

SPINNAKER  
SCHOOL OF ENGLISH



# English Courses

2019



**General English - Exam Preparation - Business English - One to One**  
**Summer Programme - AEP Programme - PON Programme**



2 Isambard Brunel Road, Portsmouth, PO1 2DU



[info@spinnakerschoolofenglish.com](mailto:info@spinnakerschoolofenglish.com)



+44 (0)23 9283 7847

Accredited by the



for the teaching  
of English in the UK

ENGLISHUK  
member

# ABOUT US

## The culture of our school

Our school has a family feel, we're small and that means we can customise every pupil's experience around their needs. This applies to finding accommodation, which suits individual diets, cultures and experiences.

Students who attend Spinnaker school 'feel' this family culture in that we give people individual attention and we genuinely care. We're committed to having a maximum of 15 students in a class, which creates an intimate learning environment. Our teachers have a wealth of experience, not only across the different types of English examinations but teaching delivery via online, traditional learning methods and learning via gamification.

## Why is Portsmouth a great location?

If you could sum up Portsmouth in one word it would be diversity. Portsmouth offers the best of both worlds, it's large enough to offer theatres, British history and a range of activities for students outside of their English learning but small enough to feel welcoming and easy to get to know. Portsmouth is close to London, with extensive travel connections, it takes an hour and three quarters to get to London with trains running every half hour. Portsmouth is close to a variety of superbly historic cities which are between 30 minutes and 2 hours away – cities such as Cambridge, Oxford, Winchester and Chichester.

Our campus is located in the heart of the City of Portsmouth, near the famous Spinnaker tower. It's walking distance from the seafront so it combines the best of study, sea and city. And yet, just 20 minutes from the city you are in an area of outstanding natural beauty known as the South Downs.

## What can you do in Portsmouth?

Portsmouth is known as the water front city and it's the home to the British Navy, it's had 800 years of maritime history. Portsmouth was the city from which the 'D-day landing' in World War II was launched. There is a large open-air museum which shows not only the history of the British Navy but it also contains ships dating back to 1500. There are several important British castles in the area, for example, Southsea castle just 10 minutes from the school.

There is also a unique shopping centre which was built around the historic canals and waterways. Across the water is the unique submarine museum, one of the only ones of its kind in Europe. On a lighter note there is the Blue Reef Aquarium, the Pyramids Centre entertainment complex and a famous fun fair called Clarence pier.

## Excursions from Portsmouth overseas.

Portsmouth has an airport which is just 20 minutes' drive away, this has flights to historic European cities such as Amsterdam, Berlin and Edinburgh. In addition, Portsmouth is one of the 'ferry hubs' for France with regular sailings to St Malo, Cherbourg and a variety of other ports.

In summary, Portsmouth gives visitors a huge range of British and European experience in a compact, simple way.

# OUR COURSES

## 10 hours per week courses

### English Language Skills

Our English Language Skills courses are topic based and integrate the four skills so you can develop and gain confidence in:

- **Reading skills:** skimming, scanning, inference, etc.
- **Writing skills:** how to write specific styles such as formal/informal emails, reviews, essays etc.
- **Speaking skills:** debating, making presentations, etc.
- **Listening skills:** listening for specific details, meaning, etc.

### Exam Preparation

All exam courses include the following:

- Techniques and strategies to help you pass the exam
- Focus on specific areas of the language such as vocabulary and grammar needed to answer the different sections and tasks
- Practice tests to help build your confidence
- Continuous assessment

**Class times** Monday to Thursday - 13:30 to 16:15 (15 mins break)

**Start dates** Every Monday except Bank Holidays

## 15 hours per week course

### General English

You will learn and improve:

- grammar
- pronunciation
- vocabulary
- the four skills of speaking, reading, writing and speaking

Our General English courses provide a stimulating, relaxing, engaging and interactive environment for you to learn English. Key elements of our approach include:

- Learner needs analysis when you arrive to determine what your goals are - this is reviewed throughout the course.
- Stimulating classroom methodologies and activities that enable you to understand key concepts of the language and practice of four skills.
- Regular assessment so you can see your progress.
- Flexible weekly syllabus appropriate for each group/level.
- Use of graded readers of popular and authentic literature titles are used for all levels to extend vocabulary, promote extensive reading in English and to incorporate a variety of reading strategies.

**Class times** Monday to Friday - 09:15 to 12:30 (15 mins break)

**Start dates** Every Monday except Bank Holidays

## 25 hours per week courses

### Morning Classes

General English lessons as described above.

### Afternoon Classes

You can choose either: Exam Preparation or English Language Skills.

**Class times** Monday to Friday - 09:15 to 12:30 (15 mins break) + Monday to Thursday - 13:30 to 16:15 (15 mins break)

**Start dates** Every Monday except Bank Holidays

## One to One (private lessons)

You will:

- focus on your specific interests and goals.
- choose how long you study for.
- get exclusive attention from your teacher which means you will learn faster.

**£45 per hour**

Contact us to check availability and to arrange lessons

## Junior Summer Classes

You will:

- This programme is available for individual students from 08/06/2019 to 31/08/2019 only.
- This programme can be used by groups of minimum 15 students per group with their leaders throughout the year.

We have designed a summer programme for young learners wishing to come to Portsmouth during the summer period to improve their English, learn about the British culture in a fun and interactive environment. Our summer programme includes daily afternoon activities and a day trip once every 2 weeks.

## AEP & PON Programme

You will:

- AEP programme is available for individual and group students maximum duration 8-10 days
- PON programme can be used by groups of minimum 15 students per group with their leaders throughout the year.

AEP & PON options and programmes please email [info@spinnakerschoolofenglish.com](mailto:info@spinnakerschoolofenglish.com) for further information.

## Course Prices

	10 hours per week *	15 hours per week	25 hours per week	Summer Classes	One to One Classes
1 to 4 weeks	£150per week	£200 per week	£275 per week	£275 per week	£45 per hour
4+ weeks	£135per week	£180per week	£245 per week	£250per week	
24 weeks	£100per week	£150per week	£200per week		
24+ weeks	£90per week	£135per week	£180per week		

**+£60 Registration Fee paidby new students**

\* 10 hours per week not available for international students

## Course Facts

Minimum age	Average class size	Maximum class size
<b>16</b> (7 during the summer period)	<b>6</b>	<b>10</b>

## Registration Fee includes:

- Coursebook (if relevant) and study materials.
- Entry Level Test (written and oral).
- Student ID Card.
- Access to library (Books and DVDs).
- Free Wi-Fi access.
- Certificate of course completion.



# Accommodation

## Accommodation Options and Fees

	Homestay Self-catering	Homestay Half-board	Homestay Full-board
Meals	<b>No meals</b> You will have access to a kitchen to cook your own meals	<b>Mon to Fri</b> Breakfast & Dinner <b>Sat &amp; Sun</b> 3 meals	<b>Mon to Fri</b> Breakfast, Packed lunch & Dinner <b>Sat &amp; Sun</b> 3 meals
Price per week	£125	£175	£225
Under 18	Not allowed	+£20	+£20
Special Diet (halal, vegetarian, vegan, gluten-free, etc.)	Not applicable	+£20	+£20

**+£60 Accommodation Arrangement Fee**

## Life in the UK

- We have taken care to choose a home where we think you will be happy. Living in a British home can be a very enjoyable experience, but you should be prepared to adapt as it will be different from living in your own home.
- Please remember that your home is not a hotel and to fit into British life you will need to respect any house rules your host has. Remember too that all families are different.
- The way you approach your hosts will influence how they approach you. You will find that politeness is very important in Britain - as in most countries. It is a matter of simply using polite expressions like 'Please' and 'Thank you', 'Could you....?' or 'May I.....?'. This is the language used in everyday life in Britain for even the simplest requests and using them will certainly warm the family towards you.

## Your Homestay

There is of course no such thing as a 'typical' British homestay. Your hosts may be young, middle aged or retired; their attitudes may be anything from 'modern' to 'old fashioned', and their interests anything from art to football. But they will be kind and friendly, even if at first a little reserved. In Britain today, couples are not always married and both partners often work, whatever the standard of living of the family. Because of this, it is becoming more usual for the whole family, husband and children, to help with the household chores (eg washing up). Although you are not expected to clean the house, it is considered polite to offer to help with little things such as setting the table for dinner, clearing away or drying the dishes and you may find this helps you to feel more a part of the family. If the family has a pet dog or cat (some have more than one), you may be surprised that they are treated as important members of the family.

# Terms and Conditions

## 1. Applying to study with Spinnaker School of English

A course application to study with Spinnaker School of English is necessary and you can apply using one of the following methods:

- **Website:** Go to [www.spinnakerschoolofenglish.com](http://www.spinnakerschoolofenglish.com)
- **Email:** Complete the attached application form and send it to [admissions@spinnakerschoolofenglish.com](mailto:admissions@spinnakerschoolofenglish.com)
- **At the school's reception:** Complete the attached application form and hand it in at reception.
- **Via an approved agent:** Your agent will advise you on the different courses we provide and will help you complete the application form.

A copy of the student's passport or ID is necessary to start the enrolment process. Until course payment or a Sponsor Financial Guarantee has been received by the school, no enrolment can be confirmed. Most Spinnaker School of English courses are conducted and designed for adult learners. We do also accept students who are 16 and 17 years old onto the same courses.

## 2. Paying for your course

Course payment must be made to Spinnaker School of English before the student's start date in British pounds (GBP) by:

- Bank transfer
- or
- Cash at reception (please ask for a receipt before leaving the reception area).

Students are reminded that payment by bank transfer may take as long as 5 working days to reach our account: adequate time must be allowed for this. Payments are required in (GBP). Students are responsible for all bank charges and exchange rate fees, both in the country of origin and from the UK. Unless otherwise stated, the course price does not include any of the following: external exam fees, personal or medical insurance, travel costs. In addition to the relevant course or class fees, there is a registration fee of £60 payable for documentation, and administrative support. This includes student ID card, coursebook(s), course completion certificate and support letters. Tuition fees are only valid for the person specified on the invoice and/or enrolment letter and are not transferable to others.

### Our bank details are:

**Account name:** Spinnaker

**Account number:** 26807556

**Sort code:** 60-30-06

**International Bank Transfer (IBAN):**

GB65NWBK60300626807556

**SWIFT/BIC:** NWBKGB2L

**Bank address:** Natwest Bank, 214 High Holborn, London, WC1V 7BX.

## 3. Refund policy

**Refunds will only be issued in the following situations:**

### (a) Visa refusal (for non-EEA students requiring visas before entering the UK)

- On production of the original visa refusal letter, the school will fully refund the tuition fees, minus a £250 administration fee and any bank charges incurred in transferring the money back to the source bank account.
- Any accommodation money will be refunded in full minus the £60 accommodation arrangement fee, providing we have two weeks advance notice. If the student notifies us less than two weeks prior to date of arrival to the family, we will deduct one week's accommodation fee (that amount will be paid directly to the homestay family to recompense them for having to keep the room unoccupied for the potential student)

### (b) Self-cancellation prior to course start

- If a non-visa student cancels less than two weeks before their course begins, we will refund the course fees minus one week's course fee and any bank charges incurred in transferring the money back to the source bank account.
- If a non-visa student cancels more than two weeks before their course begins, the School will refund their course fee minus a £60 administration fee and any bank charges incurred in transferring the money back to the source bank account.
- If a non-visa student cancels less than two weeks before arrival to their booked accommodation, the school will refund their accommodation fee minus one week's accommodation fee and any bank charges incurred in transferring the money back to the source bank account.
- If a non-visa student cancels more than two weeks before arrival to their booked accommodation, the School will refund their accommodation fee minus a £60 accommodation finding fee and any bank charges incurred in transferring the money back to the source bank account.

### No refund will be given in the following situations:

- If a student who has been issued with a short-term study visa letter signed and stamped by the school cancels their course before their start date (for any reason other than visa refusal), no refund will be given.
- Self-cancellation (or ending your course early) after the course starts.
- Any study days lost through personal sickness or holidays will not be refunded but will be added to the end of the course.
- A student being deregistered by Spinnaker School of English due to consistent low attendance (less than 80%).
- A student being asked to leave the school because of serious misconduct (i.e. abusive behaviour) on their part.
- A student being asked to leave the country by the British authorities.
- A student being refused re-entry if he or she leaves the UK during the course without a covering letter from Spinnaker School of English.

### One-to-One tuition

If a student arrives late for a lesson, the missing time from the class will not be credited. In the event of non-attendance by the student without contacting the school, money will not be refunded or lessons added on to the end of a course.

## 4. Students aged 16 and 17

- We welcome students aged 16 or 17 on our adult daytime courses. To accept a student, the parents/ guardian will be required to complete a Parental consent form (which needs to be submitted together with the application form).

## 5. Course extensions

If a student extends their period of study, they will not be required to pay any additional course enrolment fee (£60).

## 6. Visas

Some nationalities require visas for the UK and are advised to visit the United Kingdom government website (<https://www.gov.uk/check-uk-visa/y>) or to contact the nearest British Embassy, Consulate or High Commission to check on current visa requirements. Students who are visa nationals are required by Spinnaker School of English to attend full-time (daytime) courses of a minimum of 15 hours per week. Spinnaker School of English is fully accredited by the British Council.

## 7. Course allocation

We are unable to allocate a student to a specific class before registering at the school. On arrival at the school for registration and before joining a course, a student will have to do a placement test. Students cannot change from one course to another without formal approval by the Director of Studies.

## 8. Attendance and Conduct

All students are required to attend their classes regularly and on time. Any student whose attendance level falls below 80% during the course for which he or she is enrolled will receive a written warning and may be dismissed by Spinnaker School of English without any refund of tuition fees if their attendance level continues at below the required minimum. For visa national students, this could affect their legal status in the UK.

Students are expected to participate actively in their class, to take progress tests periodically, and to do homework regularly. The school reserves the right to refuse re-admission or to dismiss any student in the event of serious misconduct or perpetual lateness (without a satisfactory reason). In such instances there will be no refund of tuition fees.

### Examples of serious misconduct and abusive behaviour

- Verbal or physical abuse to a student or a member of staff. Verbal abuse can include bullying, harassment, threatened violence, damage to personal property, abuse on grounds of physical, racial, sexual, sexual orientation or national differences. Physical abuse includes actual violence, sexual harassment or indecent assault. This applies on or off the school premises.
- Deliberate damage or misuse of school resources or vandalism to the School building or property.
- Misuse of IT facilities by downloading offensive, pornographic or extremist material.
- Theft of School resources or another student's/member of staff's personal property.
- Repeated refusal to follow the School's rules.
- Behaviour outside the school that could bring the School into disrepute.
- A student breaking UK law (e.g. drug abuse or driving offences).
- Bringing illegal drugs, alcohol or offensive weapons into School or coming into School under the influence of either.

## 9. School holidays 2019

The School will be closed for classes on the following dates:

- Friday 19/04/2019 Good Friday
- Monday 22/04/2019 Easter Monday
- Monday 06/05/2019 Early May Bank Holiday
- Monday 27/05/2019 Spring Bank Holiday
- Monday 26/08/2019 Summer Bank Holiday
- Monday 20/12/2019 to Monday 06/01/2020 School's Annual Closure

## 10. Student holiday policy

- If a student tells us their intended holiday weeks before starting their course, these weeks will not be considered as study weeks and will not be charged for them.
- Holidays can only be taken as complete weeks (Monday to Friday) and replacement weeks will be added on to the end of a course.
- Extended periods of leave can be granted at the School's discretion, provided there are extenuating circumstances.
- If you want to take a holiday, you must request it at least one week before you take it.

The above applies to all Spinnaker School of English students.

However, **Sponsored Students** may have to follow their specific sponsor's rules.

## 11. Certificates

Students will automatically be given an attendance certificate and academic report if 80% attendance or more has been achieved for the period for which enrolled.

## 12. Publicity

From time to time, the school may take photographs and/or videos of students for promotional purposes. By enrolling at the school, each student tacitly accepts that any photographs taken of you or comments made in questionnaires issued by Spinnaker School of English may be used for promotional purposes. Students can withdraw their tacit consent by writing to the Director of Studies.

\* Students aged 16 and 17: their parents will give or refuse consent within the original consent form completed when the student joins the school (Check point 4 above).

## 13. Data Protection & Student Records

Students are responsible for giving the school accurate and up-to-date information about their address, phone numbers, e-mail address and emergency contact details in the UK and home country whilst studying at the school.

Spinnaker School of English will collect and maintain your personal information lawfully and fairly, in accordance with the 1998 Data Protection Act. This confidential information will be protected against loss and theft or unauthorised access, disclosure, copying or modification. It will not be supplied to third parties. We will only disclose it without consent if any regulatory or governmental body requests or requires it.

## 14. Disabled access

Spinnaker School of English currently have no comprehensive access for disabled students.

## Get in touch

Tel

**+44 (0) 23 9283 7847**

Email

**info@spinnakerschoolofenglish.com**

Address

**2 Isambard Brunel Road,  
Portsmouth, PO1 2DU**

Website

**www.spinnakerschoolofenglish.com**

# Course Application

Please complete in CAPITAL LETTERS

## 1- Personal details

Family name(s)

First name(s)

Passport/ID number

Nationality

Country of birth

Date of birth DD / MM / YYYY

Gender ☐ Male ☐ Female

Address (UK)

City

Postcode

Telephone number

E-mail

Home address (your country)

## 2- Emergency contact

Emergency contact name

Relationship to you

Telephone number

Can they speak English: ☐ Yes ☐ No

Their first language

## 3- Funding details

☐ I will be paying my fees myself

☐ I have a scholarship or grant

Please provide the name of your sponsor

☐ I will be funded by my employer

Please provide the name of your employer

## 4- Course details

- ☐ English Language Skills (10 h/w)
- ☐ Exam Preparation (10 h/w)
- ☐ General English (15 h/w)
- ☐ Gen. English + English Language Skills (25 h/w)
- ☐ Gen. English + Exam Preparation (25 h/w)
- ☐ Evening Classes
- ☐ One to One Please specify hours
- ☐ Junior Summer Programme
- ☐ A.E.P Programme
- ☐ P.O.N Programme

For Exam Preparation Courses, please specify the exam

Proposed start date DD / MM / YYYY

How many weeks do you want to study?

Level

- ☐ Elementary
- ☐ Pre-intermediate
- ☐ Intermediate
- ☐ Upper-intermediate
- ☐ Advanced

## 5- Accommodation

I need accommodation ☐ Yes ☐ No

Start date DD / MM / YYYY

End date DD / MM / YYYY

Preference

- ☐ Homestay Self-catering (£110/wk)
- ☐ Homestay Half-board (£155/wk)
- ☐ Homestay Full-board (£180/wk)

Extras

- ☐ Under18 (+£20/wk)
- ☐ Special diet: halal, vegetarian, vegan, gluten-free, etc. (+£20/wk)

Special requests

- ☐ No pets
- ☐ No dogs
- ☐ No cats

Please detail any health issues that your host might need to know about

Please detail any food intolerances/allergies



Do you smoke? ☐ Yes ☐ No

Do you consider yourself to have a disability?

☐ Yes ☐ No

if yes, please tell us about it

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## 6- Reference

How did you hear about us?

- ☐ Internet search
- ☐ Our website
- ☐ Another website
- ☐ Facebook
- ☐ Agent

Please specify name of agent

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- ☐ Other

Please specify

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## 7- Payment

- ☐ Cash - Please pay at reception
- ☐ BACS (bank transfer)

## 8- Declaration

**By signing this form, I agree to Spinnaker School of English terms and conditions.**

**Your signature**

**Date**    DD / MM / YYYY

Please hand this form in at **reception** or email it to  
**admissions@spinnakerschoolofenglish.com**