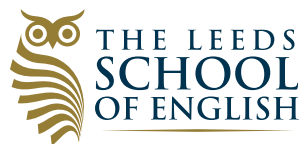


Junior Summer School

Student Handbook

Fulneck | 2018



Welcome to the Junior Summer School

Dear Student,

Welcome to our school – and thank you for studying with us.

We're happy to meet you!

This small Student Handbook will give you information on the following:

- General School rules
- Your English language course
- Activities and excursions
- Welfare and Safeguarding

Please read this handbook and keep it safe, as you may want to look at it later.

If you ever need any information, feel free to talk to us – we are here for you.

We hope you will enjoy your time with us, and will benefit a lot from your stay in the United Kingdom.

With best wishes,

The Leeds School of English Team



Learn English 24/7



Have fun



Stay safe

We're here to help you

Paul

Centre Manager

Talk to me if you have a question about:

- accommodation
- meals
- booking
- giving us feedback

Alexandra

Academic Manager

Talk to me if you have a question about:

- your English lessons
- your class
- your level of English
- your academic report

Charlie

Activities Manager

Talk to me if you have a question about:

- sports
- evening activities
- excursions
- free time

Róża

Welfare Officer

Talk to me:

- if you are sad or homesick
- if you are not feeling well
- if you need help or just someone to talk to

Good to know

Wifi

Wifi is available in the school – please check the notice boards for the password. You can also use computers in the ICT rooms during your free time.

Bank

If you have a lot of cash with you, you can put it in our “bank”. The Centre Manager will then put it in a safe place, and you don't have to worry about losing it. You can take some money out of the “bank” before excursions. Please see the notice boards for more details.

Laundry

There is a free weekly laundry service – you can leave your clothes in a laundry bag on Wednesday and get it back fresh and clean on Friday.

Special diets

If you follow any special diet, please let us know. There is a vegetarian option available for every meal, and Halal food at least twice a day.

Medical problems

If you are not feeling well, talk to a member of staff. We will help you get the best care, and will take you to see a pharmacist or a GP (doctor), or arrange a hospital appointment for you.

Emergencies

If there is an emergency, always follow instructions from our staff. They are first aid trained, and know what to do if there is a problem.

If you are alone and need urgent help from the ambulance service, the police, the fire brigade or the coast guard, call 999.

Discipline

Age groups

We normally accept students from the age of 12-17 on the Junior Summer School programme. However, you may also meet some younger students, who came with a group.

There are two age groups in the Summer School: Juniors (aged 14 or younger) and Seniors (aged 15 or older). Lessons and daytime activities are separate for Junior and Seniors. However, you will meet each other during meal times, evening activities and excursions, and we ask you to pay attention to each other, especially to Juniors.

Anti-bullying and anti-harassment

Everybody who works or studies at the Junior Summer School has to be respectful. No type of disrespect, bullying or harassment is acceptable. This means you cannot be rude or violent to anyone. If you bully or harass someone, you may be sent home immediately at your own cost.

If you feel that you or anybody else is a victim of bullying or harassment, talk to the Welfare Officer or the Centre Manager.

Attendance and lateness

You always have to arrive on time for your classes, activities and meals. Your attendance will be included in the certificate that you receive at the end of your course.

No smoking

Smoking is not allowed for anyone under the age of 18. Adults can smoke in the designated smoking areas.

Disciplinary procedures and being asked to leave the school

If you don't keep to the rules of the School, we can start a disciplinary procedure. At the end of this, you may be asked to leave the school. You can find more details about this on our website: <http://leedsschool.co.uk/school/policies>.

House rules

Areas

Our Junior Summer School is held at Fulneck School, which is an independent school where many students study around the year. Please only use areas of the school where our staff allow you to go, and which are signposted with our logo and posters.

No boys are allowed in the girls' house, and no girls are allowed in the boys' house, except for the Hall on the ground floor.

Times and Curfew

As you can see from the timetable on the next pages, we have set times for all lessons, activities and meals, and also for wake-up and lights out. You must keep all times – if you are late, you are disrupting others as well.

You must be in your building by 9.30 pm and in your bedroom at 10 pm in the evening, when lights will also have to be switched off.

Noises, order, tidiness

You are not alone here, but in the company of other students and staff, and in a community of local people and the staff of Fulneck School. Please respect everybody, and do not make too much noise in the evening. Please keep your room clean and tidy, and leave your classroom or the sports areas in order.

Free time

You will have free time every day – but you can't leave the school on your own. Our staff will always be available if you need help.

Damages

You are responsible and will have to pay for any damage you make, so please look after your room, common areas, sports and other equipment.

Weekly timetable

Monday to Friday

08.00 Wake-up

08.30 - 09.30 Breakfast

Juniors
 09.30 - 10.20 English lesson
 10.30 - 11.20 English lesson
 11.30 - 12.20 English lesson

Seniors
 09.30 - 10.45 Activity
 11.00 - 12.15 Activity

12.30 - 13.30 Lunch (*Juniors 12.30 | Seniors 12.45*)

13.30 - 14.30 Free time

Juniors
 14.30 - 15.45 Activity
 16.00 - 17.15 Activity

Seniors
 14.30 - 15.20 English lesson
 15.30 - 16.20 English lesson
 16.30 - 17.20 English lesson

17.30 - 18.30 Dinner (*Juniors 17.30 | Seniors 17.45*)

18.30 - 19.30 Free time

19.30 - 21.00 Evening activity

22.00 Lights out

Saturday

08.00 Wake-up

08.30 - 09.30 Breakfast

09.30 - 17.30 Full-day excursion

17.30 - 18.30 Dinner

18.30 - 19.30 Free time

19.30 - 21.00 Evening activity

22.00 Lights out

Sunday

08.30 Wake-up

09.00 - 10.00 Breakfast

10.00 - 16.30 Full-day excursion

17.30 - 18.30 Dinner

18.30 - 19.30 Free time

19.30 - 21.00 Evening activity

22.00 Lights out

Learning English » Course overview

Course structure

You will have 15 English lessons every week – 3 on every day from Monday to Friday. Some students will have their lessons in the morning, while others will study English in the afternoon.

General English lessons

The first two lessons every day are 'General English' lessons. You will learn grammar, vocabulary, and will also improve your listening, reading, speaking and writing skills.

Our course focuses on communication, so there will be lots of speaking activities in pairs and groups. You will learn grammar, but we believe that it's more important to use the language as much as possible than to spend a lot of time talking about grammar rules.

Project lessons

The third lesson of the day will always be a project lesson. This is a more creative lesson where you learn about and work on a topic, often about UK culture. These are fun lessons that help you practice what you've learnt!

Learning English 24/7

Remember that you don't only learn English during your lessons, but also during activities and your free time. Use every opportunity to practice English – listen to other people, talk to your friends, and keep an open eye.

Course materials

You will use a coursebook during the first two lessons, and your notebook during all lessons. Please also bring your folder to class, because you will often need to put photocopies and handouts in there as well.

Learning English » Classroom rules

We have four key classroom rules, which also form the basis of the Student Contract that you will have to sign in your Notebook. Here they are:



Do your best to speak English

We know it is easier to talk in a language you already know, but speaking your mother language does not help a lot with learning English.

Please always try to communicate in English first, and only use other languages if necessary.



Be smarter than your phone

You won't learn a lot from Google Translate or from chatting with your friends in your mother tongue. Use good dictionaries: your teacher will help.

You can only use your smartphone in class for learning English, when your teacher agrees.



Arrive on time for every lesson

Please make sure to arrive on time for every single lesson. If you come late for any of your classes, you disturb the teacher and fellow students.

You cannot enter the class if you are more than 10 minutes late, and this will be an absence.



Respect everybody

Students and teachers all come from different backgrounds to the school. Please treat everybody with respect, and you will get the same respect.

Remember, we do not tolerate any form of harassment or bullying of our staff or students.

Learning English » Levels and changing classes

Language levels

We offer maximum six language levels on the English course:

- Beginner (A0 » A1)
- Elementary (A1 » A2)
- Pre-intermediate (A2 » B1)
- Intermediate (B1 » B1+)
- Upper-intermediate (B1+ » B2)
- Advanced (B2 » C1)

It is very likely that not all students in your class will have the same level of English – somebody will be better at speaking fluently, while somebody else will know more about grammar. This is natural because we all learn differently.

Placement test

When you arrive, you first take a placement test. This has a written part as well as a speaking part. Based on your results, the Academic Manager will decide which class is best for you.

Changing classes at the end of the first week

If you feel that your class is not the right level at the end of your first week, you can ask your teacher if you can change your class. Your teacher will discuss this with the Academic Manager, and they will tell you the decision.

Changing classes after a few weeks

If, after a few weeks, you think that your class is not right for you, talk to your teacher. Your teacher will discuss this with the Academic Manager, and they will tell you the decision. If you are still unhappy, you can talk to the Academic Manager as well.

Activities and Excursions

Activities

You can choose from two morning or afternoon activities every weekday (from Monday to Friday) – we offer a range of sports and other free time activities.

There is also an evening activity every day, after dinner.

You must attend all the activities – please always arrive at the Meeting Point on time.

If there is a sport or other activity that you would like to do but is not on the list, speak to the Activities Manager, Charlie, who may be able to organise it!

Excursions

There is an excursion to somewhere in England on every Saturday, and to somewhere in Leeds on every Sunday. We'll take you to exciting cities, and you'll see a lot of the natural beauties of the north of England as well.

During the excursions, you'll have to follow the organised programme, which usually includes visiting a local sight and going on a walking tour.

There will be some free time when you are on excursions, so you can explore the place or do some shopping with your friends. Please remember that you must stay in groups of up to three, and arrive back to the meeting point on time.

If you get lost during an excursion, call us: +44 (0) 7595 780 178.



Welfare » Places of worship

Freedom of religion

Everybody has the right to freedom of religion in the United Kingdom. This means that people are free to decide if they want to follow any religion. You must respect other people's beliefs, and in return, everybody else has to respect your beliefs as well.

Places of worship in Leeds

All major religions have places of worship in Leeds. If you would like to visit any of these places, please arrange it with Róża or your group leader. Remember, you cannot leave the school on your own.

- Leeds Minster (2-6 Kirkgate, Leeds LS2 7DJ)
- Leeds Grand Mosque (9 Woodsley Rd, Leeds LS6 1SN)
- Etz Chaim Synagogue (411 Harrogate Rd, Leeds LS17 7BY)
- Jamyang Buddhist Centre Leeds (31 St. Paul's St, Leeds, LS1 2JG)
- The Sikh Temple Leeds (192 Chapeltown Rd, Leeds, LS7 4HZ)
- Leeds Hindu Mandir (36 Alexandra Rd, Leeds, LS6 1RF)

Quiet room in the School

You can find a Quiet room in the School. This is also our prayer room, so you can use this space for meditation, prayer or reflection.



Welfare » Safeguarding

What is safeguarding?

Safeguarding means to protect someone from any harm or damage. We must look after all our students, especially those who are under the age of 18.

You can read our full Safeguarding Policy and Procedures on our website.

Rules for students

You must arrive on time for all your lessons, activities, meal times and meetings. If, for any reason, you are late, contact a member of staff.

Please remember that there are two age groups in the Summer School: Juniors (aged 14 or younger) and Seniors (aged 15 or older). Please always pay attention to each other, especially to Juniors.

If you are concerned about anyone

If you are ever concerned about somebody, or you feel that you have been harmed or somebody behaved inappropriately, talk to any member of staff, especially our Welfare Officer or Centre Manager.

You can also contact our Principal Safeguarding Officer, Tammy Smith, who works at The Leeds School of English.

Her email address is tammy@leedsschool.co.uk, and you can also reach her if you call the school at +44 (0) 1132 456476.

Junior Summer School emergency number

You can always call our out-of-hours school phone, if you need help from us. Use this number if you are concerned about someone else or you don't feel secure, or you have got lost. If there is an emergency, always call 999.

+44 (0) 7595 780 178

Welfare » Alcohol, smoking and drugs

Alcohol

You must be 18 years or older in order to purchase alcohol in the UK, and we have absolute zero tolerance towards buying or drinking alcohol while you are at the Junior Summer School.

If you buy, possess or consume alcohol, you will immediately be sent home from the Junior Summer School at your own cost.

Smoking

You must be 18 years or older to buy tobacco products.

Also, smoking is illegal in public buildings, and sometimes outdoors. Areas where smoking is banned includes schools, language centres, pubs, restaurants, cinemas, public transport and railway stations.

You cannot smoke inside the school building, but you can find a smoking area outside. Please keep this area clean – use the litter bins there.

This website can help you give up smoking: <https://www.nhs.uk/smokefree>

Drugs

You can get a serious fine or prison sentence if you take, carry, make or sell drugs or other illegal psychoactive substances.

If you buy, possess or use any illegal drugs, you will immediately be sent home from the Junior Summer School at your own cost.

How to make a complaint

If you are unhappy with the service you receive or someone's behaviour, you can make a formal complaint.

Wherever possible, please try to resolve any problem directly with the person you are unhappy with. If your teacher talks too fast, tell them you can't understand them. If you don't like the food that you get from the family you stay with, ask them if they could prepare something else.

If you are still unhappy, speak to us. Talk to:

- Charlie about activities and excursions
- Paul about accommodation
- Alexandra about classes and lessons

You can also write a complaint using the Complaint Form which you can get from the Centre Manager.

You can also ask somebody else (a friend or relative) to make a complaint on your behalf (for you).

When we receive a complaint, we will tell you what we will do and when you will receive an answer. Please be patient, as we always need time to talk to others who are involved in the issue.

If you are not satisfied with the response from our school, you can contact English UK, an association of language schools we belong to, for further advice. English UK will then try to mediate between us. You can find detailed information about this on their website:

<http://www.englishuk.com/en/students/complaints-procedure>.

If you are still not happy with the solution, you can raise your complaint with the independent Ombudsman, who will reach a final decision.

You can read our full Complaints and Appeals Policy on our website:

<https://leedsschool.co.uk/school/policies>

Contact details

Junior Summer School - Fulneck

Address: Fulneck School, Leeds, LS28 8DS, UK

Email: fulneck@leedsschool.co.uk

Phone number: +44 (0) 7595 780 178

Paul Miller

Centre Manager

fulneck@leedsschool.co.uk

Alexandra Balamoti

Academic Manager

fulneck.academic@leedsschool.co.uk

The Leeds School of English

Address: Stewart House, St Andrews Court, Leeds, LS3 1JY, UK

Email: info@leedsschool.co.uk

Phone number: +44 (0) 1132 456 476

Andras Sztrokay

Head of School

andras@leedsschool.co.uk

School emergency number

+44 (0) 7595 780 178

Thank you for studying with us.

Accredited by the



for the teaching
of English in the UK

