Cambridge's modern shopping centre or visit the covered market; alternatively, you can try your hand at punting on the river – be careful, though, it is not as easy as it may look!



### Horsham



Horsham, on the River Arun, is the nearest town to Christ's Hospital School so we always give our students the opportunity to visit, look around this lively market town and do some shopping.

The town itself is an interesting mix of traditional English architecture and modern facilities. Many buildings in Horsham date from the 18th century (and earlier) but there is also a modern covered shopping centre and all the main British retailers are represented.



## Example Timetable

### Meal Timetable

#### Breakfast

7.30 – 9.00. This is a continental breakfast with a full English breakfast served twice weekly.

#### 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 22.00 at the latest and in bed with lights out by 23.00.

	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday
<b>Morning</b>		Testing & Induction Lessons	Lessons	Full Day Excursion	Full Day Excursion	Lessons	Lessons
<b>Afternoon</b>	Arrivals	Orientation Tour of Horsham	Activity Carousel	London (inc. Sightseeing Tour)	Cambridge (inc. College)	Activity Carousel	Free Time in Horsham
	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday
<b>Morning</b>	Lessons	Activity Carousel	Activity Carousel	Full Day Excursion	Activity Day or Optional Excursion	Activity Carousel	Free Choice Activities
<b>Afternoon</b>	Activity Carousel	Lessons	Lessons	Brighton (inc. Pavilion)		Lessons	Lessons
Departures Wednesday							

## **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 Christ's Hospital. 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 or with a food voucher to use in shops or restaurants on the excursion. 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, CHEL, Christ's Hospital School, Christ's Hospital Road, Horsham, RH13 0YP.

### **Laundry**

Washing machines/dryers are available to use in the residential blocks and are used under strict supervision only. There is a charge for their use.

### **Safe**

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

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### Taxis

We recommend ABC Taxis, 01403 266666. If students use taxis they should always ask for a receipt and travel in groups of three/four to keep costs down.

### Banks

All major national banks are nearby in Horsham town centre. All have exchange facilities if students need to cash travellers' cheques or change currency.

### Places of Worship

Below is a list of local places of worship:

**All Saints Church** (Christian) Shepherds Way, Horsham, West Sussex  
tel. 01403 265333

**St Gabriels Church** (Catholic) 18 East Street, Billingshurst, West Sussex  
tel. 01403 782128

**Madina Mosque** (Muslim) 2 Park Terrace East, Horsham, West Sussex  
tel. 01403 251504

**Crawley Progressive Jewish Community** (Jewish) Brighton Road, Crawley, West Sussex  
tel. 01293 534 294

### Useful Telephone Numbers

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

Police – non emergencies	0845 60 70 999
Elac Christ's Hospital Office:	01403 247747
Elac Head Office (Bath):	01225 443261
Elac Christ's Hospital 24 hour emergency:	07585 668376
Horsham Hospital (Minor Injuries)	01403 227000

### 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 towel

A water bottle – for sports and activities

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.

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 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 Christ's Hospital 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.



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.