







# Oxford



CENTRE GUIDE 2023




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# Table of Contents



<b>About Us</b>	3
<b>Welcome to Oxford</b>	4
<b>Staff at Centre</b>	5
<b>Pre-Arrival</b>	6
<b>At the Airport</b>	7
<b>At the Centre</b>	7
<b>About Oxford</b>	8
<b>Language Programme</b>	11
<b>Student Code of Conduct</b>	12
<b>Excursions &amp; Activities</b>	13
<b>Group Leaders</b>	18
<b>Individual Students</b>	20
<b>Important Information</b>	21
<b>FAQs</b>	22


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
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# About EC Young Learners and Embassy Summer

Embassy Summer is a trusted global leader in immersion language with over 30 years of experience in delivering rewarding English language programmes for young learners.

At Embassy Summer we provide a truly life-changing experience for students from all over the world.



Working with global centres and schools from around the world we've navigated through many years, challenges, and joys.



Learning English is only part of the journey. Our language programmes are available from 1 week to 7 weeks during the summer and include exciting activities based around our unique Embassy Life Skills. Our summer camps also introduce international students to local social life and culture through a variety of exciting excursions.








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## Welcome to Oxford



Oxford is a historic University City with beautiful college buildings and stunning architecture in every style of English architecture since the late Anglo-Saxon period. Thanks to the Universities, there's an international atmosphere in the city that attracts students from all over the world.




Our centre is located on the Headington campus of Oxford Brookes University, a mix of old and modern buildings set on a large campus with plenty of outdoor space within short walking distance from the city centre.




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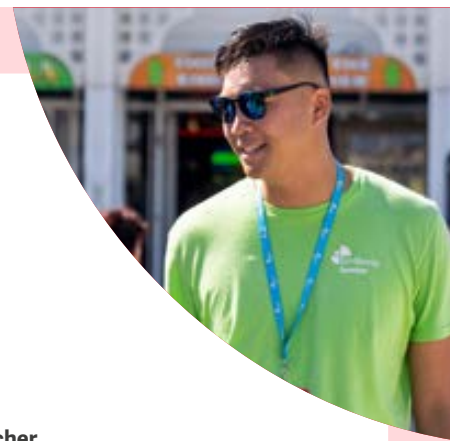
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# Staff at Centre

## Centre Manager (CM)

The Centre Manager is responsible for the smooth running of the centre as well as inspires, motivates, and leads the entire school of staff, leaders and students. Our Centre Managers are chosen for their experience, professionalism, and personalities.

## Welfare and Accommodation Officer (WAO)

The Welfare and Accommodation Officer leads the Welfare and Safeguarding within centre to create a safe and healthy environment for students, Group leaders and staff and is the go to person for Welfare, Safeguarding and administration issues and concerns in centre. In other centres, they will also be the lead Hall Manager and room/ accommodate all clients and staff according to regulatory guidelines and best practice.

## Activity Manager (AM)

Responsible for all aspects of the Activity Programme. All Group Leaders must meet with them at least 2 times a week to ensure everything is going okay with your programme. They will also be able to help arrange optional excursions and make additional bookings for you.

## Assistant Activity Manager (AAM)

They assist the AM with all aspects of the activity programme, ensuring the onsite activities are inspiring, dynamic focused and enjoyable, they also assist the AM with the excursion itineraries.

## Activity Leader (AL)

The Activity Leaders are responsible for running everything outside the lessons! This includes onsite activities, excursions, and meal duty supervision.

## Director of Studies (DOS)

Responsible for the academic management of the centre and ensuring the teaching and learning component of the programme is delivered to the highest possible standards.

## Teacher

Teaching staff are responsible for planning and delivering lessons. Some centres will also have ½ Senior Teachers who teach 50% of the time and spend the remainder of their time providing academic support to the teachers and DoS.

## Night Supervisor

The Night Supervisor is responsible for the security, supervision, welfare and discipline of students overnight within the residence and is on call in case of any emergency.

# Pre-Arrival



## Clothing

You will be participating in daily on-site activities and off-site excursions, so we recommend that you bring comfortable clothing, a hat and walking shoes. We also recommend that you bring clothing appropriate for occasionally dressing up in the evenings. Also Umbrella, Sun protection (cream, spray, lotion), rain/wind-proof jacket, Secure bag/backpack/travellers' wallet, Sunglasses are advisable.



## Everyday essentials

Medication Toiletries, washing and sanitary essentials, Toothbrush and toothpaste, Towel, Hairbrush/ comb/hairdryer, Sleepwear, socks and underwear Glasses/contact lens equipment, Water bottle, Plastic bags for dirty laundry or wet items.



## Prescription medication

If you take prescription medication, make sure you pack enough for your stay. It is important to pack your medicine in its original packaging in case you're questioned about them at Customs. We recommend you bring a note from your doctor stating these medications are required and you inform the Welfare Officer in centre.



## Technology

Phone/iPod/iPad/Tablet + chargers (we recommend you only bring one of these items), Headphones Camera and camera charger. Make sure students will have access to their mobile data and WhatsApp is installed once they arrive in the UK. Students will use their mobile to communicate with the Embassy Summer staff.



## Emergency information

Always make sure important numbers and contact details are entered into your mobile phone and are also written down in your purse or wallet. Please refer to all emergency contact information provided in your arrival packet.



## Electrical appliances

The standard voltage and plug in the UK are 3 pin, 13A, 220V-240V. If you bring electronics such as hair dryers, cell phones, computers or other equipment please bring the appropriate electrical adaptor.



## Carry-on luggage

We recommend you pack these items in your carry-on luggage in case you need them while you're travelling:

- ✦ Passport
- ✦ Student Visa (if required)
- ✦ Medical waiver form (if under the age of 18)
- ✦ Emergency contact form
- ✦ Money







## What Not to Pack



We can only guarantee the carriage of one suitcase and one small carry-on luggage (not suitcase) for airport transfers. If you anticipate that you will need to bring more suitcases than this, please let us know in advance. Bedding (bed sheets, pillows), Expensive electronics/valuables, Travel iron, too many clothes.


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## At the Airport

### Who will the student meet at the airport?

On arrival at the airport, you will be met by one of our transport coordinators who will welcome you to the UK. The airport team will be wearing a green T-shirt with an Embassy Summer logo so you can easily recognise them. The airport team will accompany you to your coach in the coach park. They do not travel to the centre with you.

### What should students do if they cannot find the Embassy Summer representative?

If after 10 minutes students cannot locate the Embassy Summer airport staff, they can call the Embassy Emergency number +44 7771 845978 (from the information desk or a mobile phone).

### What should students do if they have missed their flight, or the flight is delayed?

Students should notify Embassy Summer by calling the Embassy Emergency number +44 7771 845978.

### Average journey times to and from Oxford are:

*Heathrow Airport:* 1 hour 15 minutes

*Gatwick Airport:* 1 hour 45 minutes

*Stansted Airport:* 2 hours

*Luton Airport:* 1 hour 30 minutes

*Kings Cross St Pancras:* 2 hours



## At the Centre

### Arrival Procedure

On arrival at the centre, our team will welcome you and give you a welcome pack with your specific programme, a welcome letter from the management team, lanyards, student ID cards and the optional flyer.

You will receive the rooming configuration allocated to your group prior to arrival so you can begin to organise the students into bedrooms. We aim to have bedrooms ready when you arrive or by 5pm at the latest.

### Departure Procedure

Students must check out of their rooms by 9am and return their keys to the centre office on departure day. If your departure is not scheduled until later in the day, we will be able to safely store your luggage until you depart.

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# About Oxford

**Age:** 12–18

*(18 year olds accepted as part of a group with a leader)*

**Dates:** 25 June – 13 August

**Arrival & Departure Day:** Sunday

*If students would like to arrive or depart on a different day, please confirm with our booking team.*

## Accommodation Features



### Size of the centre

Medium



### Room Facilities

Desk, Chair, Wardrobe, Bed Linen, Wi-Fi, Room Cleaning.



### Building Facilities

ATM in Building, Communal Lounge, Free Wi-Fi, Laundry Facilities, Lift, Security, Vending Machines Available, Shop on-site.



### Room Type

Single Room



### Bathroom Type

En-Suite Bathroom, Shared Bathroom.  
*(1 and 3 students per bathroom)*







### Address

Embassy Summer Schools  
Oxford Brookes University  
Gibbs Building  
Headington  
Oxford OX3 0BP




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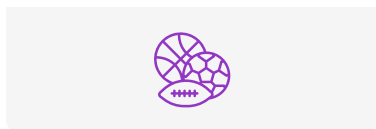
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### Accommodation Deposit

Damage deposits of £30 or €40 are payable in cash by all students on arrival at the centre. This money will be returned at the end of their stay subject to any damages caused.

### Cleaning

Rooms and communal areas are cleaned once a week.

### Laundry Facilities

There is a self-service launderette at the accommodation in Clive Booth Village – in N block or Warneford Hall - opposite A block. The machines are App operated.

- ✦ Cleaning £3.10 per wash
- ✦ Drying £1.30 per cycle

Washing detergent can be purchased in the laundry room or at the office.



### Wi-Fi

Wi-Fi is accessible across the campus and in the accommodation. Please speak to your Centre Manager regarding access codes.

### Sports Facilities

Brookes Sports Centre has a large indoor sports hall which we hire several times each week for the use of our students. Students can participate in a variety of sports including badminton, basketball and indoor football. We also have use to large fields where students can participate in outdoor sports.

### Shop/Café

There is an on-site supermarket that is open 7 days a week. There are also a variety of cafés on the campus which are open during the weekdays, where students can purchase refreshments and snacks.

### Security

There is an on-site security team available 24 hours to monitor the grounds and access points. CCTV is available. Embassy Summer also provides a night supervisor to ensure additional safety during the evenings.

### Safe

A safe will be available for the storage of passports, travel documents and deposits in the Centre Office.

### Linens and Towels

Bed linens are changed once per week. Bath towels are not provided.

### Social Spaces

Every accommodation flat has a communal space. These can be used for relaxing and socialising with your flat mates in the evening. In addition, there are several communal spaces on the university campus for students to relax.

### Meeting point

Located beside the Gibbs Building, this is where the classrooms and centre office are located. Students will be shown what and where the meeting point is when they first arrive at centre.

- ✦ Always listen to the time and place
- ✦ Always be on time
- ✦ Never go off alone
- ✦ Always wear your ID card



### Meals

Oxford offers full board accommodation, and we make sure that our students have the right nutritional balance. We provide suitable meals to help them stay healthy, focused, and energised. All our programmes include a variety of hot and cold meal items, and we can

cater for most dietary requirements.

Embassy Summer needs to be informed in advance. It is important to be provided with accurate information. We will then inform our suppliers accordingly.

All meals are provided for in The Terrace during the mealtimes outlined below. On the weekends, a packed lunch is provided. *Students should clear away their food trays at the end of their meal.*

### Meal Times

<i>Breakfast</i>	07:30 – 09:00
<i>Lunch</i>	12:30 – 13:30
<i>Dinner</i>	18:30 – 19:30

### Breakfast

Students will receive continental breakfast. Breakfast includes tea/ coffee/squash, toast, jam, spreads, cereal and fruit.

### Lunch

3-course lunch with 2 hot options, one of which is always vegetarian. Special diets are catered for. Packed lunches for full day excursions and weekends.

### Dinner

3-course lunch with 2 hot options, one of which is always vegetarian. Special diets are catered for.



### Local Transport

Oxford benefits from fantastic public transport networks, increasing sustainability and lowering traffic congestion and pollution. There are many buses that can take you into the centre of Oxford from the campus and to walk is approximately 20 minutes.

Students are expected to:

- Always stay with your group
- Pay attention when getting on or off buses
- If you get lost, ask the **terrapot** staff or a policeman for help
- Always carry your ID card with you
- If you get separated, try to stay where you were last seen

### Road safety

Be alert! Remember that in the UK vehicles drive on the left side of the road. Always look right, then left and right again before crossing. Always use pedestrian crossings and wait until it is safe to cross the road.

### Bank/Post Office

An ATM will never be far away on Oxford Brookes Campus, and most are linked to major credit cards as well as the Cirrus, Maestro and Plus cash networks. *Post Office 152 London Rd, Headington, Oxford OX3 9ED – approximately 20-minute walk from the campus.*

Currency should be exchanged whilst on excursions or out in Oxford.

All post is received internally by our hosts which is then processed and delivered to our office onsite. Due to the working hours of the post room, we ask that you do not get deliveries made to the centre as there may be delays in receiving your parcel. If it is essential for a parcel to be delivered, please speak to the Centre Manager.

*Please be aware that bank notes and coins have been updated over the last few years in the UK. Our centre team will not be able to accept old bank notes or coins but can advise on how to change them.*



### Hospital/Doctors

*Nearest Hospital: John Radcliffe Hospital, Headley Way, Headington, Tel: +44 300 304 7777*  
*Local Doctor: East Oxford Health Centre, Manzil Way, Tel: +44 1865 722214*

There are several pharmacies located close to the campus and our team at the centre have links with local

doctor's surgeries. First aid trained staff are available on site.

### Fire Drills & Safety

It is a requirement that at any residential centre fire drills must take place. During the fire drill, students should leave all their belongings behind and evacuate the building as quickly as possible.

Please ensure that all students have left their rooms and stand at the designated evacuation point outside. There will then be a roll call. If any students are unaccounted for or the evacuation is too slow, the fire drill will be classed as a 'failure' and will need to be repeated at a later date.

### Fire Evacuation

- Leave quickly when the alarm sounds
- If you discover a fire, sound the alarm
- Warn others close by
- Go to the assembly point immediately
- Do not run
- Do not try to fight the fire
- Do not use the lifts
- Do not go back to your room to collect things

### Curfew

Evening curfew is 10:30pm. All students must be in their accommodation by this time. They must be in bed with the lights off by 11:00pm.

# Language Programme

- ✦ Taught by friendly and professional English teachers
- ✦ 20 x 45 minute lessons per week morning or afternoon
- ✦ Placement test on day 1 to ensure students in appropriate level
- ✦ Maximum 17 students per class
- ✦ Students will be placed in an international class with students of different nationalities
- ✦ Spacious modern classrooms with interactive whiteboards
- ✦ Curriculum with emphasis on communication skills
- ✦ Materials included as well as and end of course



## First Day at school

There will be a student induction at school on their first Monday. This is delivered by an Embassy Summer staff. Students will be provided with information about the centre where they are staying, and Embassy Summer rules and regulations will be explained. The induction will last approximately 30 minutes.

After the induction, students will meet their teacher and will be taken to the classroom, where they will have the placement test. It will last roughly 1 hour, and it includes Grammar, Vocabulary, Reading, Writing and Speaking.

Students will also be provided with a pen and the Embassy Summer notebook, where they can take note of what is being discussed during the lesson.

## Attendance

Students' attendance will be recorded for each lesson and an attendance certificate will be issued at the end of the course only if the attendance is equal or greater than 80%.



Students are placed according to the result they achieve on the placement test. The teachers confirm that they are in the right level on the first two days of school and if they aren't they will be moved accordingly.



If students think that they are not in the right level, they can go to the Academic Office and discuss it with the Academic team.









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### Student Welfare

We place the highest priority on care and supervision at all our Embassy summer centres so you can rest assured students are well looked after. Members of staff are available 24 hours a day.

# Student Code of Conduct



Embassy Summer is committed to promoting a learning environment that reflects the values of respect, dignity, honesty, integrity, tolerance, equality and diversity. We expect students enrolled at Embassy Summer to behave in a mature, respectful, and cooperative manner at all times. Teachers, administrative staff, and students all contribute to creating a positive learning environment in the classroom and on campus.



### Students are expected to:

- Respect Embassy Summer staff, teachers, fellow students, and their property and behave in a responsible manner
- Avoid language or actions that might harm or damage another person at the school
- Identify themselves when asked by an Embassy Summer staff member
- Attend class regularly and arrive on time in accordance with the EC Attendance Policy
- Help and create a productive learning environment during class
- Put away cell phones in class when asked to do so
- Avoid actions that might damage the school environment or break local and/or national laws
- Avoid littering by putting trash/garbage into trash cans – both inside and outside of the school building
- Be respectful of people entering / leaving the building or walking on the sidewalks outside the building
- Speak English only in the school, including classrooms hallways, offices and student lounges




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# Excursions & Activities

A large part of a summer school experience is exploring the local towns, larger cities, and famous attractions with new friends! Two thirds of the student experience is spent out and about, away from the classroom and therefore Embassy Summer has spent many years tailoring its programmes in each location to maximise the whole student adventure.

We recognise that the excursions and activities are as important as the English language classes.

All our programmes include a variety of full day and half day excursions, and students also have the opportunity to take part in additional trips (known as optional excursions) if they want to explore the locality further.

When not out on excursions, we also offer our students a wide range of activities to enjoy. These activities vary differently from centre to centre and are very much dependent on the facilities available to us, but in general we always try to include a range of sporting and non-sporting events as

well as larger, whole school, evening activities such as discos, karaoke and cultural quizzes.

Our activity programme is designed to ensure that students maximise their opportunities to mix and meet with other students from all over the world in a less formal setting than a classroom, that they continue to use their English language outside of the classroom and that, most importantly they remain healthy, happy and have a fun experience!

Below are a few examples of the places we may visit as well as activities carried out at Oxford.

## Half Day

*Bourton-on-the water in the Cotswolds*  
Bourton-on-the-Water is located in the Cotswolds, within the heart of England, famous for its honey-coloured stone architecture and idyllic village scenes. You will also visit the only Model Village in the UK that represents its own home in 1/9th scale and recognised in 2013 by English Heritage as qualifying for Grade II Listed status.

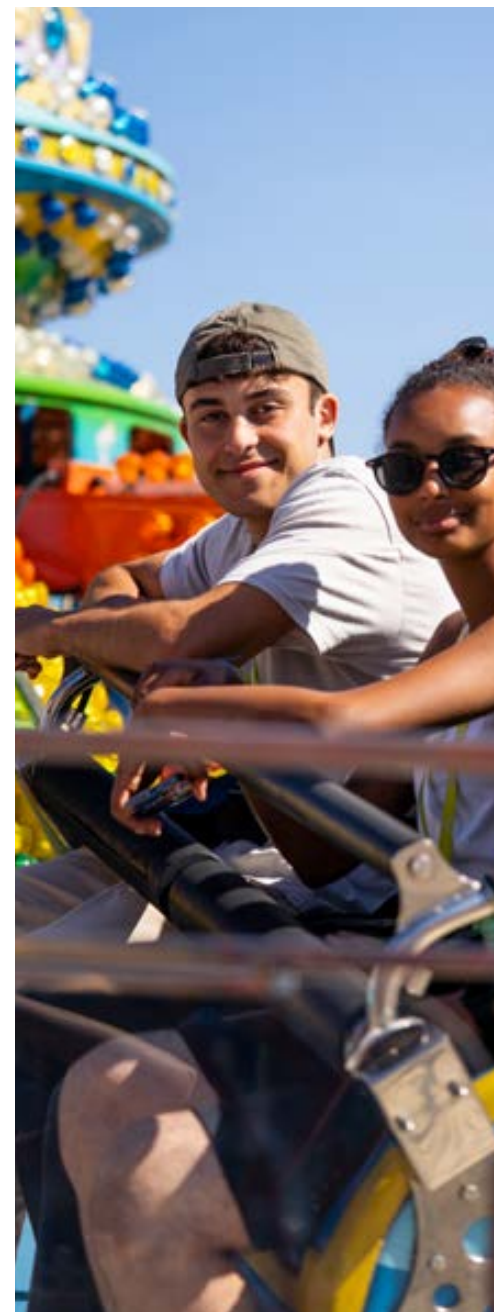
*Woodstock and Blenheim Gardens*  
Woodstock is a picturesque town filled with ancient buildings, fascinating museums, charming streets and shops to enjoy! Located next to Woodstock is the birthplace of Sir Winston Churchill, Blenheim Palace. You are able to explore the Gardens that are home to the oldest woodland in Europe, with ancient Oaks dating back to the 12th Century spreading across 150 acres.

## Ashmolean Museum

The Ashmolean is the University of Oxford's Museum of art and archaeology, founded in 1683. Showcasing world famous collections from Egyptian mummies to contemporary art, telling human stories across cultures and across time.

## Oxford University Museum of Natural History

Founded in 1860 as the centre for scientific study at the University of Oxford, the Museum of Natural History holds internationally significant collections of geological and zoological specimens, such as the Oxfordshire dinosaurs!



### *Christ Church College*

Its grounds contain a number of architecturally and historically significant buildings. The buildings have inspired replicas throughout the world in addition to being featured in films such as Harry Potter and The Golden Compass.

### **Full Day**

#### *London*

Visit this exciting capital city and take a walking tour of central London visit the National Gallery.

#### *Stratford-upon-Avon*

Discover the beautiful hometown of Shakespeare steeped in history and culture.

#### *Windsor Castle*

Visit the oldest and largest inhabited castle in the world and has been the family home of British kings and queens for almost 1,000 years.

### **On-Site Activities**

Examples of on-site activities offered at Oxford:

- Treasure Hunt
- Karaoke
- Egg Drop
- Trashion Show
- Film Night
- Disco
- Photo Scavenger Hunt
- Marshmallow Challenge
- Fox and Hounds
- Kahoot Quiz
- Human PacMan
- Culture Club
- Football
- Basketball
- Volleyball
- Build your own board game
- Murder Mystery
- Scrapbook Making

### **Optionals**

#### *Thorpe Park*

Home to thrilling rides, attractions & live events, Thorpe Park Resort is the ultimate destination for thrill seekers featuring some of the UK's most popular roller coasters.

#### *Cambridge*

This iconic university city is famous for its colleges, where we will visit King's College.



#### *Warwick Castle*



Explore this spectacular medieval royal castle once owned by Queen Elizabeth I.









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# Sample 3 Week Programme

WEEK 1	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Morning</b>	Arrivals/Departures	Testing/Induction	Lessons	Lessons	Lessons	Lessons	Full day trip: Windsor and Windsor Castle
	Onsite Activities						
<b>Afternoon</b>	Optional trip to Warwick Castle	Local trip to Oxford and walking tour	Indoor Sports Arts & crafts - Oxford theme	Half day trip: Oxford Museum and Oxford college	Half day trip: Bourton on the Water and Model Village	Indoor Sports Nature Walk	
<b>Evening</b>	Kahoot Quiz	Disco	Trashion Show	British Universities Q&A with staff	Karaoke	Outdoor sports	Film Night

● Academic   
 ● Leisure   
 ● Cultural



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# Sample 3 Week Programme

WEEK 2	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Morning</b>	Arrivals/Departures	Local trip to Oxford and walking tour	Indoor Sports Scrapbook making	Half day visit: Oxford Christchurch	Half day trip: Woodstock and Blenheim Gardens	Nature Walk Hunger Games/ Murder Mystery	Full day trip: London with walking tour and National Gallery
	Onsite Activities  Optional trip to Thorpe Park						
<b>Afternoon</b>		Lessons	Lessons	Lessons	Lessons	Lessons	
<b>Evening</b>	Drama Workshop	Disco	Quiz night	Harry Potter crafts	Karaoke	Outdoor sports	Treasure hunt

● Academic   
 ● Leisure   
 ● Cultural



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# Sample 3 Week Programme



WEEK 3	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning	Arrivals/Departures	Lessons	Lessons	Lessons	Lessons	Lessons	Full day trip: Stratford Upon Avon and Shakespeare's Birthplace
	Onste Activities						
Afternoon	Optional trip to Cambridge with walking tour and college visit	Local trip to Oxford and walking tour	Indoor sports  Build-your-own- boardgame	Half day trip: Oxford Museums and Oxford college	Half day trip: Cotswold Wildlife Park	Indoor sports  Nature Walk	
Evening	Games night	Disco	Quiz night/Flags themed arts & crafts	Capture the flag	Karaoke	Outdoor sports	Film Night



● Academic   
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## Group Leaders

Embassy Summer expects the Group Leader to share responsibility for the pastoral and welfare needs of their students. Embassy Summer also expects the Group Leader to help enforce the rules of the school, as outlined in the Student Notebook and school notice boards, and enforce any additional local arrangements. Please note that these responsibilities do not extend to students who are not your own.

### Meetings

Embassy Staff member will have a meeting with each leader on their first evening at the centre (or the day after arrival) where the essential information about the centre and the programme will be provided.

Regular meetings with the Centre management team will be held in the following days. These are important moments to share information, comments, suggestions, and feedback.



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## Group Leaders Responsibilities

- Make sure you have all your student's insurance documents, parental consent forms and health declaration forms with you.
- Report all incidents, accidents, illnesses, and absence to the centre management team.
- Report your students as present or absent at the start of each lesson and activity session.
- Ensure your students are in bed by curfew.
- Ensure your students are on time, in the right place and prepared for all lessons, activities and excursions.
- Ensure you and your students always wear the Embassy Summer ID and lanyard.







## Group Leaders Code of Conduct



- ✓ Avoid being alone with junior students.
- ✓ Do not enter any student's room alone unless in an emergency
- ✓ Do not communicate electronically via email, text, phone or social networking sites, blogs, web pages or instant messaging services with students who are not your own.
- ✓ Do not give your personal details, such as your Facebook details or phone number etc., to students who are not your own.
- ✓ Do not post photos or videos of students on your private social media channels without having their consent.
- ✓ Do not drink alcohol in front of students or while at work.
- ✓ Do not interact with students while under the influence of alcohol.
- ✓ Do not smoke in front of students.
- ✓ Do not possess, take or be under the influence of non-prescribed drugs at any time.
- ✓ If leaving campus or already off-campus, do not bring any students who are not your own.




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
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## Individual Students

Students who are not part of a group will be assigned to an Embassy Summer guardian group, living on site. The ratio is usually between 10-15 students per group.

Students and their guardians communicate via WhatsApp and through daily meetings.

Students can always refer to their guardians if there are any problems which need to be discussed or if they require any support.



### **Nationality Mix**



Embassy Summer has a truly global nationality mix with students coming to our centres from over 85 countries around the world.


This is what enhances the student experience in terms of learning English, personal development but most importantly having the opportunity to make new friends around the world.




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# Important Information

## Head Office Address

Embassy Summer  
2 Bartholomews  
Brighton  
BN1 1HG  
United Kingdom

## Emergency Number

+44 7771 845978

UK Country Code: 44

Int. Direct Access Code: 00

Time Zone: GMT

## Useful Numbers

Emergency 999

Police 999

Ambulance 999


Fire Brigade 999

**For any specific queries please  
contact your Regional Sales Manager.**




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# FAQs

## What happens if someone loses their passport?

We strongly advise students to store their passport safely and not carry it around with them. If a student passport is lost, Group leaders must accompany the student to the embassy of their home country, where they will be issued with a temporary replacement or a permit to travel. An Embassy Summer staff member will accompany any student that is not part of a group.

## What happens if a student gets lost on an excursion?

The first thing to do is stay where you are, and the member of staff will try to contact the student and get to know the student's location. Then, a member of Embassy Summer staff will come and collect the student.

Every student has an ID Card where the Embassy Summer Emergency Number is printed. Students should call this number if lost.

## How do students participate in onsite activities?

Individual students will take part in all activities and excursions, which are provided to them before

their arrival, explained during the welcome meeting once at the centre, and advertised on the Activity Noticeboards.

Group Leaders can sign their own group out of activities, but this needs to be discussed in advance with the Embassy Summer staff.

## Can students lock their room?

Yes. All students are issued a key on arrival which provides entry to their residential building, their flat and their room. However, Embassy Summer staff always have a master key who give access to all bedrooms where our students are.

## Can students be taken off programme by a member of their family?

Students can be taken out of the programme by an adult for a short period of time, as long the centre gets informed in advance. If a person, who is not a parent, takes a student out of the programme, a parental approval via email must be sent to the Embassy Summer prior to the student's pick up.

The adult, who takes the student

away, will be asked to fill in a form where personal details and contact number must be provided. Copy of the original ID of the adult will be taken from the centre.

## What should we do if there is a problem with a bedroom?

All the bedrooms are checked prior to the students' arrival. However, if at any time, there is maintenance issue it is essential to report this immediately to one of our Embassy Summer residential members.

## What to do if a member of the group has food allergy/dietary requirements?

Embassy Summer needs to be informed in advance, and it is important to be provided with accurate information. The centre catering staff are very experienced in catering for all kinds of allergies or dietary requirements, so we will be able to meet your needs.

## What happens if a student is sick?

If a student is sick and needs medical attention, then the Embassy Summer office will help in making appointments etc. Please note however that it is not usual for a

## Campus Map



doctor to visit the centre directly and any trips made to the doctor, dentist or hospital will have to be paid for by the student (including transport where necessary). Students with a group leader will be accompanied by the group leader.

## Damage deposit

Damage deposits of £30 or €40 are payable by all students on arrival at the centre. This money will be returned at the end of their stay subject to any damages caused.

## Insurance


If a student does not have insurance, guard.me insurance is available to purchase through Embassy Summer. <https://www.guard.me/>



## Damages



Damages must be paid for. All rooms and common areas are regularly checked for damages, and individuals who cause damage to any property on the site will be liable for the cost of repairs.






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