







Southsea




CENTRE GUIDE 2024




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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 6 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 Southsea

Portsmouth is the Great Waterfront City, packed with world-class attractions such as the Spinnaker Tower and Southsea Castle. It is also very close to other interesting cities such as Southampton and Brighton.




Our centre is located next to the seafront in a building which is part of the University of Portsmouth. Both the centre and accommodation are within a short walk of the city centre, the Historic Dockyard and Clarence Pier. Students have a lot to explore!




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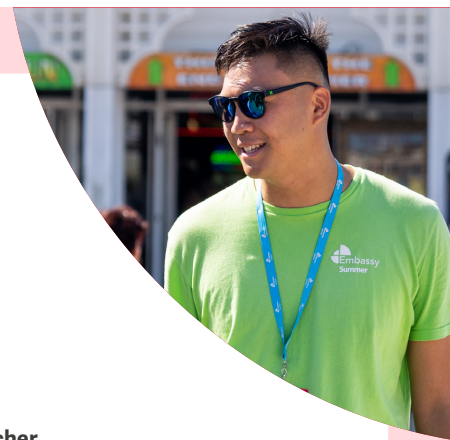
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Staff at Centre

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 Activity Manager with all aspects of the activity programme, ensuring the onsite activities are inspiring, dynamic focused and enjoyable, they also assist the Activity Manager 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 Director of Study.

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 Southsea are:

Heathrow Airport: 1 hour 45 minutes

Gatwick Airport: 1 hour 35 minutes

Stansted Airport: 2 hours 30 minutes

Luton Airport: 2 hours

Kings Cross St Pancras: 2 hours 15 minutes



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. Information about optional trips is given during the Group Leader induction on Monday.

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 Southsea

Age: 12–18

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

Dates: 07 July – 18 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

Free Wi-Fi, Laundry Facilities, Lift, Meeting Point, Security, Shop on-site.



Room Type

Single Room



Bathroom Type

En-Suite Bathroom

(1 student per bathroom)







Address

Embassy Summer Schools
University of Portsmouth
Southsea Terrace
Southsea PO5 3AP




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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 in the residence building.

- ✓ Cleaning £2.50 per wash
- ✓ Drying £2.50 per cycle

Washing detergent can not 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

Indoor sports facilities are located within short walking distance to the main campus and outdoor areas for games and activities. There is a sport's hall which needs to be booked in advance of the summer. It's a 15 minute walk from the accommodation via main roads.

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

There is a communal space in the accommodation block downstairs. It can be used for relaxing and socialising with your flat mates. In

addition, there are several communal spaces on the university campus for students to relax.

Meeting point

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

Southsea 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 in Rees Hall 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

Breakfast	07:15 – 08:15
Lunch	12:30 – 13:30
Dinner	18:30 – 19:30

Breakfast

Students will receive continental breakfast in their Boarding House. 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 dinner with 2 hot options, one of which is always vegetarian. Special diets are catered for.

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Local Transport

The city centre is approximately 10 minutes' walk from the campus and a 15-minute walk to the nearest train station Portsmouth and Southsea.

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.

Students are expected to:

- Always stay with your group
- Pay attention when getting on or off buses
- If you get lost, ask the transport 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

Bank/Post Office

Post Office: 73 Palmerston Rd, Southsea, Portsmouth, Southsea PO5 3PP – approximately 15 minutes' walk from the residence.

Currency should be exchanged whilst on excursions or out in central London.

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: The University Surgery Nuffield Centre, St Michael's Rd, Portsmouth PO1 2BH

Local Doctor: (1h walk) Practice Plus Surgical Centre St Marys Portsmouth, Milton Rd, Portsmouth PO3 6DW

Local Dentist: Hampshire Terrace Dental Care 4 Hampshire Terrace Portsmouth PO1 2QF
Tel: +4423 9282 3779

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

doctors' 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 22:30. All students must be in their accommodation by this time. They must be in bed with the lights off by 23:00.

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 an end of course report and certificate



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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Full Day

Brighton

A vibrant, popular seaside resort with beautiful architecture, home to the Sea Life Centre.

London

Visit this exciting capital city and take a walking tour of central London, visit one of the many museums on offer.

Oxford

Home to the world's oldest university, where we'll visit a famous college.

On-Site Activities

Examples of on-site activities offered at Southsea:

- 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

Optionals

Windsor Castle

Visit the oldest and largest inhabited castle in the world and has been the family home to British Kings and Queens for almost 1,000 years.

London Eye

Enjoy amazing 360-degree views over London from the world's tallest cantilevered observation wheel.

Madame Tussauds

Experience one of London's best loved attractions! Star in immersive experiences and get up close and personal with more than 150 lifelike figures of your favourite celebrities.

Beaulieu Motor Museum

With over 280 vehicles in its world famous collection, the Museum tells the story of motoring in Britain from humble beginnings to the present day. Displays include classic cars, historic sporting motors, modern rally cars, F1 racers, a rustic 1930's country garage.

Isle of Wight

The Isle of Wight is an island off the south coast of England. It is known for its beaches and seafront promenades such as sandy Shanklin Beach and south-facing Ventnor Beach, which is dotted with vintage beach huts. Dinosaur remains and fossils can be seen in areas like Compton Bay

and Yaverland Beach. On the island's western point, The Needles are 3 huge, white chalk rocks, guarded by a 19th-century lighthouse.

Thorpe Park


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




















Sample 3 Week Programme

WEEK 1	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning	Arrivals/Departures	Testing/Induction	Lessons	Lessons	Lessons	Lessons	Full day trip: London with Westminster walking tour and visit to a museum
	Onsite sports and activities						
Afternoon	Optional trip to Beaulieu Motor Museum	Local visit and Millenium Walk	Visit to Southsea Castle	Mini-olympics Onsite sports and activities	Half day trip: Portsmouth Historic Dockyards	Build-your-own board game Onsite sports and activities	
Evening	Welcome and Team Games	Karaoke Mixed Sports/Dance	Games/Casino Murder Mystery	Egg Drop Culture Club	Football Tournament X-factor	Disco	Clarence Pier Film Night

● Academic ● Leisure ● Cultural


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Sample 3 Week Programme

WEEK 2	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning	Arrivals/Departures Local activities	Local Visit and Lord Nelson Trail	Visit Southsea Model Village and Albert Road Shops	Ultimate frisbee Onsite sports and activities	Half day trip: Gun Wharf Keys	Paper airplane competition Onsite sports and activities	Full day trip: Brighton with walking tour and visit to the Sea Life Centre
	Optional trip to Isle of Wight	Lessons	Lessons	Lessons	Lessons	Lessons	
Evening	Welcome night	Karaoke Mixed Sports/Dance	Games/Casino Arts & crafts	British Universities Q&A with Staff Make your own Movie	Football Tournament Fashion Show	Disco	Clarence Pier Film Night

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Sample 3 Week Programme

WEEK 3	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning	Arrivals/Departures Onsite activities	Testing/Induction	Lessons	Lessons	Lessons	Lessons	Full day trip: Oxford with walking tour and college visit
	Optional trip to London with London Eye	Local visit and South Parade Pier	Visit Spinnaker Tower	Speed friendship Onsite sports and activities	Half day trip: Arundel Castle	Zombie apocalypse photo workshop Onsite sports and activities	
Evening	Welcome and Team Games	Karaoke Mixed Sports/Dance	Games/Casino Kahoot Quiz	Egg Drop Arts & crafts	Football Tournament Talent Show	Disco	Clarence Pier Film Night

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 ● Leisure
 ● Cultural


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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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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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
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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 provide 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
Tour



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. For Groups, deposits will be communal and used to cover damages when a group/individuals in a group are responsible.



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