

# **STUDENT HANDBOOK**

## 1. Introduction: Welcome to Project International Summer Schools!

Project International would like to wish you a very warm welcome to our summer programme and hope that you have a very enjoyable stay with us. We will do our best to ensure that your stay will be happy and memorable. In order to make this happen, we would also like to ask for your help.

This handbook is designed to give you guidance about our programme; before your arrival and during your stay at our centres. We hope it will give you a clearer idea about: arrival at the centres, Project International Staff, the daily schedule, English lessons, Activities and Excursions. There are also some basic rules at the centres that are very important for all of us to understand.

We welcome students from various countries, making our programme truly international; you have a great chance to make friends across the world. Enjoy your wonderful summer experience with us!

## 2. On Arrival

Our staff will meet you at the airport (or station) and take you to the centre. Hopefully you will be excited to be with your new friends in England; others may feel a little nervous about being away from home, so be as friendly as possible. Project International will ensure that you arrive at the centre safely, settle in well and make yourself at home. This section will give you information about your arrival at the centre and explain the roles of our staff.

### i) Transfer to the centre

Most transfers will be by coach (or taxi for smaller groups and individual students) and will be accompanied by Project International representative(s). Our staff will be holding a sign (see below) and wearing a 'Project staff' shirt so that you can easily identify whom you should follow. If you are in a group, please listen to your Group Leader(s) carefully and follow their instructions. Please remember that it can be very busy and crowded in the airport so we need your full attention.

Depending on the centres and the arrival airport, the transfer may take a few hours. In some cases, you may travel with other groups on the coach.

If you have any problems (lost property, sickness, etc) at this stage, please let our staff know!



(Welcome Sign: sample)

<p>PROJECT INTERNATIONAL DOVER COLLEGE XXXX XXXX (name/group)</p>
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When travelling by coach, we have some simple rules:

#### Rules of Project International (PI) Coach Travel

- 1) Always stay seated. No walking in the aisle when the coach is moving.
- 2) Always use the seatbelts provided.
- 3) No eating on the coach

## **ii) Project International Staff**

In this section, we'd like to briefly introduce you to the key members you will meet once you arrive at the school.

**Programme Director (PD):**

The PD has overall responsibility for the running of the course and ensures the needs of the students are being met.

**Director of Studies (DOS):**

Providing effective English teaching is DOS's major responsibility throughout the course. They will decide which English Class you are placed in.

**Activities Director (DOA):**

This person plans activities during the course. They are responsible for running a safe and enjoyable activity programme.

**Social Director (SD):**

The SD will be in charge of organising the evening activities.

**Excursions Director (DOEx):**

This person is responsible organising arrival & departure transfers and weekly excursions.

**Welfare Director (WD):**

The general welfare of the students is the WD's responsibility. This includes taking care of students who are ill, homesick, and injured during the course. They are also responsible for your room allocation.

**House Tutors:**

They are in charge of the boarding houses, including day-to-day checks on all accommodation, cleanliness and organising fire drills.

*A member of our own staff (normally referred to as the Individuals Tutor) will be assigned to all students that book directly with Project International or do not have a representative from their agency on campus. If you are an 'individual student' you will have regular meetings with this staff member at which you can ask for any help you require. However, please remember that you can approach ANY member of staff at any time.*

## **iii) Welcome & Orientation**

Once you arrive at the centre, the Programme Director will talk to you briefly about the course. The most important things that they will tell you are listed below. However make sure you listen carefully as there will be other important information given to you.

- **Welcome** to Summer School! Enjoy yourself and try to make as many friends as possible.

- To provide you with a well-run programme we need you to help us by **reading the notice boards** (the staff will explain where you can find these) and being **punctual** (try to get to all lessons and activity session 5 minutes before they are due to begin).
- **Campus rules** such as no smoking or drinking alcohol and rules about leaving campus.
- If you find any **damage** during your stay, particularly in your own room then you must tell a member of staff. If you cause any damage (even if it was an accident) then you must tell a member of staff immediately.
- **Valuable items** such as passports, tickets, money and electronic equipment should be handed to a member of staff who will look after them for you. YOU are responsible for them should they be lost.
- **Respect** for other people and other peoples' property.
- Boarding houses have key code locks for **security purposes**. Remember the code for your own house and do not tell others.

Once the welcome talk is finished you will be shown to your room.

#### iv) **Damage**

Project International do have to enforce a set of rules and policies to ensure the courses run smoothly and respect is given to other people, possessions and facilities.

On arrival at centres, all students are asked to pay a deposit against any damage they may cause during the stay. This will naturally be returned at the end of their stay if they are not responsible for any damage.

When damage occurs as a result of student behaviour in a communal area and the **person(s) responsible for this damage remains undetermined, it is Project International policy to make a collective charge. All students who could have reasonably caused the damage** (i.e. all students resident in the relevant boarding house or class for example) will pay an equal contribution toward the bill for damage.

We understand that this may be seen as unfair on those that have not caused the damage. However, we firmly believe that schools should not be penalised for letting us use their facilities. We also believe that as **this rule is the same for all students / groups** it is the fairest way to account for this issue.

#### v) **Birthday Cakes**

We encourage students to celebrate their birthday should it fall within their stay with us.

There are three options for the purchase of cakes whilst at the Centre:

1. Cakes can be ordered through the school kitchen.
2. Cakes can be purchased from local shop by Group Leader.
3. Cakes can be purchased from local shop by Project International staff.

If cakes are to be made by the school kitchen, or for Project International staff to buy the cake, then student / Group Leaders must pay the appropriate member of staff BEFORE ordering or purchasing.

## vi) Room Allocation

After the Orientation, you will be taken to the boarding house where you will stay during the programme. Project Staff will have allocated you a room; please follow their instructions and make yourself at home. Most centres have a variety of rooms including singles, doubles, multi-bedded. All girls and boys will be separated.

You can give us your request regarding the room allocation in advance (there is a section on our booking form when you make the booking). We will do our best to fulfil your request; however, please do remember that this may not be possible due to a number of reasons.

Once you are in your room, please tell a staff member or your group leader if you find any damage. Throughout your stay, the room is your home in the UK. Please treat it with the respect that you would do in your own country. If you damage anything, again please inform our staff about it immediately.

We hope you will have a comfortable stay. Please note the following points while you are staying with us.

- Keep your room tidy!
- Do NOT leave any valuables unattended even in your room! --- Please hand them to our staff.
- Lock your suitcases when you are out for lessons and activities.
- Do NOT enter other people's rooms without their permission



## 3. On Site

In our summer programme, each day is structured so that you can fully enjoy your stay in England. In this section, we will provide you with the information of the course such as sample schedule, English Lessons, Activities and Excursions along with various important rules to be aware of. At the end of this section, we will (again) show you our promises to make the programme successful!

### i) Sample Schedule

Day	09:15-12:45	14:15- 17:30	20:00 – 22:00
Day 1		Arrival at airport Transfer to school Orientation: tour & talk	Settle in Ice Breaker games
Day 2	 English Placement Test	Activities: Basketball, Tennis, Volleyball, Drama, Arts & Crafts, etc	Campus Quiz
Day 3	English Lessons	Activities: Football, Unihoc, Kwik cricket, Arts & Crafts, Swimming, etc	Karaoke

Day 4	English Lessons	Half day Excursion	 Cinema
Day 5	English Lessons	Activities: Rugby, Tennis, Badminton, Aerobics, Drama, etc	Talent Show
Day 6	English Lessons	Activities: Volleyball, Football, Swimming, Dance, Arts & Crafts, etc	 Disco
Day 7	Full day Excursion	 	Team Tournament

\* This is a SAMPLE programme and the activities may change.

## ii) Students' Rules: Do's and Don'ts

### DO's:

- 1) Be punctual for ALL meals, lessons, activities, social events and excursions;
- 2) Feel free to use all the available facilities (*though some, like the sports hall, require you to have Project staff present.*)
- 3) Attend all evening social events; the more the merrier!
- 4) Mix with the other nationalities and speak ENGLISH as much as possible.
- 5) Carry ID with you when you go off campus...it should indicate your name and address/telephone number of the College.
- 6) Respect all equipment and property around the school as if they were your own.
- 7) Report ALL damage IMMEDIATELY.
- 8) Ask for help/assistance from Project staff whenever you need it; we are here 24 hours a day!!
- 9) Feel free to tell us if you are not happy with ANY area of the programme (food, tuition, activities, excursions etc.)
- 10) Feel free to give us new ideas (regarding food, entertainment etc.)
- 11) Respect other people's privacy.
- 12) Make the most of your stay in England.
- 13) Tell us if you are allergic to any foods, or have a medical condition.
- 14) Tell us if you are unhappy or homesick.
- 15) ENJOY YOURSELVES!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!

### DON'Ts:

- 1) BE LATE!!!!
- 2) Cause malicious damage; you WILL be charged. This extends to letting off of fire extinguishers (the charge will be a flat £50 for this.)
- 3) Wander into the town on your own.
- 4) Smoke on school premises.
- 5) Drink alcohol on school premises (remember you MUST be over 18 in this country to drink alcohol.)
- 6) Go into ANY area of the school that is OUT OF BOUNDS.
- 7) Take other people's property.

- 8) Enter other people's bedroom/house without permission.
- 9) Make excessive noise after bedtimes.
- 10) Leave money/valuables in your rooms.
- 11) Use fire doors as means of general exit from buildings.

### iii) English Lessons

The English lessons are one of the central parts of the programme we offer. The programme is 15 hours per week and emphasis is placed on interaction and conversation. Our lessons are specially designed to provide you with interesting, communicative activities that help you improve your English.

As you see in the sample schedule, you will have our English Placement Test on the day following arrival. The test consists of both writing and listening sections. You may become a little nervous about this, but PLEASE DON'T WORRY! This test is to place you in a right class with other students of a similar ability, so that you can enjoy and practice English more with the teacher and classmates.

All the lessons are carefully structured and presented by our cheerful, friendly teachers. We aim for you to keep the same teacher for all of your English lessons.

[Certificates]

At the end of the course, you will be awarded a Project International certificate

[A Typical Teaching Day: Sample]

09.15-10.15	Break (10 mins)	10.25-11.25	Break (10 mins)	11.35-12.35
<p><b>Introduction:</b> The teacher will introduce you some topics</p> 		<p><b>Practice:</b> Using the topics, you will practice language use</p> 		<p><b>Presentation:</b> You will have a presentation about the topic you learn</p> 

### iv) Activities

We offer a wide range of activities in the afternoon and the evening, which our Activity Director plans, each according to the demands of the students and group leaders.

[Afternoon Activities]

You can sign up for preferred activities in the mornings or make your selection before activities starts at 2.15 pm (approximately). You must attend the activity programme, which is designed for enjoyment; the more the merrier! This is also a fantastic opportunity to get to know other students from different countries!

Unless you have decided to focus on one activity for your stay you will have a number of options. These normally include: aerobics, art/craft, badminton, basketball,

drama, Frisbee, football, handball, hockey, kwik cricket, rugby, short tennis, squash, tennis, volleyball, water polo, and many more.

[Evening Activities]

You will also have a lot of fun with our popular evening entertainment programme. This includes Discos, Karaoke, Talent Shows, Blind Date, Film Shows, Project Olympics and much more.

## v) Excursions

As seen in the sample schedule, there are escorted coach excursions twice a week: Half day and Full day. Each centre has standard excursion destinations, and all the venues are chosen based on

- 1) Something that hopefully entertains you
- 2) Something that tells you a little about history or culture of the UK

You will experience a lot of fun: attractions, sightseeing, shopping, taking photos with friends, etc. Excursions are the events structured for all of you to explore and discover more about the UK!

[Be Careful!]

We would like you to have a great time during the excursions. Therefore, you must be aware of some rules:

- Remember the rules for coach travel! (See section 2)
- Please keep your ID tag (small piece of photocopied paper containing the centre's name, address and a contact number) with you at all times on the excursion.
- Be punctual; please DO NOT be late for any meeting times that you are given.
- Listen to Project Staff carefully. Follow the instructions that they give you.
- DO NOT wonder away from the Project International group!

[Sample Schedules for Half and Full day Excursions]

Half Day

(From Dover Centre to Canterbury)

English Lesson			Entrance: "Canterbury Tales"	Free Time: Town Centre 	Back to School ...To Dinner
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Full Day

(From Dover Centre to London)

Breakfast	Transfer 	Entrance: "City Cruise" 	Lunch 	Free Time 	Back to School 	Dinner
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## vi) **Project International promise you...**

We confidently promise you the following points to make our summer programme successful and enjoyable!

- Provide you with interesting, effective English lessons.
- Organise entertaining activities with a strong emphasis on your safety.
- Run enjoyable excursions.
- Be sincere and try to resolve any problems you have during your stay.
- Be friendly and helpful.

Please do talk to us if you have any requests, questions and feedback. We are always welcome your honest, sincere opinions during your stay so that we can also improve our programme!

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