

# ARDINGLY COLLEGE CENTRE GUIDE



**Elac**  
STUDY VACATIONS

## HEAD OFFICE

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## SOCIAL MEDIA

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Accredited by the  
**BRITISH COUNCIL**  
for the teaching  
of English in the UK

MEMBER  
**ENGLISH UK**

YOUNG  
LEARNERS  
**ENGLISH UK**





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# ARDINGLY COLLEGE CENTRE GUIDE

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. It is a traditional independent school set in 250 acres of grounds, so sports facilities are extensive. There is an indoor heated pool, two sports halls, a gym, 10 grass football pitches, 6 hard tennis courts and two full size astro fields.

The centre 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.



caption for space - Undercroft

## 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](http://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.

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

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.

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

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



Ardingly Accommodation

## WELLBEING AND MEDICAL CARE

The physical and mental health of our students and staff is a priority and we encourage students to talk to us if they are experiencing any problems. 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 practice (Newton's Surgery) in Ardingly. There is a large hospital five miles away, as well as a walk-in centre in Crawley and East Grinstead. Local pharmacies can also help with minor ailments.

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.

## SAFEGUARDING/ 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. This is referred to head office and the Designated Safeguarding Lead if necessary.

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 educational 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 (residential).

Curfew times are communicated and we expect students and group leaders to respect these.

# PLAN OF THE SCHOOL

## ARDINGLY COLLEGE CAMPUS



## SECURITY

The UK is seen as a safe place to visit and Ardingly College is a safe location. There is a security team on site 24/7 and CCTV monitoring. The Elac Office has a safe available for Group Leaders and students. Students must lock all windows on leaving their accommodation and follow security procedures explained on arrival.



## 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 and projects, activities, social events and educational 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.

All students on our two or three-week Summer programmes, **Explorers (7 - 11)**, **Voyagers (11-14)** and **Trailblazers (14-17)**, will experience their own unique Elac journeys. Here are some aspects of our programmes which are the same for everyone.

### Welcome:

- Meet and Greet
- Private coach/taxi transfer to your centre
- Welcome meeting & course orientation

### Lessons:

- English level test
- Communication language skills & functional English
- 1:16 teacher/student ratio
- Lessons linked to Educational excursions

### Creative & Physical Activities:

- Physical activities e.g. swimming, games, sports
- Creative activities e.g. drama, design, art & craft
- Workshops; Music & Rhythm, Circus Skills, Exploring Creativity etc.
- Evening entertainment programme, e.g. Discos, Talent Shows, Quizzes & Sports Tournaments

### Educational Excursions:

- 2 half day local excursions (\*3 for 3-week students)
- 3 full day excursions (\*4 for 3-week students)
- 1 optional excursion (\*2 for 3-week students) \*\*supplements apply)
- Entrances and/or tours included

### Farewell:

- Private coach/taxi transfer to your departure airport
- End of course certificate



Students enjoying a lesson

## TRINITY EXAMINATION

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.

## TEACHERS

We require our teachers to have a degree plus a TEFL certificate, for example, CELTA or Trinity Cert. TESOL.

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.

## EXPLORERS

### AGES: 7-11

Our Explorers programme encourages students at the start of their language journey to use English as much as possible. The programme aims to engage students with the fun of learning through drama, performance and project work which will help them increase confidence and make new friends, inspiring a passion for languages and an interest in the wider world

**Trinity Stars**  
There is an option to take part in the Trinity Stars: Young Performers in English Award, for under 12s. There is an additional cost for this (Please see the website for further information).

**TRINITY**  
COLLEGE LONDON

## WELCOME & TESTING

LEVEL TEST, CAMPUS TOUR & WELCOME

## SUMMER WORKSHOPS

- MUSIC & RHYTHM
- CIRCUS SKILLS
- EXPLORING CREATIVITY
- PROP, COSTUME & SET DESIGN



## EVENING ENTERTAINMENT PROGRAMME

- THEMED DISCOS
- TALENT SHOW
- QUIZZES
- MOVIE NIGHTS
- SPORTS TOURNAMENTS
- MINI OLYMPICS
- MURDER MYSTERY
- GAMES NIGHT



## ENGLISH COMMUNICATION SKILLS

- VOCABULARY BUILDING & INTERACTIVE COMMUNICATION GAMES
- DRAMA & PERFORMANCE
- PROJECT-BASED LEARNING
- LESSONS LINKED TO EDUCATIONAL VISITS



## PHYSICAL & CREATIVE ACTIVITIES

- FOOTBALL, BASKETBALL, SWIMMING, VOLLEYBALL, TRADITIONAL BRITISH SCHOOLYARD GAMES...
- CREATIVE & CHALLENGING ARTS SESSIONS (T-SHIRT DESIGNING, DRAMA, ART & CRAFTS)...



## EDUCATIONAL EXCURSIONS

- 2 FULL-DAYS TO LONDON INC. GUIDED TOUR AND MUSEUM VISIT
- FULL-DAY TO CAMBRIDGE INC. COLLEGE ENTRANCE AND GUIDED TOUR
- 2 HALF-DAY TO CRAWLEY
- 3 WEEK STUDENTS
- FULL-DAY TO WINCHESTER INC GUIDED TOUR AND HALF DAY TO CRAWLEY



## OPTIONAL EXCURSIONS

A CHOICE OF CULTURAL, EDUCATIONAL AND FUN DESTINATIONS TO VISIT (SUPPLEMENTS APPLY) TO SEE BOOKLET [CLICK HERE](#)



# VOYAGERS

## AGES: 11-14

Increasing confidence and developing creativity and collaborative skills are key to young teenagers' language progress. Our Voyagers programme aims to develop these soft skills and build on students' English competency through fun interactive activities, so they capitalise on the international summer environment and are motivated to advance on their journey to becoming confident English users.

### WELCOME & TESTING

LEVEL TEST, CAMPUS TOUR & WELCOME

### ENGLISH COMMUNICATION SKILLS

- LESSONS LINKED TO EDUCATIONAL VISITS
- COMMUNICATIVE LANGUAGE SKILLS & FUNCTIONAL ENGLISH



### 21ST CENTURY SKILLS

- INTRODUCTION TO 21ST CENTURY SKILLS
- CREATIVE PROJECTS
- FUNCTIONAL ENGLISH
- GROUP WORK
- ROLE PLAY & PRESENTATIONS



### GLOBAL CITIZENSHIP

- CULTURAL EXCHANGE
- GLOBAL ENVIRONMENTAL AWARENESS PROJECTS
- STEM CHALLENGES



### SUMMER WORKSHOPS

- MUSIC & RHYTHM
- CIRCUS SKILLS
- PHOTOGRAPHY & DIGITAL MEDIA CHALLENGES
- EXPLORING CREATIVITY
- TEAM BUILDING



### PHYSICAL & CREATIVE ACTIVITIES

- FOOTBALL, BASKETBALL, SWIMMING, VOLLEYBALL, DODGEBALL...
- CREATIVE & CHALLENGING ARTS SESSIONS (T-SHIRT DESIGNING, DRAMA, ART & CRAFTS)...



### EVENING ENTERTAINMENT PROGRAMME

- THEMED DISCOS
- TALENT SHOW
- QUIZZES
- MOVIE NIGHTS
- SPORTS TOURNAMENTS
- MINI OLYMPICS
- MURDER MYSTERY
- CHILL OUT LOUNGE

### EDUCATIONAL EXCURSIONS

- 2 FULL-DAYS TO LONDON INC. GUIDED TOUR AND MUSEUM VISIT
- FULL-DAY TO CAMBRIDGE INC. COLLEGE ENTRANCE AND GUIDED TOUR

- 2 HALF-DAY TO CRAWLEY

#### 3 WEEK STUDENTS

- FULL-DAY TO WINCHESTER INC GUIDED TOUR AND HALF DAY TO CRAWLEY

### OPTIONAL EXCURSIONS

A CHOICE OF CULTURAL, EDUCATIONAL AND FUN DESTINATIONS TO VISIT(SUPPLEMENTS APPLY) TO SEE BOOKLET [CLICK HERE](#)



# TRAILBLAZERS

## AGES: 14-17

Developing 21st Century Skills and gaining a global perspective on topical issues are key to success in academic and professional life. Our Trailblazers programme aims to equip older teenagers with these higher skills, so they are challenged to use English in a stimulating way and are championed on their journey to become confident and successful young adults.

### WELCOME & TESTING

LEVEL TEST, CAMPUS TOUR & WELCOME

### ENGLISH COMMUNICATION SKILLS

- LESSONS LINKED TO EDUCATIONAL VISITS
- COMMUNICATIVE LANGUAGE SKILLS & FUNCTIONAL ENGLISH



### 21ST CENTURY SKILLS

- 21ST CENTURY SKILL DEVELOPMENT
- BUSINESS INNOVATION
- CRITICAL THINKING
- PUBLIC SPEAKING
- LEADERSHIP



### GLOBAL CITIZENSHIP

- MODEL UNITED NATIONS
- GLOBAL ENVIRONMENTAL AWARENESS PROJECTS
- STEM CHALLENGES



### SUMMER WORKSHOPS

- MUSIC & RHYTHM
- CIRCUS SKILLS
- PHOTOGRAPHY & DIGITAL MEDIA CHALLENGES
- EXPLORING CREATIVITY
- TEAM BUILDING



### PHYSICAL & CREATIVE ACTIVITIES

- FOOTBALL, BASKETBALL, SWIMMING, VOLLEYBALL, DODGEBALL...
- CREATIVE & CHALLENGING ARTS SESSIONS (T-SHIRT DESIGNING, DRAMA, ART & CRAFTS)...



### EVENING ENTERTAINMENT PROGRAMME

- DISCOS
- TALENT SHOW
- QUIZZES
- MOVIE NIGHTS
- CASINO NIGHT
- SPORTS TOURNAMENTS
- MINI OLYMPICS
- MURDER MYSTERY
- CHILL OUT LOUNGE



### EDUCATIONAL EXCURSIONS

- 2 FULL-DAYS TO LONDON INC. GUIDED TOUR AND MUSEUM VISIT
- FULL-DAY TO CAMBRIDGE INC. COLLEGE ENTRANCE AND GUIDED TOUR

- 2 HALF-DAY TO CRAWLEY

#### 3 WEEK STUDENTS

- FULL-DAY TO WINCHESTER INC GUIDED TOUR AND HALF DAY TO CRAWLEY



### OPTIONAL EXCURSIONS

A CHOICE OF CULTURAL, EDUCATIONAL AND FUN DESTINATIONS TO VISIT TO SEE BOOKLET [CLICK HERE](#)



# DISCOVER STEM (SCIENCE, TECHNOLOGY, ENGINEERING, MATHS)

Ardingly College is in an ideal location to offer an optional STEM course.



Students will learn how to think about the world in a logical, critical and creative way, acquiring essential life skills.

## Features:

- 21 hours of class time
- Small groups (max 10 per class)
- Classes led by scientifically trained staff
- Pre-course welcome and information pack
- Varied investigations to suit all participants
- End of course certificate

The course will appeal to learners who want to view the world through the lens of STEM: eg. logic, clear communication and critical thinking.

## SESSIONS:

### 1. INTRODUCTION TO STEM

### 2. MAKING OBSERVATIONS

### 3. GATHERING BACKGROUND INFORMATION AND WRITING HYPOTHESES

### 4. RUNNING EXPERIMENTS BASED ON HYPOTHESES

### 5. CHOOSING AND WORKING ON OWN INVESTIGATIONS

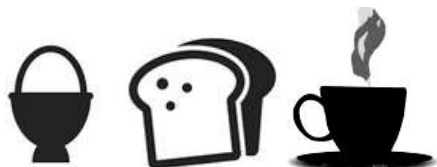
### 6. RUNNING OWN EXPERIMENTS AND INVESTIGATIONS

### 7. FINAL ROUND-UP AND PRESENTATION OF FINDINGS

## MEALS

Meals are buffet style and comprise breakfast, lunch and an evening meal. There is a choice of food to cater for vegetarians, religious diets, etc. The dining hall at Ardingly is spacious.

For educational 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.

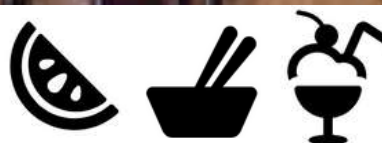


### BREAKFAST 7.30 – 9.00

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



The Dining Hall



### LUNCH 12.00-13:30

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

## BARBEQUES

Barbeques can also be organised - these are particularly suited to excursion days.



## TWO WEEK INCLUDED EDUCATIONAL 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.

### LONDON FULL DAY (FIRST VISIT)

Our excursion to London begins with a walking tour of the city – the best way to see all the world-famous landmarks. These include 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 shop and buy souvenirs.

If you want to do something different with your afternoon, here are some alternative activities we can help you arrange:

Natural History Museum  
Science Museum  
Covent Garden  
British Museum  
Shakespeare's Globe  
Tower of London\*

National Gallery  
Camden Market  
London Eye\*  
London Aquarium\*  
The Shard\*  
London Dungeons\*

\*These venues have entrance fees so there will be an additional cost: please talk to the activity manager if you want more details.



London



### 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).

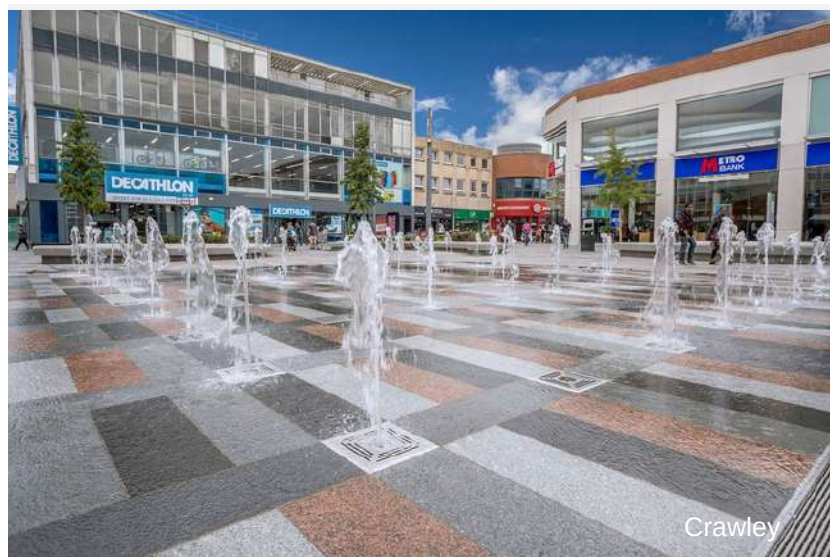


London

## LONDON FULL DAY (SECOND VISIT)

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 (Madame Tussauds, London Dungeons, Science Museum), markets, art galleries or parks.

There will also be chances to explore a new part of London, such as Covent Garden, Kings Cross, Greenwich, London Zoo, Hampton Court or Notting Hill.



Crawley

## CRAWLEY HALF DAY

Crawley is a modern town half an hour from Ardingly. It has plenty to offer students on a half day excursion. There are many shops as well as the County Mall Shopping Centre and weekly markets. There are also cafes and restaurants along the High Street to enjoy, as well as parks, cinemas, bowling etc.



## THREE WEEK INCLUDED EDUCATIONAL EXCURSIONS



### WINCHESTER FULL DAY

Winchester is a small, historic city in the South of England, with charming architecture and a beautiful 900 year old Cathedral.

The visit includes a walking tour followed by a visit to the Cathedral, which houses the Winchester Bible and Jane Austen's grave. The students also visit the Great Hall with its Round Table, believed to be King Arthur's. There is also some free time for shopping.



### FREE TIME IN CRAWLEY

Crawley is a small town half an hour from Ardingly. It has plenty to offer students on a half day excursion. There are many shops as well as the County Mall Shopping Centre and weekly markets. There are also cafes and restaurants along the High Street to enjoy, as well as parks, cinemas, bowling etc.

## OPTIONAL EDUCATIONAL EXCURSIONS

As well as included educational 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 Educational 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 Ardingly Office:**  
TBC
- **Elac Christ's Hospital**  
24 hour  
emergency: TBC -
- **Police, Fire,**  
**Ambulance - 999**  
(emergencies only)
- **Police – non**  
**emergencies - 101**
- **Elac Head Office**  
(Bath): +44 1225  
443261

## CENTRE ADDRESS

Elac Study Vacations  
c/o Ardingly College  
1 College Road  
Ardingly  
Haywards Heath  
RH17 7SQ

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

- 7 - 17 years
- Italian
- Spanish
- French
- Austrian
- Greek
- Russian
- Japanese
- Chinese
- Israeli

*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 - **Gatwick** (LGW) 20 minutes, **Heathrow** (LHR) 60 minutes, **Luton** (LTN) 90 minutes.

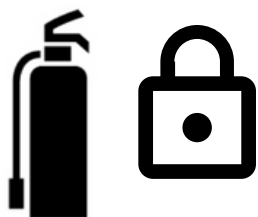


### REGISTRATION & INTRODUCTION

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

- Lanyard/wristband
- Course programme
- Emergency Contact Card

Students are registered prior to or after their assessment test.



### FIRE SAFETY AND SECURITY

- Fire safety procedures on first day
- Practice fire drill for students.
- Fire signage throughout building
- Group leaders explain procedures to students in their own language
- Security team on site 24/7 and CCTV monitoring
- Accommodation accessed by swipe cards and fobs.
- Students must lock windows and doors.



### 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 22.15.



## 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: £100
- Fire alarm set off between 5.30 pm and 9.00 am: £100
- Replacing/refilling fire extinguishers: £120

**The school 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 Ardingly campus.
- 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

- Student and staff laundry done on a weekly basis, but not the first week
- The price is included in the fee
- Bed linen washed once a week.



## BANK & POST OFFICE

- Selection of banks nearby (Ardingly)
- Post Office in Haywards Heath
- Alternatively, currency exchange can be done whilst on excursions.



## HOSPITAL & MEDICAL CENTRE

- Princess Royal Hospital, Haywards Heath, 01444 441881
- Newtons Surgery, Haywards Heath, 01444 412280



## LOCAL TRANSPORT

- Direct trains to London (60min from Haywards Heath )
- 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

- St Peter's Church, Ardingly (Christian)

## 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](http://www.elac.co.uk)). We hope you enjoy your course at Ardingly.