

# *Elac*

**STUDY VACATIONS**



# Ardingly College Centre Guide

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## Introduction

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

## Head Office

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

## Welcome to Ardingly College and Haywards Heath

Our course takes place at Ardingly College, a traditional independent school set in 250 acres of grounds. It is close to Haywards Heath, in an Area of Outstanding Natural Beauty. It is located 40 miles from central London and 18 miles from Brighton, on the South Coast.



Haywards Heath is a small, busy town, with many shops, restaurants and a train service to London. Larger towns nearby include Royal Tunbridge Wells, a historic Georgian town with an attractive shopping arcade.

We organise some trips and workshops for leaders during the course to local areas.

## Ardingly College

Ardingly College was founded in 1858 and was built in red brick in the Victorian Gothic style. It is a mixture of old and modern, with spacious classrooms, dining hall, drama studio, and performance spaces.

Sports facilities are extensive, with an indoor heated swimming pool, two sports halls, a gym, 10 grass football pitches, 6 hard tennis courts and 2 full size astroturfs.

WiFi is available throughout the site.

There is a tuck shops which sells essentials as well as sweets and there are two vending machines on site.



## Accommodation

Accommodation is in 9 boarding houses around the campus. Single, double and triple rooms, with both shared and en-suite bathrooms are available. All houses have a communal area with kitchen, sofas and TV. Bedrooms are cleaned weekly.

## Elac Study Vacations Ardingly College



Disabled access is possible in Godwin Hall which has two disabled access rooms. Elsewhere on the campus, disabled access is limited.



## 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 Newtons Surgery, located in Ardingly. For accidents and emergencies, and other medical issues, students are taken to Princess Royal Hospital, 5 miles away. There is also a walk-in centre in Crawley and East Grinstead. 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 2019".

## 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 2019".

## 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

Ardingly College 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 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 fun form of exercise that combines rhythmic movements, stretching and strength training routines.

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.

## 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 Ardingly College 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.





Elac Study Vacations  
Ardingly College

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Morning</b>	Arrivals	Testing & Induction Lessons	Lessons	Full Day Excursion	Lessons	Lessons	Full Day Excursion London
<b>Afternoon</b>		Team Games and orientation	Activity Carousel	Brighton (inc Pavilion)	Lessons	Activity Carousel	Walking Tour of Westminster
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Morning</b>	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
<b>Afternoon</b>		Lessons	Lessons	Lessons	Oxford (inc College)	Lessons	
Departures Sunday							

## Example Timetable

### Meal Timetable

#### Breakfast

7.30 – 9.00. A typical breakfast consists of: cereal and toast; a cooked breakfast of grilled bacon, sausage, egg, baked beans, tomatoes; croissants and waffles; fresh fruit; juice, tea or coffee.

#### Lunch

12.00 – 13.30. A typical lunch consists of: freshly made soup; chicken in sweet and sour sauce; lamb tagine and pitta bread; vegetable and sundried tomato risotto; new potatoes, sweetcorn, courgettes and salad; and a dessert of pear and berry crunch and cream.

#### Dinner

17.30 – 19.30. A typical dinner consists of: freshly made soup; pepperoni and chorizo pasta; prawn salad; vegetable paella; garlic doughballs; broccoli, baby corn and salad; and a dessert of fresh fruit.

Different allergies can be catered for.

Barbeques can also be organised (these are particularly suited to excursion days)

## **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 Ardingly College. 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.

### **Safe**

A small but adequate safe is provided for valuables.

### **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 should be sent to the following address:

c/o Elac Study Vacations, Ardingly College, 1 College Road, Ardingly, Haywards Heath, RH17 6SQ.

## Laundry

Student and staff laundry is laundered on a weekly basis (but not the first week). The price is included in the fee.

## 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: Station Taxis, 01444 410410.

## Places of Worship

### St Peters Church, Ardingly (Christian)

Street Lane, Ardingly, RH17 6UN

## Cash and Banks

All major national banks are nearby in Haywards Heath.

## 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
Princess Royal Hospital, Haywards Heath:	01444 441881
Doctor: Newtons Surgery, Haywards Heath:	01444 412280

## 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.

Ardingly College imposes the following charges for the following transgressions:

- a) Call out charge for fire alarms set off without good cause: £100.00 (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: £120.00
- 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. You must lock all windows and doors on leaving the 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 or in any indoor public places, or to have any naked flames, eg candles. There is no smoking or vaping 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 13 – 18 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 9 – 15 years

**Jubilee Campus, University of Nottingham**

Residential Stay for students 11 – 17 years

**Metropolitan University, Cardiff**

Residential Stay for students 11 – 17 years

**Bath Spa University**

Residential and Home 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.