

# ROYAL AGRICULTURAL UNIVERSITY CENTRE GUIDE



**Elac**  
STUDY VACATIONS

## HEAD OFFICE

22 Milsom Street,  
Bath  
BA1 1DE, UK

## 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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# ROYAL AGRICULTURAL UNIVERSITY, CIRENCESTER

Cirencester, known as the Capital of the Cotswolds, is a lovely market town with a fascinating history. In Roman times it was the second largest town in Great Britain after London. It became a very prosperous wool town in the medieval period, which is the basis for the picturesque narrow streets and honey coloured stone buildings you can see today. With a central Market Place, a cathedral-like Parish Church of St. John Baptist, a Roman amphitheatre and lovely green spaces, there is much to enjoy in this charming town.

The Corinium Museum (Cirencester was known as Corinium in Roman times). It has one of the largest collections of Romano-British antiquities and stunning mosaics. The town also boasts two swimming pools, a wonderful range of eateries and plenty of shops and markets.

Some of the main attractions in Cirencester are:

- Historic narrow streets and courtyards to explore, including the stunning cathedral-like Church of St John Baptist
- The family-friendly Corinium Museum
- A range of quality independent shops
- International eating establishments
- Cirencester Park - Earl Bathurst's 3,000 acre estate
- Two indoor swimming pools and an outdoor heated pool
- Near to Westonbirt, The National Arboretum - Home to 2,500 different species from the far corners of the globe and 5 national tree collections

## WHO ARE WE?

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



## RAU LOCATION



The University campus enjoys a great location on the outskirts of Cirencester. It is 20 minute walk from the town centre.

RAU may be the smallest university in the UK, but its grounds, buildings and facilities are excellent. Classrooms are spacious and well equipped, and the recently traditional dining hall offers varied menus and a spacious eating environment. Sports facilities include a large playing field for football, volleyball and hockey, tennis courts and indoor areas for table tennis and team games. Cirencester has two indoor pools and one outdoor heated pool.

## 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 the local hospital, 10 minutes' drive from the hospital, or to the walk-in centre at Cheltenham. There is a pharmacy in Cirencester for minor medical queries.

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.

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

# RAU SITE PLAN AND ACCOMMODATION



Accommodation is in different halls of residence close to the classrooms and main facilities. Rooms are twin - some are ensuite and some have shared bathroom facilities. Rooms have their own sink. Bed linen is changed weekly and towels are provided. Some rooms have disabled access.

## 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

## 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.

If students pass, their certificate will be sent to them after the course.

## TEACHERS

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.



# 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

- FULL-DAY TO LONDON INC. GUIDED TOUR
- FULL-DAY TO OXFORD INC. COLLEGE ENTRANCE
- FULL-DAY TO BATH INC. ROMAN BATHS
- 2 HALF-DAY TO CIRENCESTER INC. WALKING TOUR

#### 3 WEEK STUDENTS

- FULL-DAY TO STRATFORD-UPON-AVON INC. SHAKESPEARE'S HOUSE & HALF-DAY TO CIRENCESTER



### OPTIONAL EXCURSION

A CHOICE OF CULTURAL, EDUCATIONAL AND FUN DESTINATIONS TO VISIT 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.**

### GLOBAL CITIZENSHIP

- CULTURAL EXCHANGE
- GLOBAL ENVIRONMENTAL AWARENESS PROJECTS
- STEM CHALLENGES



### 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



### 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

- FULL DAY TO LONDON INC. WALKING TOUR
- FULL DAY TO OXFORD INC. WALKING TOUR AND VISIT TO A COLLEGE
- FULL DAY TO BATH INC. WALKING TOUR AND VISIT TO ROMAN BATHS
- HALF DAY TO CIRENCESTER INC. WALKING TOUR
- THREE WEEK COURSE: FULL DAY TO STRATFORD-ON-AVON INC. VISIT TO SHAKESPEARE'S HOUSE



### OPTIONAL EXCURSIONS

A CHOICE OF CULTURAL, EDUCATIONAL AND FUN DESTINATIONS TO VISIT 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.**

### GLOBAL CITIZENSHIP

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



### 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



### 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

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



### EDUCATIONAL EXCURSIONS

- FULL DAY TO LONDON INC. WALKING TOUR
- FULL DAY TO OXFORD INC. WALKING TOUR AND VISIT TO A COLLEGE
- FULL DAY TO BATH INC. WALKING TOUR AND VISIT TO ROMAN BATHS
- HALF DAY TO CIRENCESTER INC. WALKING TOUR
- THREE WEEK COURSE: FULL DAY TO STRATFORD-ON-AVON INC. VISIT TO SHAKESPEARE'S HOUSE



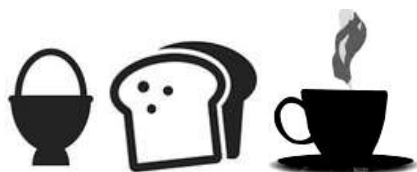
### OPTIONAL EXCURSIONS

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



## MEALS

Meals are provided from a servery 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 RAU is traditional and comfortable. 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 – 8.30

This is a continental breakfast with a full English breakfast served twice weekly.



### LUNCH 12.15-13:30

There are several choices of menu which always include vegetarian dishes as well as a selection of hot and cold dishes.



### DINNER 17:30 - 19:00

Again there are several choices of menu which always include vegetarian dishes as well as a selection of hot and cold dishes.



## 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 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 their return, a late dinner will be served.

### LONDON FULL DAY

Our visit 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



London Landscape



### OXFORD FULL DAY

Oxford is a beautiful historic city with many colleges that make up Oxford University.

The visit consists of a walking tour with our activity leader, taking in most of the famous sites, and a visit to one of the colleges, so that you can get a feel of what it is like to study there. Visits to some of the excellent museums can also be organised (\*additional cost).

There will also be time for some shopping, or you may want to organize rowing or punting on the River Isis (\* additional cost).





## BATH FULL DAY

Bath is a fascinating city and there are many places to explore. Our visit includes a tour of the famous Roman Baths, with an audio guide available in different languages.

There is a chance to take in more sights and time to visit some of the many shops in the city.



## CIRENCESTER HALF DAY

Cirencester is within walking distance of the campus. It is a thriving market town with an interesting history dating back to Roman times.

The excursion consists of a walking tour of the city centre and its quaint narrow streets, plus a visit to the beautiful Church of St John Baptist. We will also visit a Roman Amphitheatre and the grounds of Cirencester Park.

There will also be time for some shopping, or a chance to take a riverside stroll to the open air swimming pool.



## OPTIONAL EDUCATIONAL EXCURSIONS

As well as included educational excursions, there are also opportunities to go on optional visits. In a two week programme there is one optional visit 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.

Popular optional excursions include:

- Cardiff
- Bristol
- Stonehenge and Salisbury
- Portsmouth
- Thorpe Park
- Stratford-upon-Avon



## THREE WEEK INCLUDED EDUCATIONAL EXCURSIONS



### STRATFORD-UPON-AVON - FULL DAY

Stratford-upon-Avon is the home of William Shakespeare, Great Britain's most favourite playwright.

The excursion includes a walking tour of the market town, which has many beautiful medieval buildings and a fascinating history.

There is also a visit to Shakespeare's birthplace. He was born in this house and grew up here with his parents and siblings. He also spent the first five years of his marriage living here with his wife Anne Hathaway.

There is also time for some shopping in the town's extensive shops and markets.

## 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 RAU Office:**  
TBC
- **Elac 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,  
Royal Agricultural University,  
Cirencester,  
Gloucestershire,  
GL7 6JS

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



## 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

- Residential: 7 - 17 years
- Italian
- Spanish
- French
- Greek
- Japanese
- 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 students to their accommodation. .
- Transfer times -
- **Heathrow** (LHR) 1.5 hours
- **Birmingham** (BHS) 1.5 hours
- **Bristol** (BRS) 1 hour



### REGISTRATION & INTRODUCTION

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

- 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: £100

**The college 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 RAU campus, except for designated areas.
- 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.

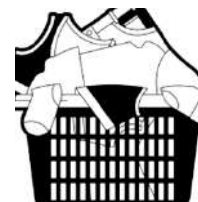


## SHOP

**Shop on-site that sells:**

- Cold drinks
- Chocolate
- Snacks
- Sweets

As well as a range of other useful supplies.



## LAUNDRY

- A self-service laundry is on site, operated by a pre-paid card which is available from reception
- Bed linen washed once a week. Towel provided.





## BANK & POST OFFICE

- Selection of banks nearby (Cirencester town centre)
- Post Office in Cirencester
- Alternatively, currency exchange can be done whilst on excursions.



## HOSPITAL & MEDICAL CENTRE

- Cirencester Hospital, Tetbury Road, Cirencester, GL7 1UY  
0300 421 6200



## LOCAL TRANSPORT

- Cirencester is a 20 minute walk away.
- Taxis: A2B: 01285 655651
- Siren Cars: 01285 652388



## 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 Catholic Church,
- John the Baptist Church
- Cirencester Baptist Church

## 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 RAU.