

Elac

STUDY VACATIONS



Newland Park Centre Guide

Accredited by the



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Introduction

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

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Welcome to Newland Park and Chalfont St Giles

Our courses take place at Newland Park, a 106 acre woodland site with modern residential accommodation, sports facilities and classrooms. It is close to Chalfont St Giles, surrounded by the Chiltern Hills. It is located just one hour away from central London by road or rail, making it the ideal base for London excursions.



Chalfont St Giles is a small, traditional village, complete with pub and village green. Larger towns nearby include Amersham, with both underground and mainline trains to London, and Gerards Cross, which also has a railway service to London. These both have a good selection of shops and other services, like banks, doctors and hospitals.

A minibus service is available on special request for group leaders to drop them to local villages.

The Newland Park Campus

Newland Park was originally part of Buckinghamshire New University, and many areas have been refurbished. The countryside setting makes for a relaxing and peaceful environment, with great sports facilities: four full size football pitches, three tennis courts, and space to organise outdoor games such as cricket and rounders.

The classrooms are modern, and other facilities include a disco, dance studio, sports hall, Apple Café, bar area for leaders, and lecture theatre. There is also a small shop on site.

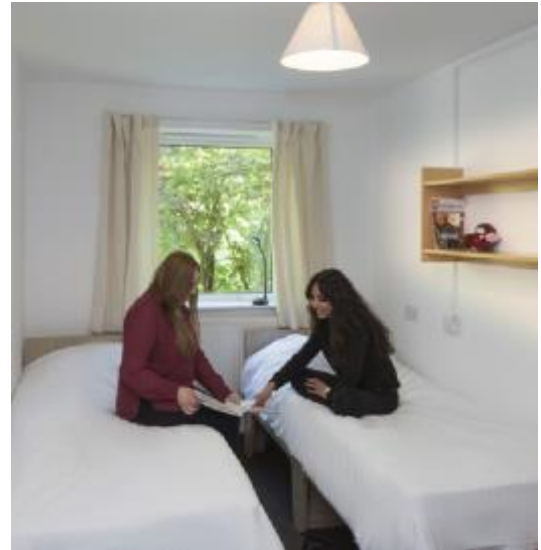
WiFi is available in the reception, and teaching buildings, but not in the accommodation.



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Accommodation

Accommodation is a short walk from the main teaching block and is in modern single, twin or triple en-suite study rooms, with a shared kitchen and communal area. All kitchens have a washing machine and dryer for students to do their laundry. Bedding is laundered and bedrooms are cleaned weekly. (Washing powder can be bought on site or from a local supermarket)



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 The campus has first aiders on site, but for accidents and emergencies students are taken to Chalfonts and Gerrards Cross Hospital, Hampden Road, Chalfont St Peter, 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".

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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.

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.

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Sports

Newland Park has plenty of sports facilities. There is a modern, well-equipped sports hall 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.



Our Excursions

London – Excursion 1

During your stay at Newland Park you will have the opportunity to visit London at least twice. 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.

London – 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. 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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Oxford

Oxford is a city with a long history, much of it surrounding the university, which together with Cambridge are among the oldest and best known universities in Europe. Oxford 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 Oxford you can't escape the presence of the colleges, however Oxford 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 Oxford'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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	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning	Arrivals	Testing & Induction Lessons	Lessons	Full Day Excursion	Lessons	Lessons	Full Day Excursion London
Afternoon		Team Games and orientation	Activity Carousel	Brighton (inc Pavilion)	Lessons	Activity Carousel	Walking Tour of Westminster
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning	Sunday Onsite activities Or Free Time Or Extra Excursion (not included)	Activity Carousel	Activity Carousel	Lessons	Full Day Excursion	Activity Carousel	Full Day Excursion London
Afternoon		Lessons	Lessons	Lessons	Oxford (inc College)	Lessons	
Departures Sunday							

Example Timetable

Meal Timetable

Breakfast

7.30 – 9.00. A choice of porridge, cereal and cold milk, toast with butter and jam, fruit juice, baked beans and hash browns daily. Each day, one of the following will be offered: sausage, bacon, boiled, scrambled or fried egg.

Lunch

12.00 – 13.30. There are several choices of menu which always include soup, vegetarian dishes as well as a selection of hot and cold dishes, and a dessert. 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, soup and dessert. Students are not restricted to one serving.

Different allergies can be catered for.

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Evening Timetable

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

Bedtime and Lights Out

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

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 Newland Park. 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 centre. This will consist of: a large roll, or two sandwiches with a selection of fillings, a bag of crisps, 1 piece of fruit, 1 chocolate biscuit, and 1 bottle of water. On our return in the evening, a late dinner will be taken in the canteen.

Mailing Address

All correspondence for your students should be sent to the following address:
c/o Elac Study Vacations, Newland Park, Gorelands Lane, Chalfont St Giles, Buckinghamshire, HP8 4AD.

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Laundry

Students are responsible for their own laundry and there are washing machines and dryers in the communal kitchens in their accommodation. Washing powder can be bought from the onsite shop or the local supermarket.

Taxis

Taxis can be organised through the Elac Management team. Speak to the Centre Manager for taxi contact numbers and prices. The company we use is: Ivy Taxis, 01753 891212.

Places of Worship

Chalfont St Giles Parish Church (Christian)

High Street, Chalfont St Giles, tel. 01494 872097

Cash and Banks

The site can accept card payments for refreshments and small purchases at the Apple Café and Piano Lounge Bar, and up to £50 cashback can be provided for a small fee.

All major national banks are nearby in Amersham or Gerrards Cross.

Useful Telephone Numbers

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

Police – non emergencies	0845 850 5505 or 101
Elac Newland Park Office:	to be confirmed
Elac Head Office (Bath):	01225 443261
Elac 24 hour emergency:	to be confirmed
Chalfonts and Gerrards Cross Hospital:	01753 883821
Doctor: St Giles Surgery, Townfield Lane	01494 762206

What to Bring

TOWELS ARE NOT PROVIDED, SO PLEASE BRING ONE

A small rucksack for excursions is useful.

A pen/pencil and other stationary items for use in the classroom.

The following items are recommended:

Casual clothing for lessons

Comfortable shoes for excursions

Waterproof jacket and/or umbrella

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

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.

Newland Park 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
- e) Other damages as quoted at time of discovery

Security

Students are responsible for their own personal possessions on site. 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, or to have any naked flames, eg candles. There is no smoking allowed on the site. 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.