

*Elac*  
STUDY VACATIONS



# Nottingham Centre Guide

Accredited by the



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## Introduction

This guide contains information relating specifically to our Nottingham Centre. For general information please see our "Guide to Elac Courses".

## Head Office

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## Welcome to Nottingham

Nottingham is one of the finest cities in England, steeped in history, and of course renowned for the legends of Robin Hood and his battles with The Sheriff of Nottingham. But this is only the beginning. The City of Nottingham is also famous for many other things. Here are some examples:

- Superb shopping centre
- Extensive multiplex cinema centres
- Extensive parklands within the city (The magnificent Wollaton Park Estate is next to the Jubilee Campus)
- Wide range of restaurants of all kinds
- Surrounded by many places of historical interest
- Nottingham Castle and the Robin Hood Exhibition Centre
- A blend of modern and traditional architecture in the city centre
- Excellent public transport with tram system
- Major cultural centre with theatres and art galleries

Nottingham Castle and the Robin Hood Exhibition are in the heart of the city and the compact nature of the city centre itself makes all the shopping entertainment and cultural attractions easy to find and reach.



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### **The Jubilee Campus**

Our courses take place on the magnificent Jubilee Campus of the University of Nottingham. Opened in 1999, this modern facility has everything a vibrant and varied summer course could need. Architect designed buildings are located next to a lovely lake and landscaped gardens; study, activity and relaxation side by side. All classrooms are equipped with the most modern teaching facilities and audio visual aids. The restaurant, at the heart of all, occupies a huge atrium which is bathed in natural light through its glass roof. All buildings are wheelchair accessible and lecture theatres have lift access. The Sports facilities located here are quite excellent. There is an indoor swimming pool (on the larger Nottingham University campus), a large sports hall, tennis courts, and playing fields.

### **Accommodation**

Accommodation is in modern single study rooms all with their en-suite bathrooms. There are common rooms with TV's and pool tables on all corridors and outside garden courtyards are easily accessible with plenty of leisure space for all to enjoy.



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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 arrange to take them to a local doctor. The doctor's practice is located in Nottingham, close to the school. The campus has first aiders on site, but for accidents and emergencies students are taken to Nottingham University 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.

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### 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

Jubilee Campus has plenty of sports facilities. There is a modern, well-equipped sports hall next door to the campus where we have extensive use and can do a range of sports including football, table tennis, volleyball, badminton and squash.

In addition, there is a large flat grass area where we can play football, softball, cricket, volleyball and other outdoor activities. There are also three tennis courts available.

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.

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## Our Excursions

### Manchester

Say Manchester to anybody, anywhere in the world, and you can be sure that they will think of Manchester United. This excursion will give our students the opportunity to visit the home of one of the most famous club sides in the world, the 'Theatre of Dreams', Old Trafford.

What they might not think of so quickly is the Trafford Centre, one of the top shopping attractions in the UK, or Salford Quays with the renowned Lowry Museum and Imperial War Museum. There is in fact a lot more to Manchester than a football club, and for those who are not interested in football there will be plenty else to do.

### York

York, famous for its minster has a lot to offer the day visitor. Again, about two hours from Nottingham we will spend at least six hours in the town, with plenty of time to visit the museums, the Jorvik Centre, and have time left over for shopping.

### 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!



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## 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.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>Morning</b>	Arrivals	Testing & Induction Lessons	Lessons	Lessons	Lessons	Full Day Excursion	Activity Day or Optional Excursion
<b>Afternoon</b>		Orientation of Nottingham	Activity Carousel	Activities & Sports Centre Sports/ Swimming	Activity Carousel	York (Inc. Jorvik Centre)	
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>Morning</b>	Free Time in Nottingham	Full Day Excursion	Lessons	Activities & Sports Centre Sports/ Swimming	Activity Carousel	Full Day Excursion	Activity Day or Optional Excursion
<b>Afternoon</b>	Lessons	Manchester (Inc. Stadium entrance)	Lessons	Lessons	Lessons	Cambridge (Inc Walking Tour & College)	
Departures Monday							

## **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 Nottingham. 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, University of Nottingham, Jubilee Campus, Nottingham, NG8 1BB.

### **Laundry**

Coin operated washing machines/dryers are available to use in the residential blocks and must be used under strict supervision only.

### **Taxis**

We recommend D G Cars, tel. 0115 9607607. If students use taxis they should always ask for a receipt and travel in groups of three/four to keep costs down.

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### Places of Worship

Below is a list of local places of worship:

**All Saints Church** (Christian) Raleigh Street, Nottingham

tel: 0115 948 3658

**St. Barnabas Catholic Cathedral** (Catholic) North Circus St, Nottingham

tel. 0115 953 9839

**Islamic Centre Nottingham** (Muslim) 3 Curzon Street, Nottingham

tel. 0115 910 4615

**Nottingham Liberal Synagogue** (Jewish) Lloyd Street, Sherwood, Nottingham

tel. 0115 962 4761

### Banks

All major national banks are nearby in the town centre (10 minutes' bus ride). All have exchange facilities if students need to cash travellers' cheques or change currency.

### Useful Telephone Numbers

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

Police – non emergencies	0115 967 0999
Elac Nottingham Office:	0115 846 6991
Elac Head Office (Bath):	01225 443261
Elac Nottingham 24 hour emergency:	07960 168 115
Nottingham University Hospital:	0115 9249924

### 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

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.

Jubilee Campus, Nottingham 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 Jubilee 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 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.