



ST EDMUND'S COLLEGE
SUMMER SCHOOL

Student Handbook



Summer 2011

EL *gazette*
CENTRE OF EXCELLENCE 2010
BASED ON BRITISH COUNCIL INSPECTORS' PUBLISHABLE STATEMENTS

www.stedmundscollege.com

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WELCOME!

Thank you for coming to spend your holiday with us. We hope you will enjoy yourself and make lots of friends. We know that you will like the course this year!

THE PEOPLE WHO LOOK AFTER YOU

Carers are the people who live with you and care for you. Please get to know them and ask them to help you - it's their job.

Class Teachers get to know you too and are always ready to listen to you - about anything you need to talk about!

The Infirmary

If you feel unwell or have a serious problem you can speak to the **Sister Kate Fortune** or **Sister Amanda Rugger** who are both qualified nurses (SRN).

Student Welfare

Miss Polly Hammond and **Miss Emer Douglas** are qualified therapists who you can talk to about any personal problems.

Residential Managers

Miss Rebecca Rowe is in charge of Girls, **Mr Daniel Worth** is in charge of Boys and Airport Transfers. **Mr Luke** is in charge of the Activities Programme and ETOS sign up. You can speak to them about anything to do with life in the College and the programme.

ELT Manager

Mr Andrew Day is the manager in charge of class teaching he is assisted by Miss Caroline Humphries and Mr Martin Quirke. You can talk to these people about your classes.

Director

Miss Caroline Hugo can help with any serious or difficult problems.

We also like to hear your ideas and suggestions! Have fun!



WHEN YOU ARRIVE AT ST EDMUND'S

- You will **check in** at Reception
- We will take your **passport, airline tickets**, valuables and any **money** you don't need and keep it safe for you.
- There will be a Carer to meet you.
- You can **phone your parents**, to tell them that you have arrived safely.
- You can get something to **eat and drink**.
- You will be shown to your **bedroom**.
- You can **unpack your suitcase**.
- You will **share a bedroom** with a student of the same age and sex but different nationality where possible.
- There are **different residences** for boys and girls.
- We ask you to keep your **room tidy** and make your bed in the morning.
- There is a **laundry** bag in your room for dirty clothes which we wash and return to you once a week.
- If you **lose something**, please ask your Carer.

SUNDAY EVENING

On your first Sunday evening you will have a Welcome Meeting on your corridor to help you settle in. You will have supper and choose your ETOS afternoon option course for the week. You will also meet your Carers and learn the important things to know about the College and the courses. You will also find out what to do on Monday morning.

MONDAY MORNING

On your first Monday morning you will have a welcome speech and induction training from the Director. You will receive your Welcome Pack, your ID card and your timetable. You will have an assessment test in Listening, Speaking, Reading and Writing. After lunch you will go to your ETOS afternoon option class. On Monday after school, you will join in the activities programme. On Monday evening, you will find out which class you are in. (Look at the notice board).

TUESDAY MORNING

On your first Tuesday morning your Carers will help you get to your first English class. The class you are in depends on your **age** and your **level of English**.

Junior School Ages 9-12 Basic-Bi-Lingual (A2 –C1)

Middle School Ages 13-14 Basic–Advanced (A2 – C1)

Senior School Ages 15-16 Basic – Advanced (A2 – C1)



DAILY PROGRAMME (Juniors)

- 07:30 Wake up, shower and dress
- 08:00 Breakfast
- 08:20 Tidy rooms, put dirty clothes in laundry bag clean teeth
- 08:30 Room inspection
- 08:40 Go to classrooms with books, pens, etc.
- 08:45 First Junior lesson begins
- 09:45-10:00 First Break
- 11:00-11:15 Second Break
- 12:15 Junior and Junior Teachers' Lunch
- 13:30 Afternoon ETOS option class starts
- 14:30 Afternoon break
- 15:30 Classes finish
- 15:30 Sports or activities start
- 18:30 Supper
- 19:30 Evening activities start
- 21:00 Young Juniors go to Home Areas
- 21.30 Older Juniors go to Home areas



Juniors go to bed at an appropriate time for their age but if you can't get up in the morning or are sleepy in class, you will go to bed earlier!

All students must come to Breakfast, Lunch and Supper.

You are not allowed to miss meals but you may eat as much as you like at mealtime.

Remember to Eat Healthily, Responsibly, Politely

DAILY PROGRAMME (Middle & Senior School)

- 07:30 Wake up, shower and dress
- 08:00 Breakfast
- 08:30 Tidy rooms, put dirty clothes in laundry bag and clean teeth
- 08:45 Room inspection
- 08:55 Go to classrooms with books, pens, etc.
- 09:00 First lesson begins
- 10:00-10:10 First Break
- 11:10-11:30 Second Break
- 12:30 Middle School and Teachers' Lunch
- 12:45 Senior School and Teachers' Lunch
- 13:30 Afternoon ETOS option class starts
- 14:30 Afternoon break
- 15:30 Classes finish
- 15:30 Sports or activities start
- 18:30 Supper
- 19:30 Evening activities start
- 22:00 Middle School lights out
- 22:30 Senior School lights out



If you can't get up in the morning or are sleepy in class, you will go to bed earlier!

All students must come to Breakfast, Lunch and Supper.

You are not allowed to miss meals but you may eat as much as you like at mealtimes.

Remember to Eat Healthily, Responsibly, Politely

WEEKLY PROGRAMME

	08:45 English 1	10:00 English 2	11:15 English 3	12:15 Lunch	13:25- 15:30 ETOS	15:30- 21:00 Social Programme
Monday						
Tuesday						
Wednesday	← STUDY TRIP EXCURSIONS →					
Thursday						
Friday						
Saturday	← SITE SEEING AND SHOPPING EXCURSIONS →					
Sunday	← SPORT AND SOCIAL PROGRAMME →					* Induction

ETOS English Through Other Subjects 13:30 - 15:30 Monday Tuesday Thursday Friday

- Art and Craft
- Ceramics and Pottery
- Cookery
- Culture Club
- Dance
- Drama
- Digital Art
- Football
- Horse riding
- British Schools Preparation Course
- Intensive English (weeks 1,2, 4,5)
- Music
- Orienteering
- Painting and Drawing
- Shakespeare (Introduction)
- Tennis
- Trampolining
- The School Magazine
- Local History Trail
- Water Skills

Subject to demand and availability.

LONDON THEATRE Visit to a London Theatre performance

WEDNESDAY STUDY TRIPS 09:00 - 18:00

- London Zoo
- Cambridge
- Buckingham Palace and Covent Garden
- Woburn Safari Park
- Henley on Thames
- Shakespeare's Globe

Subject to demand and availability

SATURDAY EXCURSIONS 09:00-1800

- St Paul's Cathedral
- Kensington Museums
- Lakeside Shopping
- The London Eye
- Wembley Stadium
- Colchester

12 hours of English lessons.

Two full day excursions.

8 hours of ETOS English through other subjects.

After school activities programme.

After supper activities programme.



GENERAL INFORMATION

OUR ADDRESS

St Edmund's College Summer School,
Old Hall Green, (Near Ware)
Hertfordshire SG11 1DS,
ENGLAND.

THE STUDENT OFFICE & RECEPTION

This is on the **Ambulacrum**. This is where you get your pocket money. You can enquire about the programme and get games and buy things from the shop. You can also collect any mail or emails for you.

POCKET MONEY

The school recommends that you deposit your money in the office for safe-keeping. You can collect your money from the office **Tuesday** and **Friday** in class groups during break and lunchtime.

STAMPS, LETTERS & PHONE CARDS etc

You can buy cards and stamps for your letters from Student Services on the Ambulacrum. You can collect your emails and post from the Student Office.

E-MAIL & FAX

You can receive e-mail messages at:

summer@stedmundscollege.org

You can receive faxes on:

00 44 1920 823 833/823 233 (24 hours)

TELEPHONE NUMBERS

Outgoing calls

There are two student telephones. One Card Phone and one Pay Phone. Your Carer will show you where they are. You can buy a phone card from the school shop, they cost £5 or £10. You can make reverse/collect charge calls on the card phone by dialling 155 and saying, "Please can I make a reverse charge call to Tokyo, Japan, etc. and give the telephone number..."

Incoming calls

In your residential area there is a phone that receives incoming calls. Write down the number of that phone and tell it your parents. Please tell your parents that you are very busy and it is easier to send texts, faxes and emails.

Your parents can phone you on your residential number between 1830-2130 hours. Ask them to ring when you know you can be ready for the call.

Useful numbers

Parents are welcome to use these numbers for help and general enquiries.

Director	+ 44 1920 824 348
Residential Manager	+ 44 1920 821 111
Administrator	+ 44 1920 824 301
Emergency	+ 44 78 999 01 999 (24 HOUR)
Excursion Helpline	+ 44 78 999 01 999

Mobile phones

Mobile phones must remain switched off during the school day and during activities. Students bring mobile phones at their own risk. The College accepts no responsibility for loss or theft.



BEHAVIOUR

- Please be friendly, kind, helpful and polite to everyone
- Do not use bad language (in any language).
- Please speak English in all classes and activities.
- Please integrate and make friends and speak English
- Please work well with your Carers, Teachers and roommates
- Please stay in the College, do not leave the grounds
- Please do not to smoke, chew gum or drink alcohol
- Please keep the College looking nice, no graffiti or litter
- Please keep your bedroom and belongings tidy
- Please be on time for lessons and excursions and bed
- Please keep your file of work tidy and take it home with you
- Please leave your MP3/Ipod on the bus during excursions
- Please be very careful with your money and valuables

Strict Rules

1. Rudeness, racism, bullying and fighting are not tolerated.
2. No boys are allowed in girls' residential areas
3. No girls are allowed in boys' rooms
4. Drinking or drunkenness is not tolerated.
5. No intimate behaviour between boys and girls is allowed



PLEASE UNDERSTAND THAT WE WILL SEND HOME ANY STUDENTS WITH UNACCEPTABLE BEHAVIOUR

COMPLAINTS

Our policy is to listen to students and to be approachable and supportive at all times. We therefore act upon suggestions but rarely ever have complaints. The system for making a complaint is as follows:

- Every day you will have the opportunity to talk to your teacher during **Classroom Talk Time**. You may discuss any problem or complaint you have or you may choose to tell your teacher after the lesson.
- Every day you will have the opportunity to talk to your Carer during **Corridor Talk Time**. You may discuss any problem or complaint you have or you may tell your Carer at any time
- If your complaint still continues or if you can not tell your Teacher or Carer, you should tell **any member of staff** who you trust or come to see the **management** at the **summer school offices** on the Ambulacrum
- We will record your complaint in the **Summer School Log Book** and we will look into your problem immediately.
- It is always best to tell a member of staff if you have a problem. It is best not to worry your parents unnecessarily.
- If you can not speak about your problem you can **write your problem** in your language and give the letter to any member of staff you trust.
- There is a weekly student council meeting where your class representative meets the school management to discuss advice and suggestions. You can ask your class representative to make a point for you.
- Finally, we promise to help you enjoy your stay at St Edmund's.



WELFARE

There are many people who are here to help you. We all want you to enjoy your stay, make friends and learn lots of interesting things in English.

There are many things you can do to help yourself as well:

- **Enjoy** yourself and be happy.
- **Smiling** helps you make friends.
- **Talk** to your Teachers and your Carers
- Try as many different activities as you can.
- Look after each other and **be kind to each other**.
- Lock any valuables in your suitcase or give them to the school office.
- Do things at the right time – **don't be late**.
- If you see anything or anybody **strange** – tell someone immediately.
- **Wash**, clean your teeth and change your clothes every day.
- **Eat** Healthily, Responsibly and Politely, three times a day.
- Don't call your parents too much.
- If you feel **unwell** – tell someone and go to the infirmary.
- If you have a **personal problem** – tell the nurse in the infirmary.
- If you **need to talk** to someone we are ALL here to help you.
- **Childline** is a helpline for children with terrible problems who have no one to help them. We do not think this will be you, but this is the number: 0800 1111
From your corridor (with a privacy booth) +9 0800 1111.



ENGLISH EXAMINATIONS

In the Middle School and Senior School we offer you the opportunity to take English examinations **free of charge**.

These are called the **City & Guilds ESOL** examinations which used to be called Pitman. We offer them from B1 to C2 level.

The examinations are recognised all over the world and C2 level is university entrance level.

The examinations are held every three weeks. This is in the afternoon on the last Friday of the course.

You must decide in the first few days if you would like to be entered.

We will help you decide the **correct level**.

You will receive your **results and certificates** in about three weeks.

We will **post** your results to your agent or to your parents.

Every year over a hundred students pass City & Guilds examinations and some of these passes are at university entrance level(C2)

If you would like to take an examination you will have the opportunity to enter during Induction on Monday morning. We will check your level against your entry test to make sure you enter the right level. We are sorry but we will not enter you for a level if we think you would fail.

Good luck
if you decide to enter!



OFF SITE AND TRAVELLING

Off Site

When you are out of College you must be responsible:

- Listen to your Teacher or Carer's instructions
- Remember your Teacher or Carer's instructions
- Wear the right clothes and shoes
- Bring your lunch and a bag
- Know where you are going
- Take your ID card, watch and mobile
- Be well behaved and co-operative
- Be helpful to your Teacher or Carer
- Never be late
- Speak in English
- If you are given free time you must be 3 or more in a group
- If you have a problem call the Helpline 078 999 01 999

Travelling

When you are travelling you must be responsible. The College coach company is called Golden Boy. The drivers are very helpful and their coaches and service are excellent.

- Do not be late for departure (we will go without you!).
- Your teacher/carer will show you onto your coach.
- You must sit with someone who does not speak your language.
- You must wear your seat belt whenever you are on the coach.
- You can not eat or drink on the coach (health & safety).
- You can not get up and walk around (health & safety).
- When you leave check that you have everything with you
- Leave no rubbish.
- When you leave please say 'thank you' to the driver.



Educational Visit Itinerary 2011 – Junior School

Wednesday 13th July	London Zoo and Canal Boat Trip to Little Venice. Habitats and Adaptations and Killer Jellyfish talks!
Saturday 16th July	Shopping at Brent Cross, Holland Park. CBBC Interactive Tour: BBC Television Centre.
Wednesday 20th July	Roald Dahl Day Museum & Story Centre Great Missenden & Buckinghamshire County Museum
Saturday 23rd July	London: Covent Garden, London Transport Museum Theatre Royal Drury Lane: Shrek the Musical
Wednesday 27th July	Knebworth House: Time Trekkers Tudor treasure trail
Saturday 30th July	Weekend Away Programme: Thorpe Park, London by night, Docklands Light Railway, Bluewater shopping.
Wednesday 3rd August	Leeds Castle: Aviary, maze and dog collar museum.
Saturday 6th August	Duxford IWM and Cambridge shopping & punting
Wednesday 10th August	Barleylands: Field to fork experience. Farm and traditional craft village and gift shops.
Saturday 13th August	London: The Golden Hinde, Pirates' Tour and river trip Shopping at Lakeside.
Wednesday 17th August	London: The Horseguard Museum, Changing of the Guard and St James' Park The London Palladium: Wizard of OZ



Educational Visit Itinerary 2011 – Middle School

Wednesday 13th July	Whipsnade Zoo: Sealion Splash, Elephantastic! Chimp Supermarket Sweep & Peckish Penguins and more!
Saturday 16th July Westfield	Kensington: Natural History Museum and shopping at Westfield
Monday 18th July	Theatre Royal Drury Lane: Shrek the Musical
Wednesday 20th July	London: Kensington Palace, Enchanted Palace Exhibition, boating on the Serpentine, Hyde Park and Saatchi Gallery.
Saturday 23rd July	Duxford: Aviation Museum and Cambridge Shopping
Wednesday 27th July	Hatfield House and St Albans: Jacobean House & Park Farm and Roman City & Cathedral.
Saturday 30th July	Weekend Away Programme: Thorpe Park, London by night, Docklands Light Railway, Bluewater shopping.
Wednesday 3rd August	Cambridge: Scott Polar Museum & Museum of Zoology,
Saturday 6th August	London: London Museum of Film and shopping at Lakeside
Wednesday 10th August	London: Tower Bridge Exhibition, St Katharine's Dock, & HMS Belfast
Saturday 13th August	London Zoo: and shopping at Westfield
Tuesday 16th August	The London Palladium: Wizard of OZ
Wednesday 17th August	Wimbledon Tour & Hampton Court Palace



Educational Visit Itinerary 2011 – Senior School

Wednesday 13th July	London: IWM Secret War Exhibition, Thames River Trip, Trafalgar Square and National Portrait Gallery
Saturday 16th July	Spymissions Cambridge & Shopping at the Grand Arcade
Tuesday 19th July	Shakespeare's Globe: Alls Well That Ends Well-Seniors 1, 2 & 3 The Criterion Theatre: The 39 Steps- Seniors 4, 5 & 6
Wednesday 20th July	Docklands: Tower Gateway DLR, Museum of London Docklands, Island Garden & Greenwich.
Saturday 23rd July	London Design Museum & Bluewater shopping
Wednesday 27th July	Shakespeare's London: Shakespeare's Globe Lively Action Tour, South Bank and Somerset House.
Saturday 30th July	Weekend Away Programme: Thorpe Park, London by night, Docklands Light Railway, Bluewater shopping.
Wednesday 3rd August	London Covent Garden: Royal Opera House, Transport Museum & St Paul's Church
Saturday 6th August	Windsor: Shopping followed by the races at Royal Ascot
Tuesday 9th August	Pygmalion: Garrick Theatre
Wednesday 10th August	London: Royal Institution of Great Britain or Buckingham Palace, Bond Street & Green Park
Saturday 13th August	London Eye and shopping at Bluewater
Wednesday 17th August	Cambridge: Folk Museum & Visit to Kings College. Market & Punting



FIRE DRILL

During Lesson Time

1. When you hear the fire alarm leave immediately by the nearest exit. **Do not talk or run.** Close windows and doors behind you if you can.
2. Go straight to the **coach park**. Line up facing your teacher or Carer (back to the wall) **in silence**.
3. Listen for your name to be checked by your Teacher or Carer.
4. Wait for instructions from the Fire Officer in silence.

Please note:

Your ability to follow these instructions is your very serious duty.

You will be timed and judged on your ability to leave the buildings quickly and line up efficiently.

Always be safe, be sensible and do your best.

Daytime Fire Marshall: Caroline Hugo

Nighttime Fire Marshall: Rebecca Rowe

Deputy Fire Marshall: Ross Parsons



FIRE

Accredited by the
 BRITISH
COUNCIL

ENGLISHUK
member 

City & Guilds
Approved Centre 



ST EDMUND'S COLLEGE SUMMER SCHOOL
Old Hall Green
Hertfordshire SG11 1DS
England

TEL: +44 (0)1920 824301/824348
FAX: +44 (0)1920 823233
EMERGENCY HELPLINE: +44 (0)78 999 01999
EMAIL: summer@stedmundscollege.org
www.stedmundscollege.com