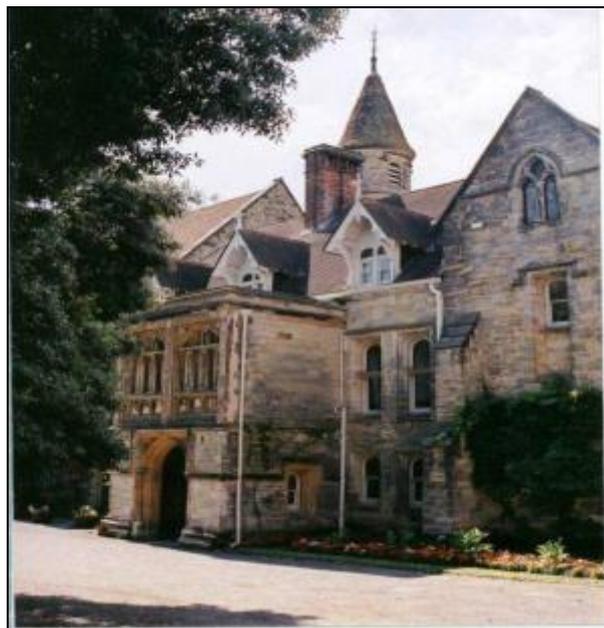


# Mayfield Centre Guide



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## Introduction

This guide contains information relating specifically to our Mayfield School 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 Mayfield

Mayfield is a village in East Sussex just nine miles south of Tunbridge Wells and approximately half way between London and the south coast. It has a charming, traditional High Street with a mixture of half-timbered buildings and Sussex tiled cottages. Today's village of Mayfield is a perfect example of a traditional English village making it a perfect location for our younger students and for those who want to discover the "real" England.



## Mayfield School

Mayfield School, is a delightfully traditional English school, built largely in local stone and enjoying the most wonderful location and facilities.

The school offers excellent educational and sporting facilities. Classrooms are spacious and well equipped, and the dining hall offers varied menus in a fantastic eating environment.

There is also a fantastic new common room area for the students with sofas for relaxing, a café which sells food and drink, and a projector for watching films.

Sports facilities include an indoor heated swimming pool, and a large sports hall/gymnasium. There are also tennis courts (all-weather), as well as grass fields and astroturf for football, hockey, volleyball and a variety of other activities.

## Accommodation

Accommodation is in several houses. They are called St. Dunstan, Our Lady, Becket, St. Joseph, Leeds and Connelly. Bedrooms are a combination of singles and twins, triples and some larger shared rooms with individual cubicles. Only a few of the bedrooms have keys so valuables must be given to the Centre Manager who will ensure their safe keeping.



Bed linen is provided and changed once a week. Students are responsible for keeping their bedrooms tidy and making their own beds. Bedrooms are serviced daily by the school cleaning staff. Some accommodation has disabled access.

## 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 located in Mayfield, close to the school. The campus has first aiders on site, but for accidents and emergencies students are taken to Tunbridge Wells Hospital, 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

Mayfield School has very good sports facilities and we have access to everything. There is an indoor swimming pool, a large gymnasium/sports hall, all-weather tennis courts, and five-a-side football pitches. There are also facilities for volleyball and we have access to the grass fields and the extensive grounds for other activities. 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 Mayfield 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 Sealife Centre. 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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### **Canterbury**

Canterbury's skyline is dominated by the stunning Cathedral, the oldest in England. Our visit includes a tour of this beautiful building.

Canterbury is also a modern and vibrant city with some great shopping. The King's Mile has an atmosphere all of its own while the city's St Dunstan's, West Gate Towers and Northgate areas have a range of specialist and individual outlets.

Travelling on foot is always a good way to explore the city. Walking trails or guided walks will help you make the most of your time here and to enjoy the winding lanes and streets, all with their own unique identity.



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## 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.

	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
Morning	Arrivals	Testing & Induction Lessons	Lessons	Lessons	Lessons	Full Day Excursion	Lessons
Afternoon		Activity Carousel	Activity Carousel	Free Choice Activities	Activity Carousel	Brighton (inc. Sealife Centre)	Activity Carousel
	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
Morning	Activity Carousel	Full Day Excursion	Activity Carousel	Free Choice Activities	Full Day Excursion	Activity Carousel	Free Choice Activities
Afternoon	Lessons	London (inc. Sightseeing Tour)	Lessons	Lessons	Canterbury (inc. Cathedral)	Lessons	Lessons
Departures Tuesday							

## **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 Mayfield. 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, Mayfield School, The Old Palace, Mayfield, East Sussex, TN20 6PH.

### **Laundry**

Washing machines/dryers are available to use in the residential blocks and are to be used under strict supervision only. There is no charge for their use.

### **Safe**

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

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### **Banks**

There is a NatWest Bank in Mayfield High Street. This has exchange facilities if students need to cash travellers' cheques or change currency.

### **Post Office**

The nearest post office is in Mayfield High Street.

### **Places of Worship**

Below is a list of local places of worship:

**St. Dunstons Church** (Christian) London House, High St, Mayfield  
tel. 01435 873484

**Sacred Heart Church** (Catholic) Mayfield Lane, Wadhurst  
tel. 01892 782470

**Tunbridge Wells Mosque** (Muslim) 99 Camden Road, Tunbridge Wells  
tel. 01892 532420

**Eastbourne Hebrew Congregation** (Jewish) 22 Susans Road Eastbourne  
tel. 01323 484135

### **Useful Telephone Numbers**

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

Police – non emergencies	0845 60 70 999
Elac Mayfield Office:	01435 873965
Elac Head Office (Bath):	01225 443261
Elac Mayfield 24 hour emergency:	07711 228393
Tunbridge Wells Hospital:	01892 823535

### **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.

Mayfield 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 Mayfield 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.

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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.