



NOTTINGHAM UNIVERSITY CENTRE GUIDE

Elac
STUDY VACATIONS

HEAD OFFICE

22 Milsom Street,
Bath
BA1 1DE, UK

SOCIAL MEDIA

If you upload photos, don't
forget to tag us! Follow us



@elacsv



CONTACT US

+44 1225 443261
info@elac.co.uk
www.elac.co.uk

Accredited by the

BRITISH
COUNCIL
for the teaching
of English in the UK





CONTENTS

1

ELAC INTRODUCTION

Introduction to Nottingham University and our mission statement

2-3

ACCOMMODATION & LAYOUT

Includes medical information, student welfare, security and a map of the campus

4-7

COURSE PROGRAMMES

Included a sample 2/3 week programme, academic programme, activity programme and mealtimes at the dining hall

8-10

EXCURSIONS

Take a look at the places our students visit at this centre

11-16

GROUP LEADER, INDIVIDUALS & GENERAL INFORMATION

Some useful information and a list of what you need to bring with you



NOTTINGHAM UNIVERSITY CENTRE GUIDE

Nottingham, situated on the River Trent, is known as the “Queen of the Midlands” because of its broad streets and picturesque parks. Steeped in history, it is particularly famous as the home of Robin Hood, the legendary outlaw. The city has a great recently modernised shopping centre, cinemas, contemporary art galleries, two theatres, restaurants and an ice rink.

Our courses take place on the 65 acre Jubilee Campus of the University of Nottingham, 20 minutes’ bus ride from the city centre. Opened in 1999, this modern facility has architect-designed buildings, a series of lakes, and environmentally friendly buildings.. All classrooms are equipped with modern teaching facilities and audio visual aids. The restaurant, at the heart of the campus, occupies a huge atrium which is bathed in natural light through its glass roof.

The peaceful setting and excellent facilities combine to create a relaxing place to study English.



Nottingham Campus

ELAC STUDY VACATIONS

Elac Study Vacations was formed in 1991 with one centre in Eastbourne. We now have multiple summer centres and one year round-centre in Bath, which is also our head office.

We currently welcome over 4,000 students from all over the world to our courses. Despite this growth, we still retain the values and ethos that characterized Elac from the beginning: to run quality courses that are attractive to staff, students and partners and where the welfare of all is our main priority.

More information on Elac can be found on our website, www.elac.co.uk.

MISSION STATEMENT

Our goal is to be an independent, ethical and environmentally-aware organisation dedicated to the teaching of English, and more generally to the nurturing of positive values in young people in an international setting.

The Dining Hall

To achieve this goal, we aim to provide a secure, welcoming, inclusive and fun environment where students can feel at ease with each other and our staff, whilst on a course which they find both stimulating and challenging.

We believe that this will provide the platform we need to deliver the following outcomes for our students:

- A development of their language skills and confidence
- A deepening of their knowledge and understanding of British life and culture
- A broadening of their outlook on the world and awareness of other perspectives
- New, wide-ranging and long-lasting friendships that cross cultures

ACCOMMODATION AND LAYOUT

Student accommodation is in Southwell or Newark Hall. All rooms are single with their own en-suite bathroom. Each room has excellent study facilities with desks and reading lamps. There are also communal kitchens and common rooms with television and games.

The accommodation is all on the same campus and is within walking distance of classrooms and catering facilities.



Nottingham Accommodation

MEDICAL CARE

We keep a record of student's medical conditions and requirements, so relevant staff are aware of specific conditions, e.g. food allergies and disabilities. Please inform us of any medical conditions on enrolment.

The doctor's practice is located in Nottingham, close to the school. (Name and address to check please, Queen Mary C is the nearest A and E, only a mile away)

for accidents and emergencies students are taken to Nottingham University Hospital, (QMC), only a mile away.. Students will need to take their ID and any medical insurance documents (or EHIC card if from Europe) with them.

A First Aid box is kept in the Elac office and basic kits are taken on all excursions. The ELAC team have numerous First Aiders. They will be available throughout the day. Any injuries/accidents should always be reported to the Elac Office.

STUDENT WELFARE

All our staff are employed using safer recruitment methods and receive training regarding student welfare and child protection and are aware of the Elac safeguarding policy. If they notice a student is experiencing any problems, they will liaise with the Welfare Officer and Group Leader, who can then investigate and take the appropriate action.

We also have a legal duty to identify and safeguard children who may be vulnerable to radicalization (the Prevent duty). We maintain a good supervision ratio of staff to students, both during activities on-site and excursions off-site.

All Elac staff, group leaders and students sign a code of conduct which indicates the kind of behaviour we wish to promote. It clearly sets out the process for dealing with unacceptable behaviour. Information can be downloaded from the following link -

<http://elac.co.uk/downloadable-information/>

There are three roll calls daily: at the start of lessons, at the start of activities, and in the accommodation in the evening.

SECURITY

The UK is a safe place and Nottingham is a safe location. Elac house staff are always on duty to ensure thorough supervision and the front door is operated with a personal swipe card so security is high at all times.

PLAN OF THE CAMPUS



SAMPLE TWO AND THREE WEEK PROGRAMME

What's included in a two-week **Nottingham University** programme?

Academic Programme	30 hours of English Classes	Testing & Induction	Communicative English Lessons	Projects and Presentations	Developing Critical Thinking Skills	Learning about British & Local Culture
Activity Programme	Sports	Arts & Crafts	Team Games	Drama	Swimming	Music Workshop
Evening Programme	Great British Quiz	Talent Show	Mini Olympics	Discos	Casino Night	Films
Excursion Programme	Manchester Excursion (Inc. Manchester United Stadium)	York Excursion (Inc. Jorvik Centre)	Cambridge Excursion (Inc. Professional Walking Tour)	Optional Excursion Day (or Activity Day)	Tour of Nottingham	Free Time In Nottingham

What's in a three-week programme? Everything in the two-week programme plus...

+15 hours of English Classes	+ 6 mornings/ afternoons of activities and sports	+7 Evening Activities	+ Buxton & Chatsworth House Excursion (Inc. Chatsworth)	+ Free Time In Nottingham
------------------------------	---	-----------------------	---	---------------------------

Morning	Afternoon	Evening
Lessons: 8:45-9:45, 9:45-10:45, 11:10-12:30 Activities: 9:00 Meeting, 9:15-10:30, 11:00-12:15	Lessons: 14:00-15:00, 15:00-16:00, 16:25-17:45 Activities: 14:00 Meeting, 14:15-15:30, 16:00-17:15	Activities: 19:30 Meeting, 19:45-21:45



THE ELAC EXPERIENCE

We aim to deliver a rich and varied experience: a blend of language learning, cultural highlights, personal development and fun. Each centre has its own particular style, but there are common features and a shared ethos across all our centres.

The combination of lessons, activities, social events and excursions makes up the Elac Experience, led by a committed team of staff, many of whom have chosen to work for Elac summer after summer.

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. Classes have mixed nationality classes, with a maximum of 16 students. Students follow a core curriculum which aims to develop speaking and fluency, through activities such as excursion-linked lessons, communication games and drama. At Nottingham there are two pathways aimed at different ages and abilities:

Enrich - Young teenagers at A2 - B1 level build on and enrich their language competence through activities such as creative projects, functional English and presentations.

Empower - Older teenagers at B2 - C1 level stretch their language skills through public speaking, critical thinking, leadership and team building. Students may use an Elac workbook which also acts as a record of the student's stay.

We require our teachers to have a degree plus a TEFL certificate, for example, CELTA or Trinity Cert. TESOL. Our teaching team are responsible for planning and delivering communicative lessons which enable students to use and develop their English in an international classroom. Teachers are supervised by an Academic Manager who provides academic support and ensures the programme is delivered to the highest possible standard. We also pride ourselves in our teacher development programme of workshops and lesson observations provided throughout the summer.

TRINITY EXAMINATION & TRINITY STARS PERFORMANCE

Students have the option to be prepared and entered for the Trinity GESE at the appropriate level. This takes place during three additional sessions organised in the afternoons or evenings prior to the exam. There is an additional charge for entering the exam (please see our website).

The exam is offered at 12 Grades. These are as follows:

Initial Stage:	Grade 1 - 3
Elementary Stage:	Grade 4 - 6
Intermediate:	Grade 7 - 9
Advanced:	Grade 10 - 12

It is envisaged that the majority of our students will be entered across grades 3 - 8.

Younger students may have the opportunity to participate in a Trinity Stars Performance. There is an additional charge for this (please see our website).



Students enjoying a lesson

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.



The Sports Hall



Swimming Pool

EVENING ACTIVITIES

There is a wide range of evening activities to give the students the opportunity to have fun and make friends. These usually include:

Themed Disco

Movie Night

Talent Show

Quiz Night

Karaoke

Murder Mystery

Casino Night

Fun Olympics

Club International

DAYTIME ACTIVITIES

Elac offers a wide range of activities to interest and motivate our students, such as:

**Art, Craft & Music Workshops,
Dance & Drama,
Treasure Hunts, Photo Hunts,
Photography Tricks, Team
Challenges,
Special Interest Activities**

Elac is always keen to know of any special interests that our students may have. We cannot always guarantee it, but if any students are especially interested in an alternative activity, please tell us and we may be able to organise it.

SPORTS

Jubilee Campus has plenty of sports facilities. There is a modern, well-equipped sports hall adjacent to the campus which offers a range of sports including football, table tennis, volleyball, badminton and swimming. 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.

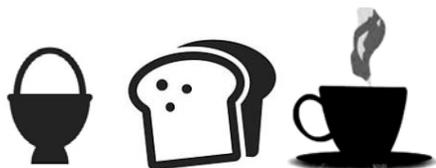
Students will have the opportunity to take part in a wide range of sporting activities which involve inter- group competitions as well as individual competitions. Trophies and prizes are awarded at the end of the course for the winners.

It is important that students wear suitable clothes and footwear for these sessions.

MEALS

All meals are taken in the university restaurant, a magnificent atrium building located at the heart of the campus, next to the lake and gardens. There is always a selection of hot and cold dishes, as well as vegetarian dishes and a salad bar.

For excursions, a packed lunch or lunch vouchers are provided. The packed lunch consists of a sandwich/baguette, crisps, fruit, cake/chocolate bar, mineral water/drink, or similar. Any specific food requirements should be made known to Elac in advance so that the caterers can be informed.



BREAKFAST 7.30 – 9.00

A typical breakfast consists of: cereal and toast cooked breakfast of bacon, sausage, eggs, baked beans, tomatoes croissants and waffles, fresh fruit juice, tea or coffee



LUNCH 12.15-14:00

A choice of menu always include vegetarian and hot and cold dishes. A sample menu would be: freshly made soup, chicken in sweet and sour sauce, vegetable and tomato risotto, new potatoes, sweetcorn, courgettes, dessert of pear and berry crunch and cream



DINNER 17:30 - 19:30

Again, a choice of menu always includes vegetarian and hot and cold dishes, eg. Freshly made soup, pepperoni and chorizo pasta, prawn salad, vegetable paella, garlic doughballs, broccoli, baby corn and salad dessert of fresh fruit



TWO WEEK INCLUDED EXCURSIONS

These are a very popular part of our course, and give students an opportunity to use their English as well as learn more about Great Britain. Students have the opportunity to learn more about the trip during lessons. Students travel by coach or train to these destinations. Activity leaders will brief students to follow certain rules for their own safety. On our return, a late dinner will be served.

YORK FULL DAY



The Shambles, York

York, famous for its ancient Gothic Minster, is a two hour coach trip from Nottingham. Students have a walking tour of this historic walled city. They visit “The Shambles”, unique streets largely unchanged from the Middle Ages with overhanging timber-framed houses, as well as the Minster.

They also visit the fascinating Jorvik Centre, a fully reconstructed Viking village complete with the sights and smells, and an adjoining museum.

As usual, there is time available for shopping.

CAMBRIDGE FULL DAY



Cambridge

In Cambridge our students enjoy a walking tour of the city from a professional tour guide to learn about its history, including an entrance into one of the famous colleges.

In the afternoon students can choose to spend time in further sightseeing, wandering main shopping streets or in trying their hand at punting on the river (there is an extra charge for this).

TWO WEEK INCLUDED EXCURSIONS



MANCHESTER FULL DAY

As the home of football clubs Manchester United and Manchester City, Manchester is a world famous destination. Students have the opportunity to visit the 'Theatre of Dreams', as Old Trafford Football Stadium is known. Other places to visit include the stunning Trafford Centre, the second largest shopping and leisure centre in the UK with 230 stores, or Salford Quays with the famous Lowry Museum and Imperial War Museum.

NOTTINGHAM HALF DAY

Nottingham is a great place to explore on foot, with a castle, caves, science centre and Lace Market just some of the sights.

Students will visit Nottingham at least twice for a walking tour, as well as having time to shop and relax.



3 WEEK INCLUDED EXCURSIONS

CHATSWORTH AND BUXTON FULL DAY



Chatsworth House is an elegant stately home, set in the magnificent scenery of Derbyshire's Peak District National Park. Renowned for its architecture, art treasures and landscaped grounds, there is something for everyone to enjoy.



Buxton is a spa town located 1000 feet above sea level in the beautiful Peak District. It is a popular destination, with its blend of history, shopping, a thriving arts scene and its world-famous spa water. Students spend half a day at each location.

NOTTINGHAM FREE TIME

Nottingham is a great place to explore on foot, with a castle, caves, science centre and Lace Market just some of the sights.

Students will visit Nottingham at least twice for a walking tour, as well as having time to shop and relax.



OPTIONAL EXCURSIONS

As well as included excursions, there are also opportunities to go on optional excursions. In a two week programme there is one optional excursion day, and in a three week programme there are two. These can be found in the booklet, "Optional Excursions", which gives suggested itineraries and costs. If you would like to supplement your programme, please speak to the Head office, or the Activity Manager on arrival.

GROUP LEADERS

Working closely with Group Leaders is essential, as they know their students, their culture and their language. This happens through regular meetings when information is shared and issues can be raised.

Prior to the Welcome Meeting on the first day of the course, where the Elac Management Team share information with Group Leaders regarding all aspects of the course. Group Leaders will be given a Welcome Pack complete with information for helping both students and Group Leaders settle into the programme.

We also want Group Leaders to enjoy their time with Elac and have an opportunity to meet other leaders. Events are organized, such as visits to places of local interest, teacher development sessions, cream teas, or a cheese and wine evening.

Elac has a dedicated office and its location will be given out when students arrive. There is also a Group Leaders room on-site where Group Leaders can relax and have access to tea and coffee.



Group Leaders enjoying a cream tea

USEFUL TELEPHONE NUMBERS

- Elac Nottingham Office:
- Elac Nottingham 24 hour emergency:TBC -
- Police, Fire, Ambulance - 999 (emergencies only)
- Police – non emergencies xxx
- Elac Head Office (Bath): +44 1225 443261

CENTRE ADDRESS

Elac Study Vacations
Jubilee Campus
University of Nottingham
University Park
Nottingham
NG7 2RD

If sending post, please ensure the letter/package is clearly labelled with the student's name and group.

INDIVIDUAL STUDENTS

Individual students receive a warm welcome at all of our centres. This is a great way for them to really immerse themselves in the English language and make new friends. Students who travel independently often require a certain level of maturity, so the age range is slightly different to the group age: 14 is the minimum age we can accept. The maximum age is 17.

Individual students have a designated staff member to ensure their stay is a success. They will meet with them regularly to ensure they have all the information they need about the programme, activities and excursions, and to offer them support if they experience any issues.



ENROLMENT PROCESS FOR INDIVIDUALS

When an enquiry is received, our head office will check availability and offer advice as to the best course for the individual student. This may depend on the student's age, interests and nationality. We can also organise visa invitation letters if necessary and suggest different travel options.

The next stage is that the student (or their parent) receives an enrolment form, where we request parent's details, level of English, confirm dates etc. This form contains terms and conditions explaining when and how to pay.



ONCE ENROLLED

The student will receive confirmation and also further information on the course, plus Elac's code of conduct and advice on staying with a host (if necessary).

Two weeks before the course begins, the full amount for the course is paid. At this stage, we will double-check we have a student's travel details, mobile phone details, and organise a personal meeting service if required.

The student also receives a letter of authorisation enabling them to travel as a minor abroad. If staying with a host, they will also receive a host profile and information for their first day on the course.

THINGS TO CONSIDER

Travel to the centre is not included, but as mentioned above, Elac can organise a personal meeting service: someone to meet or drop the student at the airport. As an unaccompanied minor, we can provide details in advance of who is collecting the student and will ensure they are taken to the desk on departure.

WHAT STUDENTS NEED TO BRING



DOCUMENTS

- **Passport** and copy of it
- Visa document and copy of it (if required)
- Insurance document (including EHIC card if from EU)
- A copy of any medication prescriptions or certificates
- UK currency



CLOTHING ESSENTIALS

- Casual clothing
- Trainers
- Sports clothes
- Swimwear
- Swim towel
- Something smart
- Costume for disco/talent show
- Bag for dirty laundry



FOR EXCURSIONS

- Small backpack/handbag
- Comfortable clothes
- Shoes for walking
- Umbrella
- Waterproof jacket
- Sunglasses & sunscreen



TOILETRIES AND MEDICINES

- Toiletries, eg shampoo, soap, toothpaste,
- Medicines, eg asthma inhaler, contact lens solution
- Towel



GADGETS AND ELECTRONICS

- Electronic devices (camera, mobile phone, ipad)
- Travel adaptor (UK 3 pin, 13A, 220V - 240V)



OTHER USEFUL ITEMS

- Pencil case
- Pen & Pencil
- Notepad
- Water bottle
- Tissues
- Hand sanitizer

PLEASE LABEL ALL ITEMS, IN CASE THEY GET LOST

GENERAL INFORMATION



STUDENT AGES & NATIONALITIES

- 10 - 18 years
- Italian
- Spanish
- French
- Russian
- Chinese
- Israeli
- Saudi
- Montenegrin

Please note - the above nationalities are popular examples. We host various nationalities throughout our centres.



AIRPORT ARRIVALS

- Group will be met by an Elac representative.
- Travel to centre by private coach.
- On arrival Elac staff show them to their accommodation.
- Transfer time -
- **Birmingham (BHX)** 60 mins
- **Heathrow (LHR)** 160 mins
- **Manchester (MAN)** 100 mins
- **Stansted (STN)** 150 mins



REGISTRATION & INTRODUCTION

Students will have a welcome talk and a tour of the site. Students will receive the following items:

- Student notepad
- Lanyard/wristband
- Course programme
- Emergency Contact Card

Students are registered prior to or after their assessment test.



FIRE SAFETY

- Fire safety procedures on first day
- Practice fire drill for students.
- Fire signage throughout building
- Group leaders explain safety procedures to students in their own language.



MOBILE PHONES

- All mobile phones must be switched off during lesson times.
- Teacher may confiscate phone if rules are not followed.



NOISE

- Students must keep noise to a minimum when returning to their accommodation
- Curfew is 10pm.



DEPOSITS

- Group Leaders asked to hold a deposit of £25 per student in case of damages.
- Group Leader to investigate and pay for any damages caused.
- Individuals should pay the deposit to the Welfare Officer.
- Replacement of lost fob/key is £100.



DAMAGES

- Fire alarm set off between 9.00 and 5.30 pm: £75.00
- Fire alarm set off between 5.30 pm and 9.00 am: £100
- Replacing/refilling fire extinguishers: £150

The University imposes the above call out charges for deliberate acts of misuse.



SMOKING, DRUGS & ALCOHOL

- It is illegal to smoke in any indoor public places - this includes vaping.
- There is no smoking allowed on the Christ's Hospital campus, except for a small designated area for staff.
- No alcohol or drugs are permitted in any of our junior vacation courses **regardless of age.**



COMPUTER AND WIFI ACCESS

- Wifi available throughout the site
- Student access to computer room during activities.



SHOP

Shop on-site that sells:

- Hot and cold drinks
- Chocolate
- Snacks
- Sweets
- Ice cream

As well as a range of other useful supplies.



LAUNDRY

- Laundry room
- Card system (£2)
- Bed linen washed once a week.



BANK & POST OFFICE

- Cashpoint on campus
- Selection of banks nearby (15 min)
- Stamps available at campus shop, post box on campus.
- Post Office (15min)
- Alternatively, currency exchange can be done whilst on excursions.



HOSPITAL & MEDICAL CENTRE

- Queens Medical Centre, Derby Rd, Lenton, Nottingham NG7 2UH (5 min)



LOCAL TRANSPORT

- Direct bus to city centre from campus (15 min)
- Taxis can be organized through the Elac Management team.



QUIET/MULTI-FAITH ROOM

- All students and Group Leaders can have access to a quiet room for religious observance.
- Please speak to the Elac management team for more information.



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

FINAL COMMENTS

If you have any queries about this course, please get in touch with our head office. Further information and photos can be found on our website (www.elac.co.uk). We hope you enjoy your course at our Nottingham campus.