



British
Summer
School

Student Handbook

SUMMER 2023

future
ready





Our Vision

To be the UK Leader for Summer School Provision.



Our Purpose

To break the typical summer school mould and adapt our programmes to the needs of the new generations of students in a rapidly changing world.

British Summer School



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.

Our Values

- We are a **team**.
- We **support** each other.
- We **lead by example**.
- We **try our best**.
- We are **open**.
- We respect **diversity**.
- We are **enthusiastic**.
- We **make things happen**.
- We **work hard**.

We **respect** the **past** but look to the **future**.



Worth School

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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

We expect all students to:

- Be friendly
- 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

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 and Scientists 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

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

If students are arriving at the school with their parents, the ideal arrival time is between 13:00 and 16:00. 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

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. Our Medical Officer 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.

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 (except Leaders and Scientists, who should bring a laptop or IPAD).

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.

SECTION 3

Herstmonceux Castle

The Course



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. When allocating students to their houses, we consider the number of younger/older boys and girls on campus, and we make sure that each house has a mixture of different nationalities.

Bedrooms

We try to place younger students (6-10 years) in a larger bedroom with at least one child of the same nationality.

Older students usually share their bedroom with one or two other students, where possible, of different nationalities.

We usually reserve single accommodation for the oldest students or for students with a special need for privacy.

Bedroom Requests

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

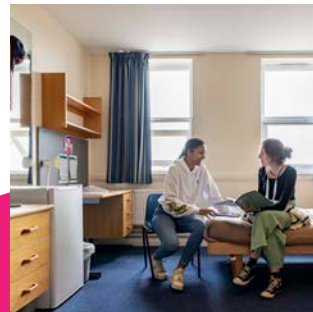
However, such requests are subject to availability and cannot be 100% guaranteed.

Staff Accommodation

To ensure good supervision, staff are accommodated in the same Boarding Houses as the 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 there are always two different hot choices available for lunch and dinner, as well as a salad bar.



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 or wrap, packet of crisps, healthy snack and piece of fruit.

Sample Daily Menu

BREAKFAST

Choice of cereals and milk
Selection of breads and pastries
Toast, butter and jam
Choice of cheeses
Fruit salad
Selection of yoghurt
Water
Tea and coffee

LUNCH

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

DINNER

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

3.3 Academic Programme

Placement Test

Students are asked to complete an online grammar/vocabulary test 2-4 weeks before arrival. On arrival, they take a short speaking and writing test to confirm all aspects of their English level.

Creation of Classes

Classes are formed according to two basic criteria: students' English level (as determined by us) and their age. We also aim to mix as many nationalities as possible in each class.

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 and Learning & Innovation lessons, seven levels are offered from Beginner to Proficiency.

	BRITISH SUMMER SCHOOL FRAMEWORK	COMMON EUROPEAN FRAMEWORK	EXPLORERS	ADVENTURERS	CITIZENS	ACADEMICS	LEADERS	SCIENTISTS
1	Beginner	A1	Y	Y	Y	X	X	X
2	Elementary	A1-A2	Y	Y	Y	X	X	X
3	Pre-Intermediate	A2	Y	Y	Y	Y	X	X
4	Intermediate	B1	Y	Y	Y	Y	Y	Y
5	Upper Intermediate	B2	Y	Y	Y	Y	Y	Y
6	Advanced	C1	Y	Y	Y	Y	Y	Y
7	Proficiency	C2	X	X	X	X	Y	Y

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 with an official course attendance certificate that states the English level studied with British Summer School.

Lessons

	Tuition per week [hrs]	Tuition per day (Mon-Fri)	Core English [hrs]	Learning & Innovation [hrs]	Focus Lesson [hrs]
Explorers of the future	17½	3½	1½	1	1
Adventurers of the future	20	4	1½	1	1½
Citizens of the future	22½	4½	2	1	1½
Academics of the future	22½	4½	2	1	1½
Leaders of the future	25	5	2½	-	2½
Scientists of the future	25	5	2½	-	2½

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.

Learning & Innovation

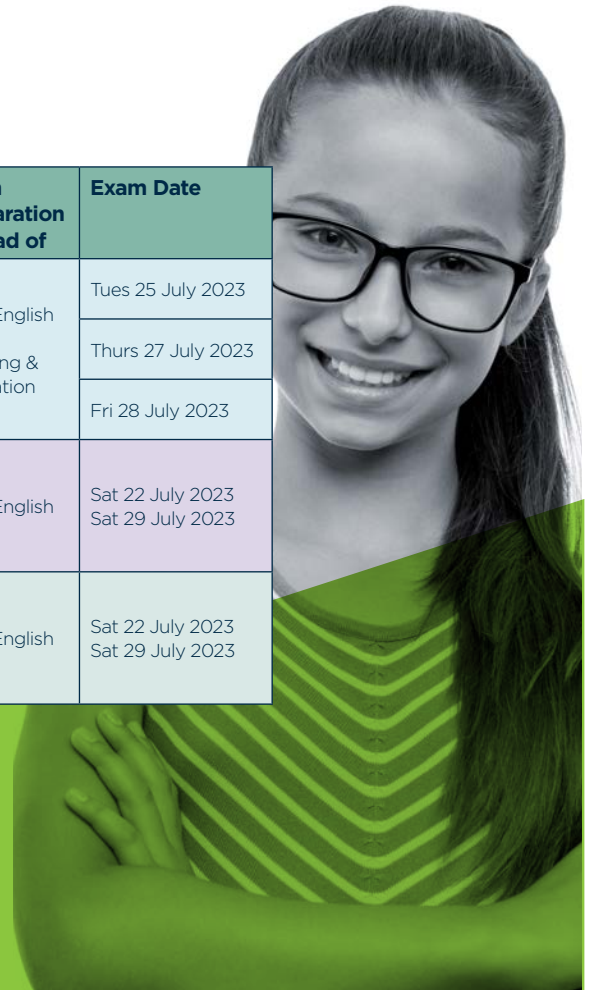
These task-based projects, using Technology, Digital Communication and Media have been especially created to help develop students' capabilities in each of the 4Cs that form the core of the 21st Century Learning curriculum: Collaboration, Communication, Creativity and Critical Thinking.

Focus Lesson

Each course has a daily Focus lesson, that is designed to motivate students and is adapted to the needs and interests of each age group: Focus Exploration; Focus Adventure; Focus Communication; Focus Academic; Focus Leadership and Focus Science.

Exam Courses

Course	Exam	Level Required	Exam Preparation [total days]	Exam Preparation [total hrs]	Exam Preparation instead of	Exam Date
Academics of the future	Cambridge B1 Preliminary	B1 Intermediate	11	33	Core English and Learning & Innovation	Tues 25 July 2023
	Cambridge B2 First	B2 Upper Intermediate	13	39		Thurs 27 July 2023
	Cambridge C1 Advanced	C1 Advanced	14	42		Fri 28 July 2023
Leaders of the future	IELTS	B1 Intermediate B2 Upper Intermediate C1 Advanced C2 Proficiency	10	25	Core English	Sat 22 July 2023 Sat 29 July 2023
Scientists of the future	IELTS	B1 Intermediate B2 Upper Intermediate C1 Advanced C2 Proficiency	10	25	Core English	Sat 22 July 2023 Sat 29 July 2023



3.4 Sports & Leisure

We offer a full recreation programme every day after lessons from Monday to Friday.

For all Explorers, Adventurers, Citizens, and Academics of the future students, this is a compulsory part of the programme.

For all Leaders & Scientists 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 (out of 5) activities
15	Students must participate in all activities



Options Include

SPORTS

Athletics
Badminton
Basketball
Football
Kwik Cricket
Rounders
Squash
Table Tennis
Tennis
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
Mountain Biking
Model Making

Roller Blading Lesson
Origami
Quiz
Party Decorations Making
Skateboarding Lesson
Swimming
Table Football Tournament
Tie-die t-shirt Printing
Train Set Building
Ultimate Frisbee
Yoga

Leaders & Scientists of the future Sports & Leisure programme

Bowling
Countryside Trek
Crazy Golf
Eastbourne Pier
Film Night
Fitness Session
Indoor Sports
Live Concert
Mini Olympics
Salsa Workshop
Urban Jump

3.5 True Me

True Me is a special, innovative programme featured on every course on that is unique to British Summer School and attendance is mandatory for all students.

True Me is designed to facilitate and promote the development of students' personal and social skills, their authenticity and their self-confidence.

True Me sessions invite students to participate in a series of challenges that are designed to help them learn the importance of collaboration and communication to complete a daily task efficiently and successfully.

Thought-provoking
Communicative
Empowering
Entertaining
Inspiring
Fun

MONDAY
PHYSICAL
CHALLENGE

TUESDAY
MENTAL
CHALLENGE

WEDNESDAY
SOCIAL
CHALLENGE

THURSDAY
FUN
CHALLENGE

Examples of daily Physical, Mental, Social and Fun True Me tasks and challenges are:

1. Participate in a Mini Olympics (P)
2. Work as a team to win a tug-of-war championship (P)
3. Participate in a non-stop 90-minute workout (P)
4. Navigate an Escape Room (M)
5. Assemble a tent without instructions (M)
6. Create and resolve a complex puzzle (M)
7. Use problem-solving skills in a murder mystery (M)
8. Solve clues in a Treasure Hunt (M)
9. Make a YouTube video to illustrate climate change (S)
10. Write and perform to sketch to tackle bullying (S)
11. Demonstrate talent in an International Show (F)
12. Recreate a famous British comedy sketch (F)
13. Learn a group hip hop routine and perform it (F)

**“Be yourself:
everyone else
is taken.”**

OSCAR WILDE



3.6 Excursions

Saturday and Sunday excursions enable students to visit London, the seaside and other places of cultural and historical interest, as well as provide an opportunity for recreational and adventure activities and shopping.

For all Explorers, Adventurers, Citizens, and Academics of the future students, this is a compulsory part of the programme.

We operate a more flexible attendance policy for Leaders and Scientists 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

In larger towns and cities such as Brighton and London, unsupervised free time for all Under 18s is limited to a restricted area such as one street or square or a shopping centre, where staff are on duty.

*A different policy applies for Leaders and Scientists of the future students (see 3.9).

Saturdays

These excursions are usually to London (not guaranteed) 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 and practise 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"> • Go to their bedroom and rest or sleep • Go to the Clubhouse and chat with friends • Use their mobile phone • Chat with friends or family back home • Play some extra sports with other students • Talk with the staff 	<ul style="list-style-type: none"> • Leave the centre alone • Be noisy or disruptive • Be in a different boarding house

3.8 Free Time (Citizens & Academics)

All Citizens & Academics of the future are all permitted to go into Oundle village unsupervised during their afternoon free time for a maximum of 45 minutes. **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 (Leaders & Scientists)

Leaders & Scientists of the future courses afford a greater level of freedom to students during their afternoon free time and if they have opted out of an organised evening activity. **Students are permitted to leave the campus unsupervised and adhere to the following policy that exists to ensure their safety:**

Age	Check In (by phone)	Check In (in person)	Be back on campus
18+	Every 4 hours	---	23:00
15-17	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 2 or 3 days after arrival.

Suggestion Box

A suggestion box is available in an easily accessible location for students to give suggestions and provide feedback.

Academic Tutorials

Academic tutorials are available on request to discuss the results of the progress checks and any change of level. Students should see their Core English teacher to arrange a tutorial.

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.

5.1 Contact with Family

It is important that students keep in touch with their parents/guardians during their stay.

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.

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 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	Welfare Manger
At bedtime	House Parent
During the night	House Parent

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 may be necessary for the Parent/Guardian to pay for the doctor's visit.

Accident/Sports Injury

If a student has an accident or suffers a sports injury, a first-aid trained 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. 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

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

	Lessons	Breaks	Meetings	Sports & Leisure	Free Time	Meals	True Me	Excursions	Overnight
Explorers	🚫	🚫	🚫	🚫	✓	🚫	🚫	🚫	🚫
Adventurers	X	X	X	X	✓	X	X	!	🌙
Citizens	X	X	X	X	✓	X	X	!	X
Academics	X	X	X	X	✓	X	X	!	X
Leaders	X	X	X	X	✓	X	X	!	X
Scientists	X	X	X	X	✓	X	X	!	X

- 🚫 Students' mobile phones are collected on arrival at the centre and kept in the Centre Managers' office. Students have very limited access during afternoon free time only
- 🌙 Students' mobile phones are collected by staff at bedtime; students do not have access to them overnight
- X Students can have their phones, but they must not use them
- ✓ Students are permitted to use their phones, but not in No Phubbing zones
- ! Students can have their phones, but should only use them in an emergency

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 roll calls
- Participate in all lessons and True Me sessions
- Participate in all recreational activities and excursions (Leaders and Scientists see 3.4 and 3.6)
- 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:

Course	Curfew Times	Ages
Explorers	21:00	All students
Adventurers	22:30	All students
Citizens	22:30	All students
Academics	22:30	All students
Leaders & Scientists	23:00 00:00	15-17 years 18+ years

6.5 Smoking

Course	Ages	Smoking permitted	Purchasing cigarettes permitted
Explorers	6-12 years	No	No
Adventurers	10-16 years	No	No
Citizens	12-17 years	No	No
Academics	12-17 years	No	No
Leaders & Scientists	15 years	No	No
	16-17 years	Yes	No
	18+ years	Yes	Yes

Only students ages 16+ years on the Leaders or Scientists of the future courses are permitted to smoke by British Summer School, in a designated area of Herstmonceux Castle.

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

Course	Ages	Drink alcohol Permitted	Purchasing alcohol permitted
Explorers	6-12 years	No	No
Adventurers	10-16 years	No	No
Citizens	12-17 years	No	No
Academics	12-17 years	No	No
Leaders & Scientists	15 years	No	No
	16-17 years	No	No
	18+ years	Yes (limit 2 drinks/4 units)	Yes

Only students 18 and over on the Leaders or Scientists 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 Herstmonceux Castle is not allowed. Being drunk at any time – on or off campus – is prohibited.

We expect all students to behave like responsible young adults and to respect our rule of drinking a maximum of 2 alcoholic units (4 units). If any student gets drunk, they could be sent home.

**If any student gets drunk,
they could be sent home.**

6.7 Warnings & 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 or supply cigarettes / e-cigarettes (applies to all Under 18s)					✓	✓
Possess or use cigarettes / e-cigarettes (applies to all students, except Leaders and Scientists 16+)					✓	✓
Buy, posses, use, or supply alcohol (applies to all students except Leaders and Scientists 18+)					✓	✓
Buy, posses, use, or supply drugs					✓	✓
Use physical violence					✓	✓
Break UK 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.

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 our website.

*Pay for repair/replacement.

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	1:15	1:20

Please note that if we consider that a particular sport, activity, or excursion involves higher risks, the staff ratio will 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/next of kin contact 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 the parent/guardian doesn't speak English, British Summer School must receive the contact details of another family member or friend that does.

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.

**For students' safety,
fire drills are practised weekly.**

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.

Any student or their parent/guardian or representative can contact the Head Office Designated Safeguarding Lead:

Name	Role	Phone Number	Email
Tom Darke	Designated Safeguarding Lead	+44 (0) 1444 444744	tom@britishsummerschool.co.uk
Yolanda Chimeno	Deputy Designated Safeguarding Lead	+44 (0) 1444 444744	yolanda@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 Friday evenings 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
- Notebook
- True Me leaflet
- 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.



Complaints

10 Complaints

British Summer School tries to provide students with an outstanding programme that meets or surpasses their expectations and achieve excellence in everything it does.

If a Student, Parent, or their Representative is unhappy with any aspect of the course, centre, or service provided, they must let British Summer School know immediately so that it has the opportunity to address the problem.

This is a summary of the procedure that must be followed in case of a complaint:

- 1) The Student, Parent, or their Representative contacts the Centre Manager to explain the problem.
- 2) If the problem is not resolved within 3 working days, an official complaint can be made by contacting the British Summer School Head Office by telephone +44 (0) 1444 444744 or by email admin@britishsummerschool.co.uk
- 3) British Summer School sends a confirmation that the complaint has been received, usually within 48 hours.
- 4) The complaint is investigated by a member of the Head Office Team, who acts as the Investigating Officer.
- 5) If the Student, Parent, or their Representative has a complaint against the Centre Manager or any Head Office Staff Member, they should contact the British Summer School Head Office and ask for the Managing Director.
- 6) Once sufficient information has been collected, the complaint is considered by the Investigating Officer and an official response is sent, usually within 14 days.
- 7) If the Student, Parent, or their Representative is unhappy with the outcome/resolution of the complaint, they can contact the Managing Director, who shall undertake a final review of the complaint. A final response is sent within 28 days.
- 8) If the Student, Parent, or their Representative has a complaint about the Managing Director, they should contact the CEO of Exsportise Ltd by telephone +44 (0) 1444 444777 or by email admin@exsportise.co.uk
- 9) If the Student, Parent, or their Representative would like to challenge the Managing Director's or CEO's response, they have the right to request an independent review and should contact English UK by telephone +44 (0) 20 7608 7960 or email info@englishuk.com

See website for a copy of the full Complaints Procedure.

11 Contact Us

Brambletye School

Explorers of the future

Address:

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

Telephone:

+44 1444 444744

Email:

brambletye@britishsummerschool.co.uk

Worth School

Adventurers of the future

Address:

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

Telephone:

+44 1444 444744

Email:

worth@britishsummerschool.co.uk

Oundle School

Citizens of the future / Academics of the future

Address:

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

Telephone:

+44 1444 444744

Email:

oundle@britishsummerschool.co.uk

Herstmonceux Castle

Leaders of the future / Scientists of the future

Address:

British Summer School
Herstmonceux Castle
Hailsham
East Sussex
BN27 1RN

Telephone:

+44 1444 444744

Email:

herstmonceux@britishsummerschool.co.uk

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 the British Summer School website 7 days prior to each course start date.

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



**British
Summer
School**

+44 (0)1444 444744

admin@britishsummerschool.co.uk

www.britishsummerschool.co.uk



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