

International Summer School

STUDENT HANDBOOK 2016



- Always keep this book with you
- Bring it to the welcome assembly
- Use a dictionary if you do not understand

NAME

NATIONALITY

FREE PHONE: 0800 680 9204

Telephone: **+44 (0)1273 836 958**

24 hour mobile: **+44 (0)7973 131 982**



Friend us on Facebook: **www.facebook.com/manor.courseshurst**



Follow us on Twitter: **www.twitter.com/manorcourses**

MC do not recommend social media for children under 13 years old

Welcome

to Manor Courses at Hurst College



Manor Courses (MC) is the name of our International Summer School. We are the owners and Directors. We are the Barnard family. We have organised Residential English Language Courses since 1970. We have cared for young students for 46 years. Here is what to expect:

During the mornings and early afternoons you have **English Lessons**. Please go to all lessons, take them seriously, and study hard. MC lessons are different to your lessons at home. MC lessons are fun, interactive and multinational.

In the afternoons and evenings you have fun **Activities**. 2 times per week you have **Excursions**.

Some of you arrive with a Group Leader from your country. Some of you arrive without a Group Leader, so we will give a MC Group Leader from our MC Supervisors.

We welcome students from many countries. It is very important to make new international friends. We hope you will communicate with people in your house, at meals, in your lessons, excursions and activities.

Please use English at every opportunity.

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YOUR FIRST 2 DAYS

Day 1, Thursday - You arrive

- 1 Check in at the office** - you or your Group Leader will give MC your passport, valuable items and money to keep safe. Please keep your money in the school bank. Please give MC your parent/guardian's address, email and phone number for us to use in emergencies. We give you a MC Student ID Card.
- 2 Visit your house** - you will go to your house with a teacher. You can unpack your luggage.
- 3 Make friends** - you can join activities or relax.
- 4 Your meals** - you will eat lunch at 1-2pm, and eat dinner at 7-8pm. Between lunch and dinner you can play. After dinner you can play.
- 5 Go to your house** - you will meet your housemates and supervisors at the 10.15pm House Registration.

Day 2, Friday - Your test, orientation and activities

- 1** Go to the Welcome Assembly at 9am in the Chapel.
- 2** Do the English test to assess your English level.
- 3** Join a college tour with activity leaders.
- 4** After lunch go to your house orientation. Learn about safety in the house and college, and give MC your opinions about Hurst.
- 5** After orientation you can play. Go to the Garden/Quad meeting point. Register with your Group Leader, and tell them your activity choice.
- 6** After break and after dinner you must register and you can play again. You always register with your group before activities. There are rules about free-time.



YOUR TYPICAL WEEKLY ROUTINE



Day 3, Saturday - Your new lessons and more activities

- 1 Find your name and class in the class list near the dining room.
- 2 Go to the meeting point at 9am, to meet your teachers.
- 3 From 9:30am the normal daily routine begins. Lesson 1, Break, Lesson 2. You change classroom in Lesson 2.
- 4 Lunch.
- 5 Lesson 3.
- 6 Activities 1, Break, Activities 2.
- 7 Dinner.
- 8 Activities 3.
- 9 House Registration.

Day 4, Sunday - Full-day Excursion

- 1 Wake up early and eat breakfast early.
- 2 Go to the Garden/Quad meeting point. If it is raining, go to the Sports Hall.
- 3 Go to your coach and pick up your lunch with your group and Leader.



Day 5, Monday - Lessons and activities

- 1 Lesson 1, Break, Lesson 2. You change classroom in Lesson 2.
- 2 Lunch.
- 3 Lesson 3. Same classroom as Lesson 1.
- 4 Activities 1, Break, Activities 2.
- 5 Dinner.
- 6 Activities 3.
- 7 House Registration.

Day 6, Tuesday - Lessons and afternoon Excursion

- 1 Lesson 1, Break, Lesson 2. You change classroom in Lesson 2.
- 2 After Lesson 2 go to the Garden/Quad meeting point. If it is raining, go to the Sports Hall.
- 3 Go to your coach and pick up your lunch with your group and Leader.

Day 7, Wednesday - Lessons, activities and presentation

You have a review test every week, in Lesson 3. On most Wednesdays we have a Presentation in the Chapel, and a BBQ dinner and disco.

If it is your last Wednesday you will get your certificate in the Presentation.





College rules for safety

STUDENTS MUST

- 1 Go to all Lesson / Registration / Activity / Meetings on time.
- 2 Carry MC ID card with the telephone number.
- 3 Stay only in the central campus area on the College Map, do not enter the red areas.
- 4 Cross the roads carefully. (Use the 2 safe crossing places).

Your last day, Thursday

We will give you the departure schedule in your house at 10.15pm the night before. On your departure day you move your bags out of the

house before breakfast. We will give your passport and money when you get on the coach.

English study online after Hurst

www.manorcourses.co.uk/wp-content/uploads/2016/06/STUDY-LINKS.pdf

www.learnenglishteens.britishcouncil.org

www.learnenglishkids.britishcouncil.org

www.activityvillage.co.uk/olympic-games

Daily Timetable for most days

Please do not be late

Time	Event
7.45am	Wake up
8.15am	Breakfast
9.30am	Lesson 1 and Registration
11.00am	Break Time
11.30am	Lesson 2 and Registration
1.00pm	Lunch
2.00pm	Lesson 3 or House Orientation, and Registration
3.00pm	Activity 1 and Registration
4.45pm	Break Time
5.15pm	Activity 2 and Registration
7.00pm	Dinner
8.00pm	Activity 3 and Registration
10.00pm	Activity End
10.15pm	House Registration
11.00-11.30pm	Lights out

Complaints

Not satisfied? Are you unhappy about anything?

- 1 Make sure you can speak to somebody in your language. Speak to your parents/group-leader when you have a problem.
- 2 Go to the Office as soon as possible. Speak to the Directors/Shirley. Get a Complaint Form.
- 3 Write about the problem on the Complaint Form – ask a parent/friend/teacher/group-leader to help.
- 4 Give the Complaint Form to the Directors/Shirley in the office. Or ask somebody to give it to the Directors/Shirley. We (the Directors) will make an appointment to talk about the problem within 24 hours. We will investigate the problem before the appointment. We cannot investigate the problem before you write a Complaint Form.
- 5 Parents/agents can phone or email within 24 hours of the problem: **+44 (0)7973 131 982**
info@manorcourses.co.uk
- 6 You can complain when you get home after summer, within 1 month. It may not be possible to investigate old problems.
- 7 If you are still unhappy, you can also contact English UK within 6 months: **www.englishuk.com/en/students/english-in-the-uk/student-complaints-procedure**

You help us, we help you

Respect the environment and everyone (Students/Teachers/Leaders/Managers). Help us make a tolerant society at Hurst.

The Directors or Lujza are always in the office if you need help, or if you do not understand something.

Discipline Procedures

If you do not follow the rules, Manor Courses reserves the right to discipline you. The punishment will depend on the seriousness of your bad behaviour, here are some punishments that we may use:

- Ask you to help a teacher
- Take away your free time so you cannot join some activities
- Change your bedroom or house
- Not give you a certificate

- Contact your parent/guardian
- Ask you or your parent/guardian to pay for damage or to cover costs
- Send you home
- Contact the Police

MC provide the rules and discipline details in 10 other languages. Sorry if it is not your language. If you do not understand the information in English, we can help you and try to translate into your language.



College rules for safety

STUDENTS MUST NOT

- 1 Have / Use alcohol / tobacco / E-cigarettes / drugs on-campus or off-campus.
- 2 Damage / Steal / Take other students' / MC / Hurst property.
- 3 Fight / Bully / Abuse / Harass or threaten violence to other students.
- 4 Enter classrooms or activity areas without a staff member.



Our Services and Support

- **Wi-Fi** - There is free wi-fi around most common areas of the campus. The connection is not always perfect so please try your device in different parts of the campus. There is also an internet room to use during activity sessions.
- **Websites** - We have rules about the websites you can use. Be careful what sites you use, and how much time you spend online. Do not put personal information online. We do not recommend social media for children under 13 years old. If you cannot access a site, please request the Office to unblock it. We will try, but it might be impossible. If you see or receive any message that makes you feel uncomfortable, tell the Office.
- **Shop** - There is a shop in the office, for drinks, snacks, souvenirs and basic supplies. The shop is open during activity sessions and breaks. The shop is not open during meal times, lessons or house meetings.
- **Prayer room** - There is a quiet prayer room; come to the office and we will show you it. On excursions we can find you a place to worship. There is a church in Hurstpierpoint village.
- **Valuable items** - You should keep your important property in the office safe or locked in your suitcase. You can come and get it any time when you are not in Lessons. We do not accept responsibility for items you lose, leave somewhere or damage.
- **Bank** - You should keep your money in the school bank or locked in your suitcase. You can take money out of the bank every day, only when it is open. You must check the times at the office. We do not accept responsibility for money you lose or leave somewhere.
- **Night Security** - A security team patrols the campus during the night. We have CCTV. Do not leave your house after 10:00pm.
- **Medical** - If you feel ill or have medical problems, injuries or accidents, please come to the medical centre. It is open from 8.30-9.30am and during activity sessions and breaks.
- **Quiet Study space** - You can use a quiet room if you need to do extra study. Come to the office and we will arrange a room for you.
- **Lost Property** - If you find something, please bring it to the office. If you have lost something, come to see if it is in the office.

Our International Summer School Atmosphere

MC has many rules to keep you safe and comfortable. We help you express yourself in English and help you understand the global community we have at Hurst. Please value the rules we have created for you and the democracy you will find while in UK this summer. Please respect the safety and liberties of all students. Please tolerate and respect different cultures, faiths, beliefs and opinions. Please do not show extreme attitudes or behaviour.

If you have any problems, please report to Shirley or the Directors in the Office, we will keep it confidential. If we have any problems about your behaviour or attitude, we will talk to you.

Helpful Advice

Guidelines for a comfortable, safe and healthy stay

- **Comfort** - If you are sad or unhappy about something please talk to Shirley. She is in the Office during most activity sessions. But you can also talk to your House Manager.
- **Road Safety** - Collect a map from the office and find information about road safety in the UK.
- **Not joining Activities?** - If there are no activities you want to join, only students aged 13 and older can have 1 free-time session per day. Please stay in the central campus area on the map. You can relax in the house, office, gardens, activity centre, computer room, or watch the activities. Supervisors will patrol the campus to check on you. Remember you can only have 1 free-time session per day if you are 13 and older.
- **Between lessons and during meals and breaks** - When you are not in lessons or activities you can go to your house or relax in the garden. A Supervisor patrols the houses and the campus to keep you safe. You cannot enter activity facilities without an Activity Leader. Remember to be careful when you cross the roads, and do not enter the red areas of the map.
- **Central campus area on Map** - You cannot go in the areas with red lines on your map. Always stay in the centre of the college. Only cross the roads for your house or activity session.
- **Fire Safety** - Make sure you know the exits and meeting points. Always listen to the Supervisor.

MC do not tolerate Abusive Behaviour

WE HAVE A ZERO TOLERANCE POLICY TO BULLYING OR OTHER THREATS, WE DO NOT TOLERATE IT

What is Bullying?

Bullying is when a person often says or does bad things to somebody.

How do People Bully?

Physical – punching, hitting, kicking, touching, damaging property.

Verbal – saying bad things to or about somebody, or threatening them.

Cyber – by internet, phone, texting, email or social media

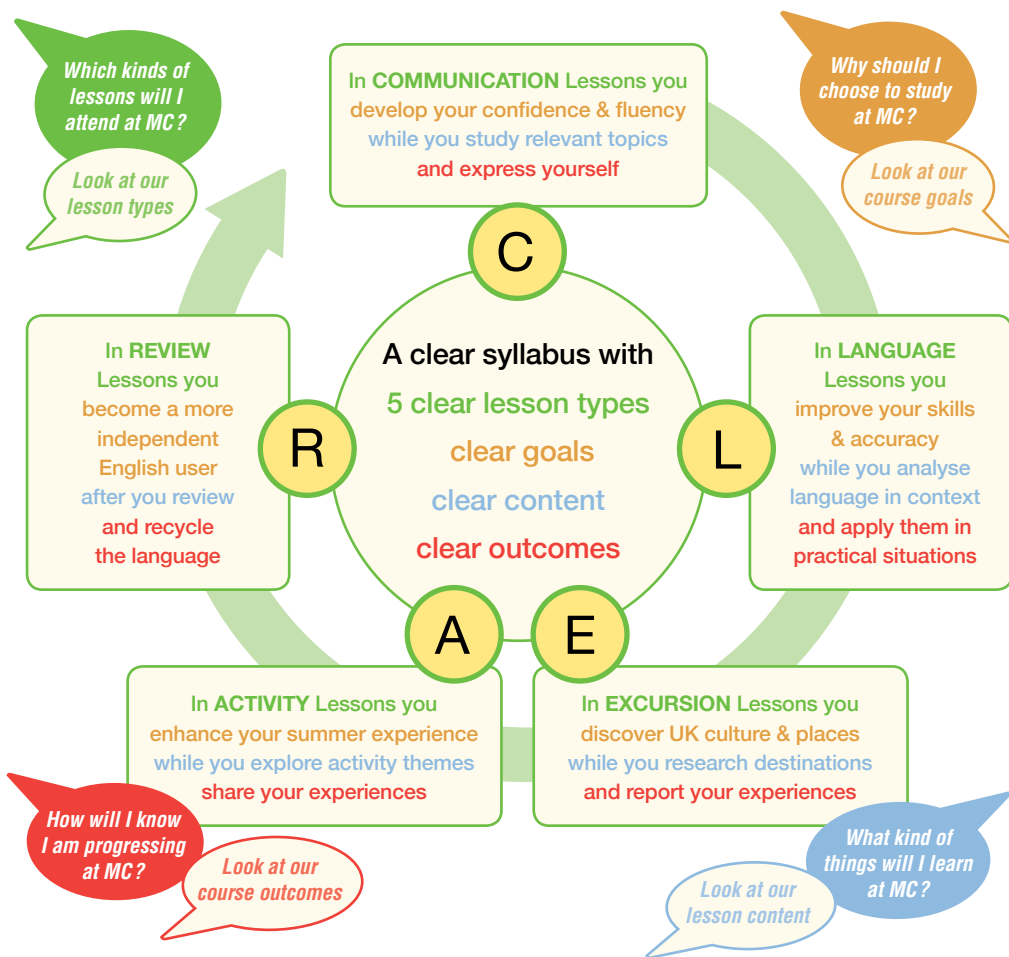
WHAT TO DO IF YOU FEEL BULLIED OR THREATENED – THE PROCEDURE

- Share your feelings with a teacher or leader.
- Come to the office and talk to Shirley.
- Shirley will investigate and record the incident(s).
- Shirley will talk to the bully and try to stop the behaviour.
- The bully will receive a warning letter.
- We might tell their parents.
- We might tell the Police.
- We might tell all staff in the house about it.



What will I learn?

Your English Course has a clear syllabus



How much will I study?

You will study 18 hours per week, with 5 types of lessons:

- 5 x 90 minute Communication lessons (C)
- 5 x 90 minute Language lessons (L)
- 1 or 2 x 60 minute Excursion lessons (E)
- 1 or 2 x 60 minute Activity lessons (A)
- 1 x 60 minute Review lesson (R)

When will I study?

You must go to all lessons:

Lesson	Time
Lesson 1 = L or C	9.30 – 11.00am
Lesson 2 = C or L	11.30 – 1.00pm
Lesson 3 = E or A or R	2.00 – 3.00pm

There are no Lessons on Sundays.
There are no Lessons on Thursdays in week 3 and 4.

There are Lessons on Fridays when new students are in level tests.

Who will I study with?

- You will study with students at your English level.
- Lessons are for most levels, Beginners to Advanced.
- There will be 15 students maximum in your class.
- There will be students from some other countries in your class.
- You will usually study with students from a similar age-group, eg. 8-13 years old or 12-17 years old.
- Each day your 2 teachers create a friendly multicultural, inspiring environment and motivate you to use English to cooperate, learn and make friends.

How can I practise and improve?

- Speak English to everyone you meet.
- Do not use your first language, even with friends.
- Make new friends from other countries.
- Ask your teacher questions.
- Borrow books from the office library.
- Bring a dictionary on excursions.
- Download a translator app for your phone.
- Use social media and the internet in English.
- Try to think in English.
- Watch TV or DVDs in your house at Hurst.
- Perform in English at the talent show.
- Listen to or read tourist guides on excursions.
- Use all lessons to talk about your experience and knowledge.
- Take your work home after Hurst, review it.
- Read your Report, follow your teachers' advice.
- Continue to study online after Hurst.
- Your parent/guardian/agent can request a copy of your Report and Certificate until 6 months after your course at: info@manorcourses.co.uk
- Stay in touch with international friends after summer



STUDENTS MUST:

- 1 Attend every Lesson on time (do not be late).
 - 2 Tell a Supervisor if you cannot go to Lessons.
 - 3 Turn off phones or give them to your Teacher.
 - 4 Behave in the class block when there are no Teachers there.
- Please use every opportunity to speak English.



STUDENTS MUST NOT:

- 1 Use your first language, except for translations.
 - 2 Be late for the start of Lessons.
 - 3 Leave the classroom, except for toilet or emergencies.
 - 4 Disturb other students from learning.
- Please listen to Teachers explain the rules of each class at the start of the course.



STUDENTS MUST:

Attend 80% of your Lessons to get your certificate.



You can choose activities during the afternoon and evening

There are many activities to choose from:

- sports
- dance, aerobics or gymnastics
- arts or crafts
- music or drama
- disco
- talent show
- team games

Activity Procedures

ACTIVITY SESSION 1

- 1 Meet at the meeting point
- 2 Register with your Group Leader
- 3 Chose your activity and tell your Group Leader
- 4 Give your name, age and nationality to the Activity Leader
- 5 Follow the Leader to the activity
- 6 If you finish early, tell the Leader

Activity Times

ACTIVITY SESSION 1

3.00 - 4.45pm

ACTIVITY SESSION 2

5.15 - 7.00pm

ACTIVITY SESSION 3

8.00 - 10.00pm

STUDENTS MUST:

- 1 Join sessions with a Leader each day. But 1 session can be free-time for students 13 years and older. Students 12 years and younger must always join an activity with a Leader.
- 2 Tell your Group Leader your name and which activity you chose. Get permission from your Group Leader for free-time.
- 3 Register your name, age and nationality with a Leader for the activity you join.
- 4 Or register for 'free-time' if you do not join an activity. Choose to go to A) your house, B) shop/office, C) activity centre/internet room, D) relax in the gardens, E) watch activities.

Please try to join all sessions, if you do not want to join an activity you have only 1 chance to relax per day.

Choosing Activities

Activity leaders will meet you at the meeting point and tell you which activities are available. Activities are also displayed on the notice board near the Dining Room.

Is there something you want to do? Please tell the Activity Leaders. The meeting point is the Garden/Quad, but if it rains it will be the Dining Room or Sports Hall.

Some sports are for children aged 8-12 only or 13-17 only. Some sports are for both ages. Other activity sessions are OK for all age groups together.

Joining Activities

Stay with your Activity Leader when you leave the meeting point. There is a different exit for joining activities and for free-time. Try to

stay at the activity all the session. There are rules about free-time and House Mangers supervise the houses and patrol the campus.

Free-time

You can relax in your house, the garden, office, activity centre, internet room, or watch activities. You must get a free-time sticker from your

Group Leader. Then register your name, age and nationality and give the sticker to the Supervisor. Then you can leave the meeting point.



STUDENTS MUST NOT:

- 1 Leave the meeting point without registering your name.
- 2 Misbehave or disturb other students or Leaders.
- 3 Finish an activity early without telling the Leader your name.
- 4 Have 2 or 3 free-time sessions in 1 day.

Activity Leaders will explain the rules of each activity at the start of each session.



STUDENTS MUST:

- 1 Wear MC ID with map in the lanyard around your neck.
- 2 Stay in groups of 3 or more students all the time, never be alone.
- 3 Be careful of strangers.
- 4 Be careful at road crossings. Stop, look, listen before crossing.

Please listen to the Supervisors about meeting times / places.



One full day excursion and half day excursion per week

Your excursions will include some of these attractions:

- Sightseeing tours
- Museums/galleries
- Riverboat tours
- Seaside resorts
- Universities/cathedrals
- Shopping
- Castles/palaces
- Modern tourist attractions

FULL DAY EXCURSIONS

MEET AT 8.00am

HALF DAY EXCURSIONS

MEET AT 1.00pm

USEFUL INFORMATION

Which coach am I on?

Look on the Notice board near the dining room.

What is a lanyard?

An identify badge that hangs around your neck. You must wear this around your neck all day.

What do we eat?

We take packed lunches with us. Please eat all of it, do not throw it away.

Using mobile phones

Recharge your phone before we go. Download translation and map applications.



Lanyard

WHAT HAPPENS BEFORE WE GO ON EXCURSIONS?

Group

Check your group name and coach number on the notice board.

Meeting

Meet your leader at the meeting point.

Register

Register with your leader.

Lanyard

Wear the lanyard with your group name around your neck all day.

Lunch

Follow your leader and collect your packed lunch.

Car Park

Follow your leader to the coach, check the coach number in the window.

Ages	Free Time Policy
12 and younger	Students are accompanied by staff at all times
13 and older	Students are allowed some free time away from staff

TRAVELLING BY COACH

- Wear the seatbelt all the time.
- Do not stand or walk while the coach is moving.
- Put any rubbish in the rubbish bag or give it to the staff. Keep the coach clean.
- Respect the coach, driver, staff and other students.
- Do not distract the driver, shout, sing loudly or throw things.
- When you get off the coach, be careful of cars, bikes and other people.

WHAT HAPPENS WHEN WE ARRIVE

Getting off - Get off the coach after your leader. Follow the leader with the MC flag.

Rules - Remember to read the rules. Be careful about traffic.

Emergency - The leader will show you the emergency meeting point. You can find a leader or medical staff there if you need help. The lanyard includes a free-phone number you can call to speak to the Directors.

Site-seeing - All groups have a cultural attraction to visit. Before or after this you can also go shopping.

Free-time - If you are 13 or older you can have free-time. Stay with friends. Tell your leader your age and your phone number.

Meeting - Check you understand the place and time to meet.

Return - Get back on the same coach to go to the college.

WHAT TO DO IF YOU GET LOST ON AN EXCURSION

- Stay where you are.
- Phone a number on your lanyard/ID card or phone your leader. Explain where you are.
- If you do not have a mobile/cell go to the nearest shop or if you can see a Police Officer go to him/her.
- Explain that you are lost. Ask them to phone a telephone number on your lanyard/ID card.
- Stay where you are until your leader comes to you.
- In an emergency you can phone the Police on 999.



STUDENTS MUST NOT:

- 1 Be late for meeting your group.
- 2 Go off the area on the map.
- 3 Go without an adult if you are 12 years old, or younger.
- 4 Buy alcohol/tobacco/drugs or DVD/games with age restrictions.



Our team of dedicated staff provide constant supervision and support every day and night

HOUSE REGISTRATION EVERYDAY

10.15pm

You must return to your House every night by 10:15pm for the evening registration.

The House Manager will check your name and provide information about

the house, the rules, and the summer schedule. You can ask any questions or talk to the House Manager if you have any problems. Ask your House Manager about the laundry schedule.

ORIENTATIONS 2 TIMES PER WEEK

2.00pm

You must return to your house every Friday of the week to meet your House Manager for Fire Safety information and to answer the questionnaire about Hurst.

Also on Thursdays, if you do not go home, you must return to your house at 2pm.

EMOTIONAL AND MEDICAL SUPPORT

If you feel sad, bad or homesick you can talk to Shirley, she is a trained therapist. You can find Shirley in the office, or you can speak to your House Manager in your house anytime.

Report any behaviour of staff or students that makes you feel uncomfortable or upset.

If you need medical help you can come to the Medical Centre at the office and see the Medical Staff.

If you have allergies, speak to your leader or the Medical Staff.

YOUR ROOM AND YOUR HOUSE

If you want to change room or house, ask the House Manager during registration.

We will try to do this, but it may not be possible.

HOUSE OPEN TIMES

You can only go in and out of the house when Supervisors are in the house.

8.00–9.30am

11.00–11.30am

1.30–7.00pm

7.30–10.00pm

Before 8am and after 10pm you must not leave the house. If you want to go to bed early, you can sleep before 10.15pm registration. Please tell the Supervisor your name and your room number.



STUDENTS MUST:

- 1 Register your name when Supervisors ask.
- 2 Listen to staff. (Be quiet when they speak).
- 3 Keep your room / house / college clean, safe and calm.
- 4 Keep money / valuables safe = use the Office Bank or lock it in your suitcase.

Please get permission if you need to leave the College campus.



STUDENTS MUST NOT

- 1 Damage or play with fire alarms and fire detectors.
- 2 Leave your House after 10pm. Never escape.
- 3 Enter another student's bedroom without permission.
- 4 Enter houses of the opposite gender = no boys in Girl houses and no girls in Boy houses.





Meet the staff

at Manor Courses

THE DIRECTORS

Nick, Jon, Su - Responsible for the health and safety of all students, staff and visitors, and the protection and safeguarding of children. They manage the quality of your English course and Activity and Excursion programme. If you have problems, requests or complaints, they will help you.



Nick



Jon



Su

ENGLISH MANAGERS

Aaron, Ian, Alex, Elin - Responsible for students studying at the correct level, using suitable resources and making progress.



Aaron



Ian



Alex



Elin

ACTIVITY MANAGERS

Sean, Matt - Responsible for an exciting and safe activity programme.



Sean



Matt

HOUSE CO-ORDINATORS

Tom, Tom, Zoe - Responsible for your comfortable houses and your free-time.



Tom



Tom



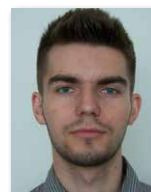
Zoe

MEDICAL STAFF

Michaela, Jakub - Responsible for medical help when you are sick or injured.



Michaela



Jakub



Alabama



Ale



Lujza

PHOTOGRAPHER

Christian - Takes photos and videos of students and events. If you do not want to be in his photos or videos, please tell him.



Christian

ACTIVITY LEADERS (SUPERVISORS)

Provide sports, music, art, dance and drama activities; supervise meals, excursions and your boarding house.

ENGLISH TEACHERS (SUPERVISORS)

Provide English lessons; test, monitor and write reports about your progress; supervise excursions and your boarding house.

HOUSE MANAGERS (SUPERVISORS)

Provide welfare health and safety in your boarding house; supervise excursions; register you in the house; register you before activities and supervise your free-time.

WELFARE MANAGER

Shirley - Responsible for discipline and emotional support and counselling.



Shirley

FRONT OFFICE MANAGER

Lujza - Helps all visitors to the office and can answer your questions.



HEAD OFFICE – Tel: +44 (0)1273 911 377
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Read our blog



Accredited by the
 **BRITISH
COUNCIL**

ENGLISHUK 
member