

# Eastbourne College Centre Guide



Accredited by the



## Contents

Welcome to Eastbourne	2
Eastbourne College	3
Homestay and Residential Accommodation	3 - 4
Student Welfare and Medical Care	5
Academic Programme	6
Activity Programme	7 - 8
Our Excursions	9
Example Timetable	10
Other Information	11 - 12
Rules and Regulations	13
Advice for a Happy Stay with a Homestay Provider	14
Back page: list of Elac centres	

## Introduction

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

## Head Office

22 Milsom Street, Bath, BA1 1DE

Tel. 01225 443261,

Email: [info@elac.co.uk](mailto:info@elac.co.uk)

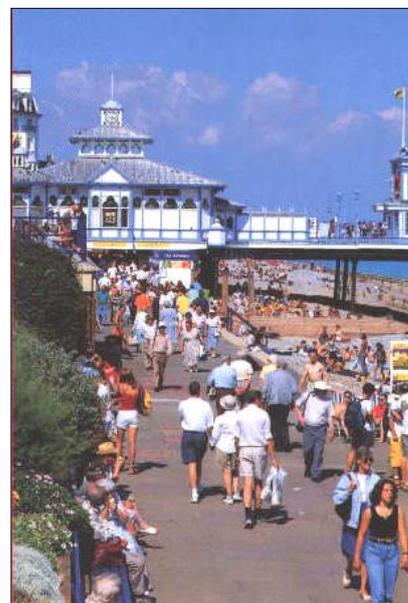
Website: [www.elac.co.uk](http://www.elac.co.uk) | [www.elaceducation.com](http://www.elaceducation.com)

## 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)

## Eastbourne College

The College campus enjoys a great location right in the heart of Eastbourne. It is literally two minutes walk from the beach and eight minutes walk from the shopping centre and railway station.

While outwardly retaining the charm and style of a traditional English Independent school, inside Eastbourne College offers excellent educational. Classrooms are spacious and well equipped, and the modern dining hall offers varied menus and a convivial eating environment. Sports facilities include a large playing field, tennis courts, as well as hard courts and astro-turf for football, hockey, volleyball and a variety of other activities. Swimming will be offered as part of the activity programme.



## Homestay Accommodation

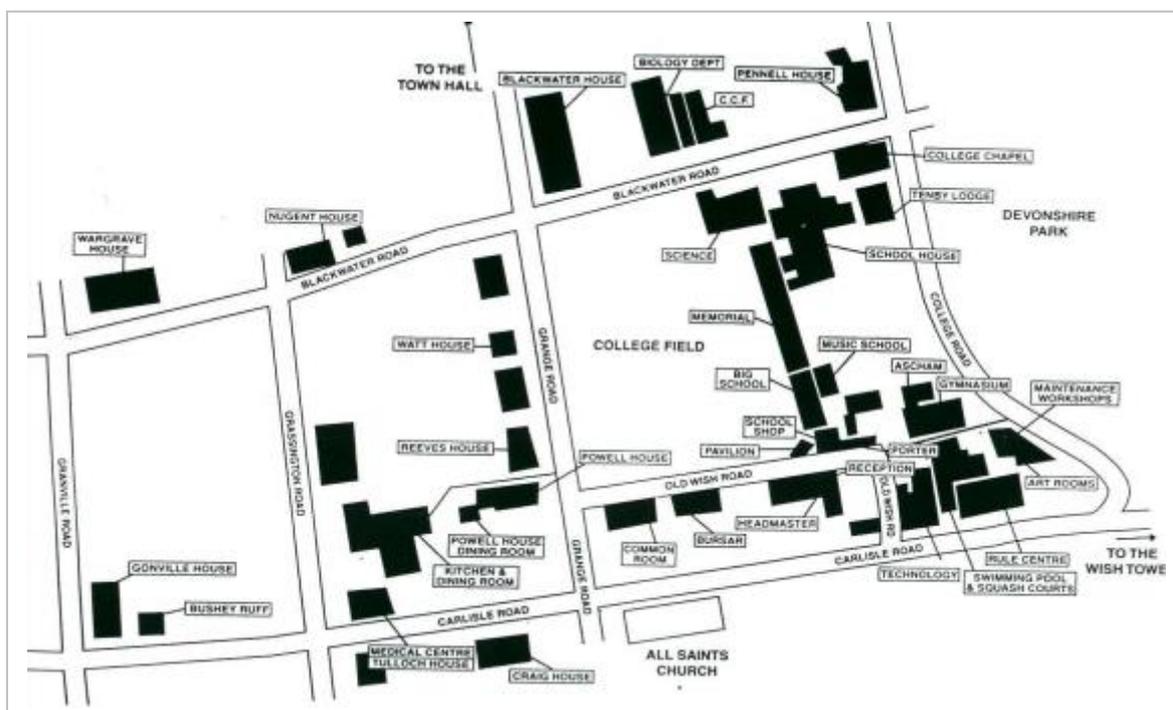
Elac families are chosen with great care by our Homestay co-ordinators, who visit every family to get to know them and to inspect the accommodation provided. It is essential that all our families provide a warm welcoming atmosphere for our students where they can really feel at home. Homestay providers 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.

## Residential Accommodation

Accommodation is in ten houses located throughout the campus. All are close together and none are more than a few minutes' walk from all facilities. The plan below gives you an introduction to this layout.



Please note that the main classroom block is in the “Memorial” building, and the Elac office will also be located in this building overlooking the college field.

The houses are similar in terms of facilities but varied in terms of design and architecture.

Each house has its own security code on the front door lock. These codes will be issued on arrival. Bedroom keys are issued to leaders only.

Rooms vary between the houses but there are singles, twins, and some triples. Bed linen is changed weekly. Some rooms have disabled access.

Please note that the roads around are relatively quiet as the college is located in one of the most select areas of Eastbourne. **Nevertheless, they are public roads so students must exercise normal caution when crossing.**

## **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".

## **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.

We have introduced an "activity carousel" into the activity programme in all our centres. The carousel organises students into small multi-national groups who do a number of activities together throughout the course, such as team games, softball and drama. We feel that this element of our programme will help students gain confidence and fluency with their English as well as encouraging them to interact with more students of different nationalities.

### Sports

Eastbourne College has good sports facilities and we have access to everything.

There is a large playing field, tennis courts, as well as hard courts and astro-turf for football, hockey, volleyball and a variety of other activities. Swimming will be offered as part of the activity programme.

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 Eastbourne College – Centre Guide

### Evening Programme

Evening activities take place on three evenings a week for Homestay students and every evening for Residential students. For Homestay students, 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 Eastbourne College 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.

## Example Timetable

### Meals

**Homestay students:** All meals (except lunches Monday to Friday) are taken with the homestay provider. The homestay provider also provides a packed lunch for the weekend excursions.

**Residential students:** All meals are taken in the College Dining Hall.

#### 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 (Residential Students)

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

### Home time (Homestay Students)

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

	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
<b>Morning</b>	Arrivals	Testing & Induction Lessons	Lessons	Lessons	Full Day Excursion	Full Day Excursion	Lessons
<b>Afternoon</b>		Orientation in Eastbourne	Activity Carousel	Activities	Brighton (inc. Pavilion)	London (1) (by Coach)	Free Time in Eastbourne or Activities
	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
<b>Morning</b>	Lessons	Activity Carousel	Activity Carousel	Activities	Full Day Excursion	Activity Day Or	Free Choice Activities
<b>Afternoon</b>	Activity Carousel	Lessons	Lessons	Lessons	London (2) (by Train)	Optional Excursion	Lessons
Departures Tuesday							

## **Other Information**

### **Airport Arrivals**

On Arrivals" section: 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 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**

This is located at the left hand end of the Memorial Buildings as you face it. 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 lunch voucher or packed lunch from the school or their homestay provider. 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, Eastbourne College, Old Wish Road, Eastbourne, East Sussex, BN21 4JY

### **Key Replacement (Homestay Students)**

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 Eastbourne College – Centre Guide

### Laundry

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

**Residential students:** A Laundry Service is provided at a price of £2.50 per a bag payable at the Elac Office

### 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 (10 minutes walk). All have exchange facilities if students need to cash travellers' cheques or change currency.

### Useful Telephone Numbers

<b>POLICE, FIRE, AMBULANCE, COASTGUARD:</b>	<b>999 (EMERGENCIES ONLY)</b>
Police – non emergencies	0845 6070999
Elac Head Office (Bath):	01225 443261
Elac Eastbourne College Office	01323 452212
Elac Eastbourne College 24 hour emergency:	07711 228394 or 07713 946671
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

## Elac Study Vacations Eastbourne College – Centre Guide

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 homestay provider. Residential students must bring their own towel.

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.

Eastbourne College 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 or accommodation building and follow security procedures explained by their homestay provider or Group Leader on arrival.

### Noise

Students must keep noise to a minimum when returning to their homestay provider or residential accommodation in the evening. They must respect other students within their accommodation and avoid disturbing them.

### Smoking and Alcohol

It is illegal to smoke in any indoor public places. There is no smoking allowed on the Eastbourne College 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.

## **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 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 dates.

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