

# SUMMER 2024

STUDENT HANDBOOK



**GET**

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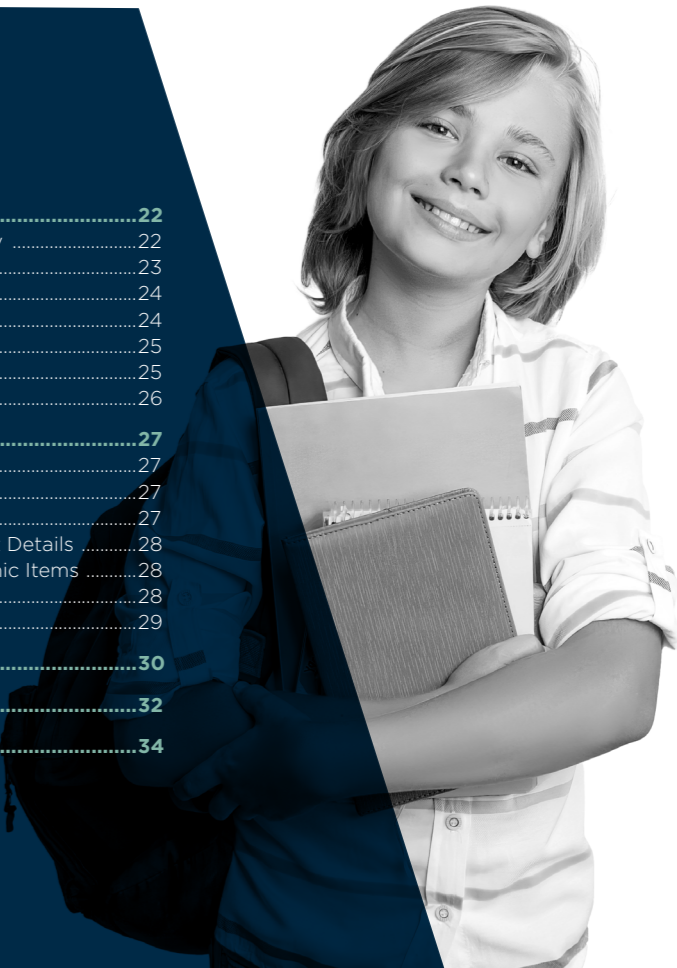
future  
ready



We improve our students' ability and confidence to communicate and operate in the 21st century.

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# Before Arrival



## 1.1 Expectations

### What students can expect from us

- Friendly, courteous and positive staff
- A safe and secure campus
- Interesting and communicative lessons
- A varied recreation programme
- High quality sports coaching (Pro Options)
- Help in case of any problems
- Educational, interesting, and enjoyable excursions

### What we expect from students

- Be friendly to all students
- Listen to all staff and show them courtesy and respect
- Make friends with students from other countries
- Speak English
- Follow our Behaviour Policy at all times
- Participate in all aspects of the programme
- Be punctual
- Take good care of their belongings

## 1.2 What to bring

Please clearly mark all personal items and clothing with your child's name.

### Travel items

- ✓ Travel tickets
- ✓ Passport
- ✓ Visa (if required)
- ✓ Course Confirmation
- ✓ Letter of Consent to Travel
- ✓ Pocket Money
- ✓ Bank Card (if required)
- ✓ Health insurance card EHIC/GHIC

### Clothes

- ✓ Underwear & socks
- ✓ T-shirts
- ✓ Jeans/trousers/skirts/dresses
- ✓ Shirts/blouses
- ✓ Jumper/sweatshirt/hoodie
- ✓ Shorts
- ✓ Pyjamas
- ✓ Trainers (for sports)/Shoes
- ✓ Swimming costume
- ✓ Coat/rain jacket

### Devices/Electrical

- ✓ Mobile phone + charger
- ✓ Hair dryer (if required)
- ✓ Travel adaptor(s)
- ✓ Laptop or IPAD  
(Leaders, Entrepreneurs and Graduates only)

### Other

- ✓ 2 x towels
- ✓ Toiletries (toothbrush, toothpaste, shampoo, shower gel)
- ✓ Small umbrella

### SPECIFIC ITEMS FOR PRO OPTIONS

#### Football Skills

- ✓ Football boots (with plastic studs)
- ✓ Shin pads
- ✓ Clean trainers (for inside)
- ✓ Football shirt and shorts
- ✓ Football socks

### Golf

- ✓ Golf shoes or clean trainers
- ✓ Golf clubs (can be provided)

### Hip Hop Dance

- ✓ Leggings
- ✓ Loose trousers/tracksuit bottoms
- ✓ Shorts
- ✓ Dance shoes
- ✓ Clean trainers

### Horse Riding

- ✓ Strong shoes (with heel)/riding boots
- ✓ Riding trousers
- ✓ Riding hat (can be provided)

### Swimming Lessons

- ✓ Swimming costume (not bikini)

### Tennis

- ✓ Clean trainers
- ✓ Tennis racket (can be provided)

# Arrival

## 2.1 Transfer Service

Transfers can be arranged at any time on the correct day, but our preferred flight/train times are:

**Arrivals: 10:00 to 15:00**

**Departures: 12:00 to 17:00**

For arrivals, our staff member/nominated representative will be waiting at the exit point for international arrivals and will be holding a British Summer School sign.

**In the unlikely event of there being any problems, students are advised:**

- Not to leave the airport or train station
- To look for a British Summer staff member
- To call our Head Office
- To go to the Information Desk

## 2.2 Self-Arrival/Departure

If students are arriving at/departing from the school with their parents, guardian or family member, our preferred times for drop-off and pick-up are:

**Self-Arrival: 13:00 to 16:00**

**Self-Departure: 09:00 to 12:00**

The school address can be found in section 10.



**For all transfer queries and emergencies on arrival/departure days, contact us on:  
+44 1444 444744 (Head Office)**

## 2.3 Check In

### Travel Documents

Students need to hand in their passport and travel documents on arrival for safe keeping.

### Pocket Money

We strongly recommend that parents purchase a pre-paid Debit Card or Credit Card for use in the UK. Students can bring up to £100 pocket money in cash per week and they must check this in on arrival. They can withdraw money in small amounts at arranged times every week. Pocket money should be in British Pounds Sterling, as there are no exchange facilities available at the centre. If students need more pocket money during their stay, parents can send more by credit card.

### Medication

If students are taking any medication, they must hand it in on arrival, as they cannot keep medication in their bedroom. Details of medication taken must be provided prior to starting the summer course, which includes:

- the name of the medication taken
- what time it should be taken
- dosage
- reason for taking the medication

Our Welfare Manager or another nominated member of staff will make sure students take their medication when required. We can accept medicines prescribed by a doctor from the students' country, with an English translation. We only accept responsibility for drugs licensed in the UK and we will not accept loose medication in unmarked bags – medication must be in its original packaging on arrival.

### Valuables

We cannot accept any responsibility for lost or damaged personal belongings. We recommend that students do not bring any expensive clothes or jewellery, electronic games, tablets, or laptops.

### Phone Home

As soon as students have checked in, they should phone their parents to let them know that they have arrived at the centre safely. If students do not have a mobile phone, they can use the office phone. If they need help contacting their parents, they should ask the Administrator or Welfare Manager.

### ID Card

Students will be given a personalised ID Card which they must keep with them at all times. If they lose it, there is a £5 charge for a new one.

Moulton College



## 3.1 Accommodation

### Houses

Most centres have a number of different Boarding Houses on campus, and we decide which houses to use for which students. Where operationally possible, we allocate separate houses for younger/older boys and girls with a mixture of different nationalities in each house. In case houses are shared, we allocate different areas or floors for boys/girls.

### Bedrooms

At Brambletye, students share larger bedrooms with at least one other student from their own country, where possible. At other centres, single and shared bedrooms are available depending on the centre. We always try to have a mix of nationalities in shared bedrooms to encourage students to speak English. We try to accommodate students with a special need for privacy in a single bedroom.

### Bedroom Requests

We consider individual requests and try our very best to accommodate these where possible.

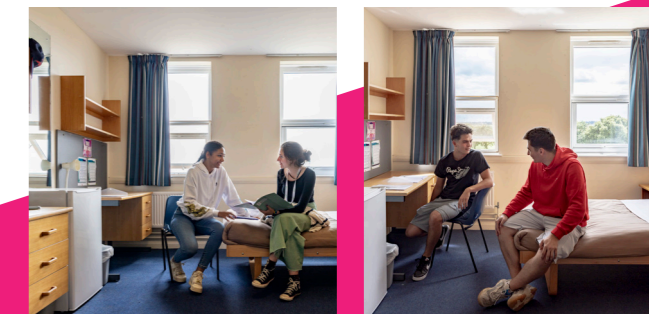
However, such requests are subject to availability on arrival and cannot be 100% guaranteed.

### Staff Accommodation

Staff are accommodated in the same sleeping areas as the students, but staff and students never share the same bedroom. Where shower facilities are shared, we establish different times for staff and students.

### Laundry

For students staying longer than 1 week, a free weekly laundry service is provided. Clothes are collected, washed, dried, and returned 1 or 2 days later. If possible, students' clothes should be marked with their name, to help them identify their clothes in case of any confusion.



### 3.2 Meals

As there are students from lots of different countries, our menus offer a mix of both English and international dishes.

We provide continental options for breakfast including a hot drink and for lunch and dinner, we provide a hot meal, some salad items, and dessert.



We cater for vegetarians and vegans and can accommodate special dietary requirements.

We cater for vegetarians and vegans and can accommodate special dietary requirements for medical reasons such as allergies or for religious observance.

While we cannot provide Halal meat, there are always non-meat alternatives such as fish, pasta dishes and vegetables.

On excursion days, we offer breakfast and dinner at the centre and a packed lunch, usually consisting of a sandwich, roll, baguette or wrap, packet of crisps, snack and piece of fruit for during the trip.

#### Sample Daily Menu

##### BREAKFAST

- Choice of cereals and milk
- Selection of breads and pastries
- Toast, butter and jam
- Cheese
- Fruit salad
- Yoghurt
- Water
- Tea and coffee

##### LUNCH

- Vegetable Soup
- Roast chicken
- Vegetarian lasagne
- New potatoes
- Carrots and peas
- Salad
- Bread
- Chocolate Brownie
- Water

##### DINNER

- Baked cod with steamed vegetables
- Chicken curry and rice
- Garlic bread
- Salad
- Bread
- Fruit or Yoghurt
- Water

### 3.3 Academic Programme

#### Placement Test

Students complete an online multiple-choice grammar/ vocabulary test 2-4 weeks before arrival. After arrival, students take a short speaking and writing test. The results of the different tests form the basis for creating the English classes.

#### Creation of Classes

Classes are created according to two basic criteria: students' English level (as determined by us) and their age. Where possible, our Directors of Studies mix the nationalities in the classes, but we cannot guarantee any maximum nationality or language quota in lessons.

#### Materials

Students are provided with the materials they need for their lessons including a Summer School pen and notebook.

#### Teaching Methodology

Our teachers teach in a communicative, interactive, and friendly way. They plan and deliver interesting lessons using relevant and current topics that encourage active and authentic participation from all students.

#### Levels

For Core English, Academic English and Business English lessons, the following English levels are available:

	BRITISH SUMMER SCHOOL FRAMEWORK	COMMON EUROPEAN FRAMEWORK	Explorers of the future	Creators of the future	Adventurers of the future	Artists of the future	Boarders of the future	Citizens of the future	Academics of the future	Leaders of the future	Entrepreneurs of the future	Graduates of the future
1	Beginner	A1	✓	✓	✓	✓	✗	✗	✗	✗	✗	✗
2	Elementary	A1-A2	✓	✓	✓	✓	✗	✗	✗	✗	✗	✗
3	Pre-Intermediate	A2	✓	✓	✓	✓	✓	✓	✗	✗	✗	✗
4	Intermediate	B1	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5	Upper Intermediate	B2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
6	Advanced	C1	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7	Proficiency	C2	✗	✗	✗	✗	✗	✗	✗	✓	✓	✓

#### Evaluation

Students' progress is monitored by their teachers during the week and every Friday, there is a short assessment to make sure students are learning and improving.

The results of this assessment are reviewed by the academic management team in case any adjustments are required for the following week.

#### Certification

Students leave British Summer School with an official course attendance certificate that states their current English level and an academic report from their Core English teacher.

Lessons

	Tuition per week [hrs]	Tuition per day (Mon-Fri)	Core English [hrs]	Academic English [hrs]	Business English [hrs]	Learning & Innovation [hrs]	Focus Lesson [hrs]
Explorers of the future	20	4	6¼			6¼	7½
Creators of the future	20	4	6¼			6¼	7½
Adventurers of the future	20	4	6¼			6¼	7½
Artists of the future	20	4	6¼			6¼	7½
Boarders of the future	20	4	6¼			6¼	7½
Citizens of the future	20	4	6¼			6¼	7½
Academics of the future	20	4	6¼			6¼	7½
Leaders of the future	20	4		3¼	2½	6¼	7½
Entrepreneurs of the future	20	4		3¼	2½	6¼	7½
Graduates of the future	18½	4 (2½ - Wed)		3¼	2½	6¼	6

Core English

These English language lessons are designed to improve students’ receptive and productive skills (reading, writing, speaking, listening), extend the scope and range of their vocabulary in both formal and informal contexts and deepen their understanding of grammar to improve spoken and written accuracy.

Academic English

These lessons are designed to improve understanding of written and spoken academic texts, develop lecture and note-taking skills, organise and write academic essays, develop debating skills on academic topics and enhance independent learning skills and critical thinking.

Business English

These lessons focus on developing English skills and expanding vocabulary within business contexts such as international trade, commerce, finance, insurance, banking, and office settings. Lessons help students practise and enrich their communication skills and refine their grammatical structures to improve

Learning & Innovation

These task-based projects, using Technology, Digital Communication and Media have been especially created to help develop students’ capabilities in each of the 4Cs that form the core of the 21st Century Learning curriculum: Collaboration, Communication, Creativity and Critical Thinking.

Focus Lesson

Each course has a different Focus Lesson that is designed to motivate students and is adapted to the needs and interests of each age group.

Exam Courses

Exam	Course	English Level	Course Dates	Exam Date	Exam Prep
Cambridge B1 Preliminary	Academics	B1	Sun 14 - Sat 27 Jul	Tues 23 Jul	6 days
			Sun 7 - Sat 27 Jul		11 days
Cambridge B2 First	Academics	B2	Sun 14 - Sat 27 Jul	Thurs 25 Jul	8 days
			Sun 7 - Sat 27 Jul		13 days
Cambridge C1 Advanced	Academics	C1	Sun 14 - Sat 27 Jul	Fri 26 Jul	9 days
			Sun 7 - Sat 27 Jul		14 days
	Leaders Entrepreneurs Graduates	C1	Sun 14 - Sat 27 Jul	Fri 26 Jul	9 days
			Sun 7 - Sat 27 Jul		14 days
Cambridge IELTS	Leaders Entrepreneurs Graduates	B1-C2	Sun 30 Jun - Sat 13 Jul	Thurs 11 Jul	8 days
			Sun 14 - Sun 28 Jul	Sat 27 Jul	10 days
			Sun 28 Jul - Sat 10 Aug	Thurs 8 Aug	8 days
Trinity College Trinity Stars: Young Performers in English	Creators	A1	Sun 7 - Sat 20 Jul	Fri 19 Jul	8 hours
			Sun 28 Jul-Sat 10 Aug	Fri 9 Aug	8 hours
Trinity College Communication Skills	Citizens	A2	Mon 1 - Sat 13 Jul	Fri 12 Jul	8 hours
			Sun 14 - Sat 27 Jul	Fri 26 Jul	8 hours
			Sun 28Jul - Sat 10 Aug	Fri 9 Aug	8 hours

### 3.4 Sports & Leisure

We offer a full recreation programme every day after lessons from Monday to Friday. Artists of the future can take part in a reduced optional Sports and Leisure programme after their Artists Specialism lessons.

For all Explorers, Creators, Adventurers, Boarders, Citizens, and Academics of the future students, this is a compulsory part of the programme. Adventurers participate in an off-site adventure activity on Wednesday.

For all Leaders, Entrepreneurs, and Graduates of the future students, we operate a more flexible attendance policy according to students' ages.

Age	Policy
18+	Students can opt out of some or all activities if they wish
16-17	Students must participate in at least 4 activities
15	Students must participate in all activities



#### Options Include

##### SPORTS

Athletics  
Badminton  
Basketball  
Football  
Kwik Cricket  
Rounders  
Squash  
Table Tennis  
Tennis  
Touch Rugby  
Volleyball

##### RECREATIONAL

Art  
Board Game Challenge  
Bracelet Making  
Cake Baking  
Chess  
Circuit Training  
Countryside Trek  
Dance Choreography  
Drama Workshop  
Karaoke  
Kite Flying  
Landscape Painting  
Lego Competition  
Make-up Workshop  
Messy Games  
Model Making

Origami  
Quiz  
Party Decorations Making  
Swimming  
Table Football Tournament  
Tie-dye T-shirt Printing  
Train Set Building  
Ultimate Frisbee  
Yoga

##### Leaders, and Entrepreneurs of the future sports and leisure programme (Wednesday)

Bowling  
Cinema  
Countryside Trek  
Crazy Golf  
Fitness Session  
Indoor Sports  
Live Concert  
Mini Olympics  
Northampton City  
Salsa Workshop

### 3.5 BSS Experience featuring True Me

Featured in every course, we provide an impressive programme of evening entertainment called BSS Experience that consists of fun and sociable challenges and events and is designed to deliver True Me.

Sunday evenings play an integral part in the BSS Experience. On the first evening of a student's arrival, it is important for them to feel welcome and relaxed as they start their summer school journey with BSS.

Through team games, icebreaker activities and fun challenges, students meet their peers, begin to build friendships, and gain an understanding of our mission -

**To put the student front and centre of everything we do, help them to focus, find their flow, discover their 'True Me' and prepare them to be future ready.**

On Monday evenings, each boarding house organises a Housewarming event with fun games, helping students to build positive relationships with

SUNDAY BSS EXPERIENCE MISSION: INTEGRATION!	MONDAY BSS EXPERIENCE HOUSE WARMING!	TUESDAY BSS EXPERIENCE FEATURING TRUE ME	WEDNESDAY BSS EXPERIENCE FEATURING TRUE ME	THURSDAY BSS EXPERIENCE FEATURING TRUE ME	FRIDAY BSS EXPERIENCE LET'S CELEBRATE
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their peers and a strong sense of community and togetherness.

Tuesday to Thursday involves a diverse range of different team-based challenges and social events, such as:

- Disco
- Escape Room
- House Song/Dance Competition
- Murder Mystery
- Olympic Games
- Talent Show

On Friday, we celebrate! This gives students an opportunity to showcase the projects they have been working on, receive awards and achievements, and celebrate their BSS experience in a relaxed and safe environment.

#### True Me, Evaluation & Reflection

On Fridays during class time, students receive some self-evaluation time, supervised by their teacher. They reflect on what they have learned

about themselves, their performance and how their personal skills, social skills, self-confidence, and authenticity have improved throughout the week.

The BSS Experience featuring True Me gently and subtly encourages students to:

- Improve communication
- Improve self-confidence
- Enhance creativity
- Accept others
- Develop critical thinking skills
- Respect diversity
- Understand the importance of collaboration
- Celebrate difference
- Increase flexibility and adaptability
- Live authentically

**True Me is an internal British Summer School philosophy and is reflected in everything we do.**

### 3.6 Excursions

Saturday and Sunday excursions enable students to visit London (except for Clayesmore students), the seaside and other places of cultural and historical interest, as well as provide an opportunity for recreational and adventure activities and shopping. Saturdays for our Artists consist of an Inspiration Trip designed to develop their curiosity, creativity, and artistic flair.

At Brambletye, Worth, Clayesmore and Oundle, this is a compulsory part of the programme. We operate a more flexible attendance policy for Moulton students who are 18 and over.

Age	Policy
18+	Students can opt out of 1 or both excursions if they wish
15-17	Students must participate in all excursions

**For the safety of students and reassurance of their parents, we adopt the following supervision policy for all excursions and off-site trips and no exception can be made to this policy, even with parental consent.**

Age	Policy
6-11	Students are accompanied by staff at all times
12-14	45 minutes unaccompanied free time in groups of at least 4 students
15-17	90 minutes unaccompanied free time in groups of at least 2 students *
18+	No staff supervision required

#### Saturdays

These excursions are usually to London (except Clayesmore students) and can consist of a walking tour to see some of the famous sites and / or a visit a famous tourist attraction, depending on the schedule and time available.

#### Sunday

This excursion usually consists of a visit to a local city or seaside town, where students can explore the town / city, visit any local attractions, have a walk along the promenade, visit the pier, go to a café and go shopping.



### 3.7 Free Time Policy

Students have some free time every day when they can rest in their bedrooms or relax with their friends, practising their English.

If they prefer to be more active, they can borrow some sports equipment and organise a game of tennis, football or basketball with other students or with the staff.

**Here is what students can and cannot do during their free time:**

Can	Cannot
<ul style="list-style-type: none"><li>• Go to their bedroom and rest or sleep</li><li>• Go to the Clubhouse and chat with friends</li><li>• Use their mobile phone</li><li>• Chat with friends or family back home</li><li>• Play some extra sports with other students</li><li>• Talk with the staff</li></ul>	<ul style="list-style-type: none"><li>• Leave the centre alone</li><li>• Be noisy or disruptive</li><li>• Be in a different boarding house</li></ul>

### 3.8 Free Time (Oundle)

All Oundle students are all permitted to go into Oundle village unsupervised during their afternoon free time for a maximum of 1 hour. **Students must adhere to our Oundle Village supervision policy and must be back at the centre for dinner.**

Age	Policy
12-14	Students must stay in groups of at least 4
15-17	Students must stay in groups of at least 2

### 3.9 Free Time (Moulton)

All Moulton students are afforded a greater level of freedom to students during their free time.

**All students are permitted to leave the campus unsupervised and adhere to the following policy that exists to ensure students' safety:**

Age	Check In (by phone)	Check In (in person)	Be back on campus
18+	Every 4 hours	---	23:00
16-17	Every 1½ hours	Every 3 hours	21:00
15	Every 1½ hours	Every 3 hours	21:00

# Feedback

## 4. Feedback

The ideas, opinion, suggestions, and feedback of our students is key to the success of British Summer School.

### Arrival Questionnaire

All students are asked to complete a short online questionnaire at the end of their first week.

### Academic Tutorials

Students are invited to attend a one-to-one academic tutorial with one of their Core/Academic/Business English teachers on Fridays to discuss their progress in class.

### Student Voice

A number of elected student representatives will meet with the Managers of the course every week to give their feedback, make any requests and discuss any issues raised by students.

### Departure Questionnaire

All students are asked to complete a longer online questionnaire at the end of their course.

# Welfare

## 5.1 Contact with Family

During students' stay, it is important that they keep in touch with their parents/guardians.

Most students can contact their parents/guardians using their mobile phone, either by making/receiving a regular call, a WhatsApp call or via another telephone or messaging service such as Skype.

If parents/guardians are unable to contact their child, they can call our office and arrange a convenient time to call back to speak with their child.

## 5.2 Receiving Post

Students can receive letters, parcels, and packages at the school address at any time during their stay. Unfortunately, we are not able to send post on once a student has departed.

## 5.3 Visitors

If a student's parents or family friends are in England and want to visit during the course, they must contact the Centre Manager at least 3 days in advance to organise this.

### The procedure is:

1. Parents speak to the Centre Manager to request a convenient time to visit.
2. Parents send official notification by email to confirm the visit. This must come from an email address that is associated with the booking in our admin system.
3. When the visitors arrive, they must report directly to the Centre Manager's Office, show their identification, and complete the Visitor's Form.
4. All visits (on-site and off-site) are authorised at the sole discretion of the Centre Manager and agreed visit times must be respected.

# 5.4 Religious Worship

If a student would like to pray at the centre or if they would like to visit a place of worship during their stay with us, they should see the Welfare Manager to organise this.

# 5.5 Sickness

Students should see a member of staff if they feel sick.

Time Period	Staff Member (in the first instance)
Wake up	House Parent
During the day	Medical officer
At bedtime	House Parent
During the night	House Parent

## Non-prescribed medication

Each student must have a completed medical form prior to starting the summer course which includes a declaration giving permission for nominated and trained British Summer School staff to administer the student, common, non-prescribed medicines. Students must hand in all medication on arrival, as they cannot keep medication in their bedroom.

## Minor sickness

If a student has a headache, a sore throat, upset stomach or other minor illness, the Medical Officer or another nominated member of staff is allowed to give them basic non-prescription medicines, for example, paracetamol, throat lozenges or cough syrup.

## Seeing a doctor

If a student needs to see a doctor, we will book an appointment at our local surgery, usually for the same day or the next day. Sometimes, it is necessary to pay for the doctor's visit, which will need to be paid by the Parent/Guardian.

## Accident/Sports Injury

If a student has an accident or suffers a sports injury, a first-aid trainer member of staff will assess the student and if necessary, provide first aid treatment within the scope of their training.

## Emergency

If a student has a serious accident or in any emergency, we will call an ambulance.

# 5.6 Dealing with Problems

If a student has a problem, they should speak to a member of staff straight away so that we can resolve it. If a problem is not resolved by our staff quickly, students can speak to the Centre Manager at any time.

Problem	Who to see (in the first instance)
With a student's bedroom or house	House Parent
With a student's class	Teacher
With the sports & leisure programme	Activities Manager
With the food	Welfare Manager
Serious problem	Centre Manager

# 5.7 Bullying

Bullying is causing emotional or physical harm to other people and can be Verbal, Social or Physical.

## Verbal (Saying or writing horrible things)

- Calling people names
- Playing cruel jokes on people
- Threatening people

## Social (Harming someone's reputation)

- Ignoring people
- Embarrassing people in public
- Telling other people not to be friends with someone

## Physical (Hurting a person's body or possessions)

- Pushing
- Kicking, punching, and hitting
- Taking or hiding someone's things

Cyberbullying is another form of bullying and involves posting hurtful or threatening messages on social media such as on Facebook, Instagram, or Twitter.

**If a student is being bullied by someone, they need to tell a staff member immediately.**

If a student is found to be bullying other students or treating them badly in any way, this is what happens:

- The Welfare Manager speaks to the student immediately and tells them that any form of bullying must stop. They are told that any recurrence shall be treated very seriously.
- The student is encouraged to apologise to the student and the Welfare Manager monitors the situation carefully.
- The student who has been bullied is told that the matter has been dealt with and that bullying shall stop with immediate effect.
- If bullying continues, the "perpetrator" receives a final warning from the Centre Manager and their parents are informed of the situation.
- If there is a further incident of bullying or if there is any suggestion that bullying is continuing, the student's course can be discontinued with immediate effect, and they can be sent home at the parents' expense.

**If a student bullies someone, they can be expelled.**

## 6.1 Mobile Phone Policy

Students' access to their mobile phones, tablets, games consoles and laptops is restricted during the course to:

- Encourage students to interact face-to-face with other students and staff
- Ensure students concentrate in meetings, lessons and all sports and leisure activities
- Minimise safeguarding risks and minimise the risk of cyberbullying and peer-on-peer abuse
- Provide an opportunity for students to detox from the digital world during their course
- Allow students to be fully immersed in the international community

	Brambletye	Worth	Clayesmore	Oundle	Moulton
Lessons					
Breaks	x				
Meetings	x				
Sports & Leisure	x				
Free Time	✓	✓	✓	✓	✓
Meals	x				
BSS Experience	x				
Excursions					
Overnight	x				

- X** Students do not have access to their phones; they are handed in on arrival and kept in the Centre Manager's office.
- Students' mobile phones are collected by staff at bedtime; students do not have access to them overnight.
- Mobile phones must be put away; students must not use them.
- ✓ Students are permitted to use their phones, but not in No Phubbing zones.
- Students can use their phones for academic purposes only, when permitted by the teacher.
- Students can have their phones but should only use them to take photos or in an emergency.

To help us achieve the objectives of this policy, this table shows when students are allowed to use/have access to their mobile devices:

### Phubbing



**Phone (noun)  
+ To Snub (verb)  
= To Phub**

Phubbing is NOT paying interest to/ignoring people in favour of using a mobile phone.

We have No Phubbing zones around the school for example in the classrooms, meeting rooms and in the dining room. In these zones, students are expected to put their phones away and not use them.

No Phubbing is about students demonstrating respect to their peers and friends and this message is actively delivered to students by our staff on a daily basis.

## 6.2 Absence

During students' stay with us, their safety is our responsibility, and this is why we must know where students are at all times.

For most students, every part of the programme (meetings, lessons, sports and leisure activities, True Me, excursions) is compulsory, except for exceptional reasons and agreed by us, and students are expected to attend and participate.

The only valid reason for being absent from any compulsory part of the course would be if a student is sick. In this case, they must inform British Summer School staff immediately; they must not just stay in their bedroom alone.

Students who are absent without good reason can be subject to sanctions issued by staff. Persistent absence may result in a student being sent home.

## 6.3 School Rules

### Students must:

- Attend all timetabled meetings and registers
- Participate in all lessons and BSS experience featuring True Me sessions.
- Treat all staff and students with respect
- Follow the School Rules

If students do the above, they are sure to have a great time at British Summer School!

### Students should not:

- Be rude
- Use bad language or gestures
- Drop Litter
- Use their mobile in official No Phubbing zones

**If students do the above, the staff can issue appropriate warnings and sanctions.**

### Students must not:

- Purchase or drink alcohol (applies to all Under 18s)
- Purchase cigarettes, e-cigarettes or vaping equipment (applies to all Under 18s)
- Smoke (except Leaders & Scientists of the future students who are over 16)
- Purchase, consume or share illegal drugs
- Gamble

- Steal or shoplift
- Bully other students (includes cyberbullying)
- Act aggressively or fight
- Damage school property
- Enter areas/bedrooms of the opposite sex
- Leave the house after lights out
- Use Fire Escapes and Equipment unless for an emergency
- Use false ID or another person's ID for any reason
- Break any UK law

**If students do any of the above, even once, their course could be discontinued, and they could be sent home.**

## 6.4 Curfew Times

Students must be in their bedrooms with the lights out and ready to sleep at the following times:

Centre	Curfew Times	Ages
Brambletye	21:00	All students
Worth	22:15	10 – 14 years
	23:00	15 – 16 years
Clayesmore	22:15	11 – 14 years
	23:00	15 – 17 years
Oundle	22:15	12 – 14 years
	23:00	15 – 17 years
Moulton	23:00	15 – 17 years
	00:00	18 – 19 years

## 6.5 Smoking

Centre	Ages	Smoking permitted	Purchasing cigarettes permitted
Brambletye	6 - 12 years	NO	NO
Worth	10 – 15 years	NO	NO
	16 years	YES	YES
Clayesmore	11 – 15 years	NO	NO
	16 – 17 years	YES	YES
Oundle	12 – 15 years	NO	NO
	16 – 17 years	YES	YES
Moulton	15 years	NO	NO
	16 – 19 years	YES	YES

Only students ages 16+ years on the Leaders, Entrepreneurs, and Graduates of the future courses are permitted to smoke by British Summer School, in a designated area of Moulton College.

In England, smoking is forbidden in any enclosed public spaces such as bars, restaurants, train stations, schools, colleges, airports etc.

Students who smoke must be mindful and respectful of others and must only smoke in a designated area

## 6.6 Drinking alcohol

Centre	Ages	Drink alcohol permitted	Purchasing alcohol permitted
Brambletye	6 - 12 years	NO	NO
Worth	10 – 16 years	NO	NO
Clayesmore	11 – 17 years	NO	NO
Oundle	12 – 17 years	NO	NO
Moulton	15 - 18 years	NO	NO
	18 – 19 years	YES	YES

Only students 18 and over on the Leaders, Entrepreneurs, and Graduates of the future courses are permitted to drink alcohol off-site. This is limited to 2 drinks (approximately 4 units). Students are not permitted to drink alcohol in the company of under 18s and drinking alcohol at Moulton College is not allowed. Being drunk at any time – on or off campus – is prohibited.

When there are social events, such as a meal out, British Summer School staff are not allowed to drink, as they are on duty. They make sure that students drink sensibly during these occasions.

When students are on free time away from staff, we expect them to behave like responsible young adults and to respect our rule of not drinking large amounts of alcohol. Students must never get drunk and/or return to campus drunk.

# 6.7 Sanctions

Behaviour	Staff warning	Task	Confiscate device	Miss free time	Miss excursion	Send home
Be late for meetings, lessons, or sports/leisure activities	✓			✓		
Use mobile in No Phubbing Zone	✓		✓			
Drop Litter	✓	✓				
Keep bedroom untidy	✓	✓				
Be rude to students or staff	✓			✓	✓	✓
Use bad language/gestures	✓			✓	✓	✓
Damage school property*	✓			✓	✓	✓
Bullying/peer-on-peer abuse	✓			✓	✓	✓
Steal or shoplift					✓	✓
Buy, possess, use, or supply cigarettes / e-cigarettes					✓	✓
Buy, possess, use, or supply alcohol					✓	✓
Buy, possess, use, or supply drugs					✓	✓
Use physical violence					✓	✓
Break the law					✓	✓

The behaviours and consequences illustrated here are intended to be an example only.

We consider the student's age, previous behaviour, intention, and context of the incident when issuing any sanctions.

\*Pay for repair/replacement.

We consider some behaviours to be so serious that a student could be sent home after just one incident. Our Behaviour Policy is available on request.

## SECTION 7

# Safety

## 7.1 Ratios

### Sports, Leisure Activities and Excursions

The minimum staff: student ratios for all scheduled activities are as follows.

6-7 years	8-10 years	11+ years
1:6	1:10 – 1:15	1:15 – 1:20

Please note that if we consider that a particular sport, activity, or excursion involves higher risks, the staff ratio can be higher.

### Accommodation

6-11 years	12+ years
1:15	1:20

## 7.2 Safety

- All students receive a safety induction, relevant to their age, on the first or second day after arrival.
- Most staff are residential and sleep in the same boarding houses as the students.
- Every student has a House Parent, who is responsible for their wellbeing not only in the house but at all times during their stay.

## 7.3 First Aid

All centres are equipped with First Aid kits which are easily identifiable by their green cross sign and every centre has First Aid trained staff on duty at all times.

If a student has an accident or requires any first aid, they should contact the nearest staff member to ask for help.

For any serious sports injury or accident or in an emergency, any staff member can call an ambulance.

If any student has an accident or nearly has an accident (a near miss), they must report it to a staff member as soon as possible.

## 7.4 Emergency Contact Details

British Summer School must have parent/guardian contact details and next of kin details for all students in case of emergency. If these details change, parents/guardians or their representative must inform us as soon as possible.

If we have not received emergency contact details in advance, they are collected from the student as part of the check-in process on arrival.

## 7.5 Electrical & Electronic Items

Students who bring electrical and electronic items to camp must ensure that all items are in good, safe, working order. Students must also ensure that they only bring and use the correct chargers, cables and adaptors. We may remove any items that we consider to be unsafe in the interest of electrical and fire safety.

British Summer School permits the use of personal electrical/electronic items on the following basis:

- Devices are used in school at the student's own risk
- The student is responsible for the safe upkeep and protection of their devices

- Neither British Summer School nor the host school are responsible for personal devices which are damaged or lost during the student's course
- Neither British Summer School nor the host school can provide technical support for personal devices

## 7.6 Site Security

Comprehensive procedures are in place for handling a security or safety emergency:

- At the airport on arrival or departure
- At any centre
- In the vicinity/local area of the centre
- On trips and excursions

This includes procedures for verifying the whereabouts and safety of students, group leaders and staff, communication with group leaders, staff, students, their parents, and representatives.

## 7.7 Fire Safety

### Fire Evacuation

It is very important that students know what to do in case the fire alarm goes off, so all students must familiarise themselves with these steps:

1. When they hear the alarm (a loud bell sound), they must stop what they are doing immediately.
2. They must leave the building immediately by the nearest Fire Exit and go to the Assembly Point.  
**They must:**  
NOT stop to collect any of their belongings.  
NOT use lifts.  
NOT go back into the building for any reason.
3. If all Fire Exits are blocked, students should close all the doors and windows and wait for help.
4. At the Assembly Point, students are asked to gather around the staff member in charge whilst the register is taken.
5. They should wait calmly and quietly with the staff member and not wander off
6. They should only re-enter the building when they have permission from staff or from the Fire Service.

### Never enter a building if the Fire Alarm is ringing.

British Summer School staff show students the quickest escape route from their bedroom when they arrive.

### Fire Prevention

It is important that we do everything we can to reduce the risk of fire, therefore, students are advised:

1. Not to use irons or similar items in their bedroom. Students should speak to their House Parent if they would like to iron their clothes.
2. If hair straighteners are used, not to put them on a carpet or bed when hot and make sure they are unplugged after use.
3. Not to plug more than one electrical item in one socket at a time.
4. Always use an adaptor if an electrical item has a different plug from the one we use in England.
5. Not to attempt to change fuses. See the House Parent.
6. Keep Fire Doors closed – if a Fire Door is seen to be open all the time, students should advise a staff member.
7. Not to block Fire Exits.
8. Keep bedroom floors clear of luggage so that people can get out quickly if they need to.
9. Never play with safety equipment such as Fire Extinguishers, Fire Alarms or Smoke Detectors.

# Safe guarding



## Safeguarding

British Summer School has a responsibility to safeguard and promote the well-being of all students attending its courses.

It does this by:

- Providing safe and effective care for children
- Looking after children's physical health and mental well-being
- Protecting children from any form of maltreatment from staff, visitors, or other students
- Supporting vulnerable children
- Taking prompt and effective action in case of any concerns

### Privacy & Security

- Students must not disclose their username or password.
- Accessing or hacking restricted areas of the school network is forbidden.
- Students must not take/share/distribute photos or videos of other students without their consent.

### Digital Communication

- Internet use during lessons must be for educational purposes only.
- Students must not use VPNs or any other means to bypass the school's filtering system.
- Using the internet/school network to obtain, store, print, display or share any material which is obscene or abusive is forbidden.

### Peer-on-Peer Abuse

Students who maltreat or abuse other students will not be tolerated at British Summer School.

- Bullying/Cyberbullying (see page 13)
- Physical violence
- Sexual harassment/violence
- Sexting (sharing indecent images)
- Initiation/hazing activities

Any incidents of abuse will have very serious consequences.

### Designated Safeguarding Lead

If a student has any reason to feel uncomfortable during their course at British Summer School and does not wish to speak to a member of course staff, they should speak with the Centre Manager, who is the trained Designated Safeguarding Lead for that centre.

A student or parent/guardian can also contact a Head Office Designated Safeguarding Lead:

Name	Role	Phone Number	Email
Tom Darke	Head Office Safeguarding Lead	+44 (0) 1444 444 750	tom@britishsummerschool.co.uk

If any student is in danger, at risk of immediate harm or in any emergency, they should speak with the Centre Manager, Welfare Manager, or any staff member at the centre.

# Departure



## Packing

Students usually pack the day before departure. They must pack all clothes and personal belongings and make sure nothing has been left in the laundry. Students are reminded to check wardrobes, drawers, shelves and also under their bed!

House Parents help younger children with packing.

## Leavers' Ceremony

There is an official Leavers' Ceremony on students' final evening where the Centre Manager presents departing students with their course certificate, English report and any awards or prizes they may have won during their course.

## Do not forget

Students are reminded not to forget their:

- Classwork
- True Me Workbook
- Attendance certificate
- English report
- Any souvenirs and presents
- All clothes and personal belongings
- Contact details of new friends
- Any awards or prizes

## Lost Property

British Summer School is not responsible for students' lost property. If forgotten items are located after a student has left, we can return these items by post/courier, but the student/parent will need to cover all postage/delivery costs.

## Check Out

Students need to make sure they arrive at the office at the correct time to check out; if departure is very early, a staff member will wake students up. Checking out means:

- Collecting flight/train tickets and passport
- Collecting any unspent pocket money and foreign currency
- Collecting any medicines
- Collecting any valuables

## Departure

A British Summer School staff member or nominated representative takes students to the airport/station in plenty of time to check in for their flight/train. They help students with their bags and with the check in process and make sure students go through passport control and into the departures lounge. As British Summer School staff are not travelling, they are not permitted airside and therefore cannot accompany students to the departure gate/train platform. For parents' reassurance, a British Summer School representative waits at the airport/train station until the student's flight/train has departed.

## Extra Charges

British Summer School is not responsible for paying any excess baggage or UM (Unaccompanied Minor) charges.



# Contact Us

## Head Office

**Address:**

British Summer School  
Foundry  
78 The Beacon  
Eastbourne  
BN21 3NW

**Telephone:** +44 1444 444744

**Email:** admin@britishsummerschool.co.uk

## Emergency Contact Numbers

Emergency contact numbers will be published on our website 7 days prior to each course start date

### Brambletye

**Address:**

British Summer School  
Brambletye School  
Lewes Road  
East Grinstead  
RH19 3PD

**Email:**

brambletye@britishsummerschool.co.uk

### Oundle

**Address:**

British Summer School  
Oundle School  
Church Street  
Oundle  
Peterborough  
PE8 4EE

**Email:**

oundle@britishsummerschool.co.uk

### Worth

**Address:**

British Summer School  
Worth School  
Paddockhurst Road  
Turners Hill  
Crawley  
RH10 4SD

**Email:**

worth@britishsummerschool.co.uk

### Moulton

**Address:**

British Summer School  
Moulton College  
West Street  
Moulton  
Northamptonshire  
NN3 7RR

**Email:**

moulton@britishsummerschool.co.uk

### Clayesmore

**Address:**

British Summer School  
Clayesmore School  
Iwerne Minster  
Blandford  
Dorset  
DT11 8LL

**Email:**

clayesmore@britishsummerschool.co.uk

Note: School email addresses used only during summer school time 30th June – 10th Aug 2024



Accredited by the  
 **BRITISH COUNCIL**  
for the teaching  
of English in the UK



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future  
ready