

# International Summer School

## STUDENT HANDBOOK



- Always keep this book with you
- Bring it to the welcome assembly
- Use a dictionary if you do not understand
- Ask your House Manager or Group Leader to explain the information

NAME ..... AGE .....

NATIONALITY ..... GROUP .....

**FREE PHONE: 0800 680 9204**

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

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

*MC do not recommend social media for children under 16 years old, unless they have their parents' consent. Parents and Group Leaders can ask the Directors for our Policies about this.*



Like us on Facebook: **ManorCoursesLtd** or **Manor Courses Summer**



See and share pictures on Instagram: **manor\_courses** and use **#manorcourses**

# Welcome

## to Manor Courses at Hurst College



**Manor Courses (MC) is the name of our International Summer School. The Barnard family are the owners and Directors. We have organised Residential English Language Courses since 1970. We have educated and cared for young students for 50 years. Here is what to expect:**

During the mornings and early afternoons you have English **Lessons**. Please go to all lessons, enjoy them, and study hard. MC lessons are different to your lessons at home, they are fun, interactive and multinational. In the afternoons and evenings you have fun creative and active **Activities**. 2 times per week you have **Excursions** to visit cultural attractions and tourist spots.

Some of you arrive in an **Agent Group**, with a Group Leader from your country. Some of you arrive **without** a Group Leader, so we call you **MC Students**. We will give a MC Group Leader (MC GL).

**Supervisors** include English Teachers, Activity Leaders, House Managers, First Aiders, Security and MC Group Leaders. They will all supervise, educate and entertain all students.

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. Your House Managers and Teachers can give you the phrases you need for daily life, or you can ask your Group Leader (GL).

### Contents

Day 1 and 2 .....	3	Helpful advice .....	9
Day 3, 4 and 5 .....	4	What will I learn?.....	10-11
Day 6, 7 and your last day .....	5	Activities .....	12-13
Timetable .....	6	Excursions.....	14-15
Complaints and Discipline .....	7	Welfare.....	16-17
Services and support .....	8	Meet the staff .....	18-19

# YOUR FIRST 2 DAYS

## Day 1 - 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. We want to take your photo and phone number or email to use in emergencies. We give you an MC ID card and QR Code.
- 2 Visit your house** - you will go to your house with a supervisor. 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 or relax.
- 5 Go to your house** - you will meet your housemates and supervisors at the 10.00pm House Registration.

## Day 2 - Your test, orientation first lesson & activities

- 1 9am.** Go to the Welcome Assembly at 9am in the Chapel.
- 2** Do the English paper test and interview to assess your English level.
- 3** Join a college tour and some activities with activity leaders.
- 4 2pm.** After lunch go to your house orientation. Learn about safety in the house and college, and give MC your opinions about Hurst.
- 5 3.30pm and 8pm** - After orientation and after dinner 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.  
*If it is raining, we register in the Chapel.*
- 7 9.30pm** - After activities finish you must meet your group and Group Leader in the classrooms. You will get messages about the schedule and other information.



# YOUR TYPICAL WEEKLY ROUTINE



## Who are Junior (Jr) Students?

There are different rules about activity times and free-time for older and younger children.

## If you are 12 or younger ....

If you are 12 or younger, you cannot have free-time during Activities or Excursions without a Supervisor. You can also finish evening Activities early to go to bed.

## Day 3 - Lessons and more activities

- 1 Find your name and class in the class list near the dining room.
- 2 Go to the Garden/Quad 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. Same classroom as Lesson 1.
- 6 Activities 1, Break, Activities.
- 7 Dinner. Activities 3.
- 8 Group Meeting in classroom.
- 9 House Registration.

## Day 4 - Lessons and Afternoon Excursion

- 1 Lesson 1, Break, Lesson 2. Change classroom in Lesson 2.
- 2 After Lesson 2 go to the Garden/Quad meeting point, or Chapel if it is raining.
- 3 Find your group and coach number.
- 4 Go to your coach and pick up your lunch with your group and Leader/ Supervisor.
- 5 Go to dinner straight from the coach when you return.
- 6 After dinner there are normal activities, Group Meetings and House Registration.

## Day 5 - Lessons and activities

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





## Day 6 - Full-day Excursion

- 1 Wake up early and eat breakfast early.
- 2 Go to the Garden/Quad meeting point. If it is raining, meet in the Chapel.
- 3 Find your group and coach number.
- 4 Go to your coach and pick up your lunch with your group and Leader.
- 5 Stay with your leader and enjoy shopping and culture.
- 6 When you return to Hurst go straight to dinner.
- 7 After dinner there may be only a few simple Activities, then normal Group Meetings and House Registration.

## Day 7 - Lessons, activities and presentation

You have a review test every week, in Lesson 3. We have a Presentation in the Chapel. If it is your last day you will get your Report and Certificate and work from your Lessons in the Presentation.

You might also win medals and awards for Activities. We have a BBQ dinner and maybe a disco. There is no Group Meeting, please go straight to your house after disco.

## Your last day

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 you your passport and money when you get on the coach.



## Who are Senior (Sr) Students?

Seniors are aged 13 and older. They can have 1 free-time session per day.

## If you are 15 or older...

If who are 15 or older, you have more liberties during some evenings. Sometimes we will organise an event for you with a later finish time.





## 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).

## English study online after Hurst

[www.learnenglishteens.britishcouncil.org](http://www.learnenglishteens.britishcouncil.org)

[www.learnenglishkids.britishcouncil.org](http://www.learnenglishkids.britishcouncil.org)

## 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
3.30pm	Activity 1 and Registration
5.00pm	Break Time
5.30pm	Activity 2 and Registration or Intro Lesson
7.00pm	Dinner
8.00pm	Activity 3 and Registration
9.30pm	Activity End (9.00pm for Jr)
9.30pm	Group Meeting in classrooms
10.00pm	House Registration
11.00-11.30pm	Lights out

Discos, Talent Show and some Events might finish later

## 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 Managers 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.

We have a strict policy about abusive behaviour to other students.

The Welfare Manager is in the office most afternoons, until dinner time.

# 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 Manager. 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 Manager in the office. Or ask somebody to give it to the Manager.  
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/complaints-procedure**



## You help us, we help you

Respect the environment and everyone, including students, Hurst staff and MC Supervisors (Students/Teachers/Leaders/Managers). Help us make a tolerant society at Hurst.

The Directors or Welfare Manager or Office Manager 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
- Take you out of your class/ lesson

- 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. You can read the **MUST** and **MUST NOT** on pages 6/7, 11, 12/13, 14/15, 16/17.



## 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 16 years old who do not have their parents' consent. 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** - Sometimes there is a shop in office, for drinks, snacks, souvenirs 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.
- **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.
- **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 or your group leader 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 8.45-9.30am and during activity sessions and breaks.
- **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.
- **Laundry** - You should write your name on your clothes and complete a list before you put them in to wash, and your House Manager will check it when you collect them
- **ID Cards** - You should keep the lanyard and ID card with you every day, all day. Please wear it around your neck. Show it before activities, meals and when you enter or exit your house. We use the QR code to identify you and register your participation.
- **Group Meetings** - 9.30pm. 4 nights a week you have the chance to get information in your language from your leaders. Your group will meet in a classroom.
- **Supervisors** - There are different people taking care of your education, entertainment, leisure and safety at different times. English teacher and activity leaders also support you in the houses. House managers also provide your break snacks and activity leaders also supervise the meal times. They all go on excursions with you. There are many other department managers and specialists to help welfare and medical situations. Some of you have international leaders from your country, and other students, called MC kids, will meet one of the office managers every day to help you.
- **Gum / Nuts and Alcohol / Tobacco / Vaping** - At Hurst you cannot bring or eat nuts or chewing gum. No students can vape or smoke.

## Who are MC Students ?

This is a group of students from mixed nationalities who register together and join excursions as a group. If you are a student who came alone or with family or friends, but no Group Leader, we call you an MC Student. You may be divided into groups of Boys or Girls for registers in the Quad. You may be divided by older and younger age-groups.

An Office Manager or House Manager will be your Group Leader (MC GL).



# Helpful Advice

## Guidelines for a comfortable, safe and healthy stay

- **Comfort** - If you are sad or unhappy about something please talk to the Welfare or Office Manager. They are 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.
- **Houses and toilets during meals and breaks –**  
**Between morning lessons** you cannot go to your house, but you can relax in the gardens. You can use the toilets in the classroom block.
- **Between afternoon activities and during all meals** you can go to your house or garden to relax, and can use the toilets in your house.
- **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 when you hear an alarm.

## 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. It can include when a person intends to do the above.

It can also include when a person **ignores** somebody or **excludes** somebody from activities and communication. A bully is a person who habitually seeks to harm or intimidate somebody they think is vulnerable.

#### How do People Bully?

Here are some examples:

**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 the Welfare Manager.
- She will investigate and record the incident(s).
- She 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.



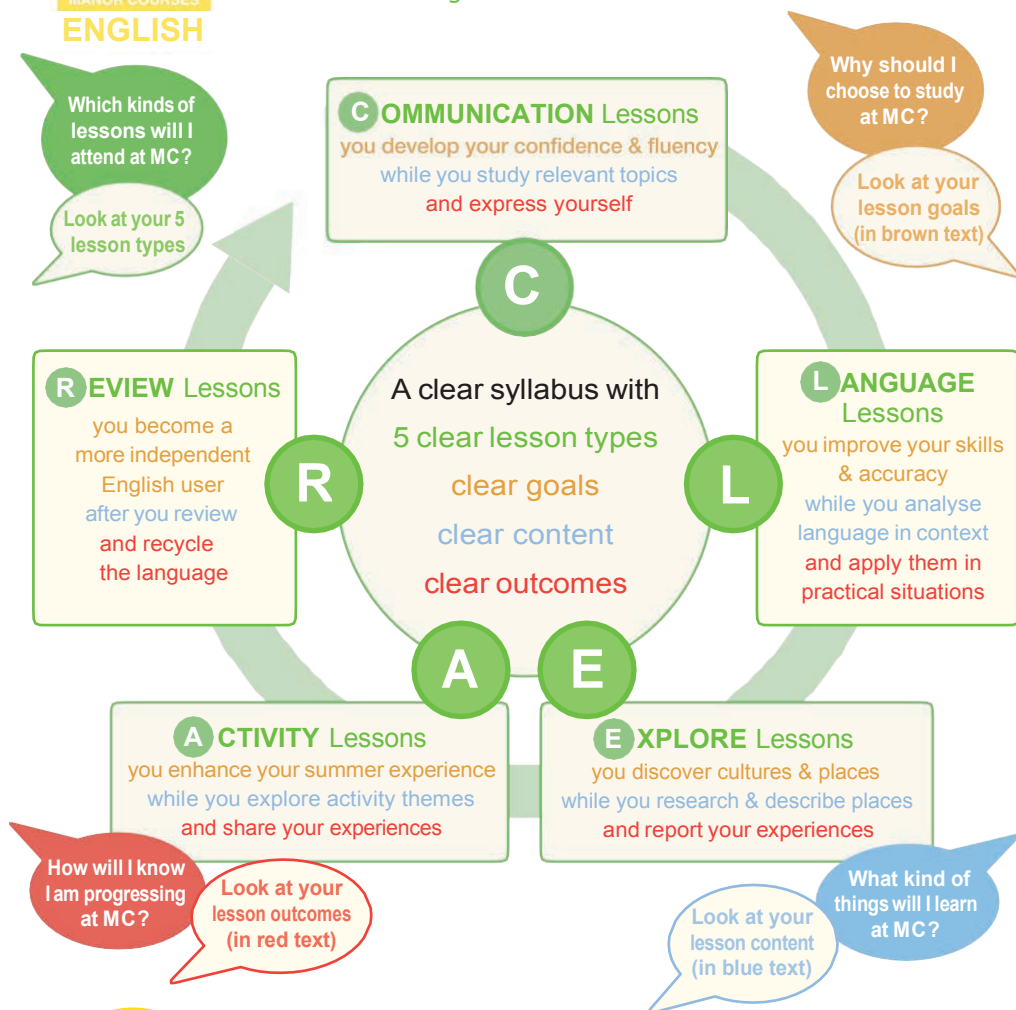
### BANNED ITEMS:

Your House Manager will tell you what items you are not allowed to have, buy, bring or use at Hurst College.

Nuts, gum, tobacco, vaping, alcohol are some banned items.

## What will I learn?

Your English Course has a clear syllabus appropriate to your level, class, age and how long you stay at MC. Here is a general overview:



### STUDENTS MUST:

Attend 80% of your Lessons to get your certificate.

## How much will I study per week?

You will study 18 hours per week, with 6 types of lessons:

- 4 x 90 minute Communication lessons (C)
- 4 x 90 minute Language lessons (L)
- 1 x 90 minute Explore lessons (E)
- 1 x Intro Lesson
- 1 x 90 minute Activity lessons (A)
- 1 x 90 minute Review lesson (R)
- Our younger students may have shorter 45 minutes with communication, language, and other other types of lessons

## 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 – 3.30pm sometimes 5.30-7.00pm
Intro Lesson	5.30-7.00pm

## Who will I study with?

- You will study with students at your English level.
- Lessons are for most levels, Beginners to Advanced.
- There is usually 16 students maximum in your class. Once a week your class may be combined with more students.
- There will be students from some other countries in your class.
- You will usually study with students from a similar age-group, eg. 8-14 years old or 11-17 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 movies in your house at Hurst.
- Perform drama or sing in English during performance arts sessions.
- 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](mailto: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:

- 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. Or 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 if you are 13 and older.



Juniors (Jr) = ages 12 and younger  
Jr cannot choose Free-Time. Jr must always join an activity with a Supervisor or Group Leader.

Seniors (Sr) = ages 13 and older

Older Seniors (SSr) = ages 15 and older

## You can choose activities during the afternoon and evening

There are many activities to choose from, for example:

- sports
- dance, aerobics or gymnastics
- arts or crafts
- music
- swimming
- competitions
- disco nights
- talent show
- team games
- drama
- quizzes
- movie nights
- leadership skills
- problem solving
- karaoke
- speech contests
- team-building
- theme days

## Activity Procedures

### ACTIVITY SESSION

- 1 Meet at the Garden/Quad meeting point
- 2 Register with your Group Leader
- 3 Choose your activity and tell your Group Leader
- 4 Show your QR code to the Activity Leader
- 5 Follow the Activity Leader to the activity
- 6 If you finish early, tell the Activity Leader

*If it is raining, we will meet in the Chapel.*



## Activity Times

### ACTIVITY SESSION 1

Register 3.30 - 3.40pm

**3.40 - 5.00pm**

### ACTIVITY SESSION 2

Register 5.30 - 5.40pm

**5.40 - 7.00pm**

### ACTIVITY SESSION 3

Register 8.00 - 8.10pm

**8.10 - 9.00pm or 9.30pm**

Some activities finish at 9pm for Jr (12 years and younger). If Jr wants to finish, you must leave at 9pm and go to your house immediately.

Some activities start and finish later for older Sr (15 years and older).

## Choosing Activities

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

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 Chapel.

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.

12 years and younger Juniors must join an activity.

If you are sick or injured or cannot join activities you must see a First Aider or stay with your Group Leader.

Evening sessions end earlier for Juniors.

## 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 wrist-band from your Group Leader. Then register your name, age

and nationality and show the wrist-band to the Supervisor. Then you can leave the meeting point. At the end of the session you must return the wrist-band.



**FREE-TIME WRISTBAND**



### 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.





## EXCURSIONS

### One full day excursion and half day excursion per week

Your full-day excursions will include some of these attractions:

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

#### FULL DAY EXCURSIONS

MEET AT 8 / 9am

#### 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. Get your leader's phone number, give them your phone number.



Lanyard

## 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.

## 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.

*If it is raining, we will meet in the Chapel.*

### 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
Jr = 12 and younger	Stay with Supervisors or Group Leaders at <b>all times</b>
Sr = 13 and older	Can have <b>some free-time</b> away from Supervisors or Group Leaders

## TRAVELLING BY COACH

- Wear your 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, leaders 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. You can go to the shops, buy souvenirs, buy food or drink, relax in a park, discover more culture and tourist attractions, and take photos.

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

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

**2 Destinations** - Full day excursions sometimes stop at a destination for sightseeing before or after the city.

## WHAT TO DO IF YOU GET LOST ON AN EXCURSION

- Stay where you are.
- Phone the 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 and ask them to help call a Police Officer to help.
- Explain that you are lost. Ask them to phone a telephone number on your lanyard/ID card.
- Stay where you are until your Group Leader or Supervisor 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.





#### 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.



Juniors (Jr) = ages 12 and younger

Seniors (Sr) = ages 13 and older

Jr should not go to houses during activity sessions without their Group Leader. But they can finish an activity early and return to houses at 9pm.

Older Seniors (SSr) = ages 15 and older

Older students have some later activities and registers

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

### GROUP MEETING

9.30pm

Before you go to your house, every day except the first and last evening of each week, you need to meet your group and get information from them in the classrooms.

### HOUSE REGISTRATION EVERYDAY

10.00pm

You must return to your House every night before 10:00pm for the evening registration. Show your QR code when you enter. After you enter, you cannot leave.

Juniors can return early for early registers immediately after their Activity, after 9pm until 9.30pm.

You will get 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 go to your house every Day 2 to meet your House Manager for Fire Safety information and to answer the questionnaire about Hurst.

Also, on Mondays if you do not leave Hurst, you must return to your house to meet your House manager to tidy the house and welcome new students.

### EMOTIONAL AND MEDICAL SUPPORT

If you feel sad, bad or homesick you can talk to the Welfare Manager. You can find her or an Office Manager 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. MC Students can find their MC GL in the office any time, or in the meeting point at Activity registrations.

## YOUR ROOM AND YOUR HOUSE

If you need 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 house.

8.00-9.30am

1.15-2.00pm

3.30pm-10.00pm

The houses are not open during Lessons. Some houses may also close during lunch or dinner.

Before 8am and after 10.00pm you must not leave the house.

If you want to go to bed early, you can sleep before 10.00pm registration.

Please tell the Supervisor your name and your room number.

Juniors can finish their activity early and go to their house with their Group Leader.

## YOUR PERSONAL PROPERTY

Lock your items in your suitcase. Write your name on your clothes labels. If you lose something tell your House Manager and go to check lost

property in the office. Some items are banned, if you are not allowed to have these items the House manager will keep them.



### 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 (BARNARD FAMILY)

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, Activity and Excursion programme and your welfare. If you have problems, requests or complaints, they will help you.



Nick



Jon



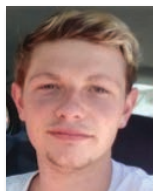
Su

### WELFARE & HOUSE COORDINATORS

Responsible for your comfortable houses, and safe free-time and entertainment.



Sinead



Tom



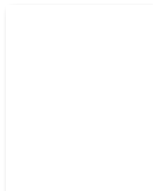
Dan

### ACTIVITY MANAGERS

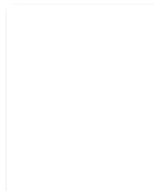
Responsible for an exciting and safe activity programme.



Pierre



Katie



Hemanth

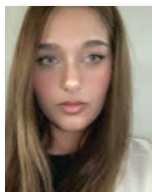


## MEDICAL STAFF (FIRST AID)

Responsible for medical help when you are sick or injured. Security is also medical staff at night.



Rebecca



Maha



Cherry

## WELFARE MANAGER

Responsible for discipline and emotional support and counselling.



Shirley

## ENGLISH MANAGERS

Responsible for students studying suitable academic resources and making progress.



Aaron



Drazen

## PHOTOGRAPHERS

Includes the Office Managers, Grover and Krishna. They take photos and videos of students and event. If you do not want to be in the photos or videos, please tell the photographer. See our policy about why we take videos/photos, how we use them and how long we keep them.



Grover



Krishna

## MC GROUP LEADERS (MCGL), OFFICE MANAGERS & SOCIAL MEDIA AND PHOTOGRAPHERS

Responsible for managing the office and students who do not have a Group Leader who travelled to Hurst with you. They support and register students' names before activities if you do not have a Group Leader. They help all visitors to the office and can answer your questions.



Trang



Lulu



Nalie

## 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 MANAGER (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.

## INTERNATIONAL GROUP LEADERS

They come with some international agent groups, but only supervise their groups. All students register with their GL before activities. *If you do not have a GL (who travelled to Hurst with you) you will register with an Office Manager or MCGL before activities.*



**HEAD OFFICE – Tel: +44 (0)7973 131 982**  
67 Warren Way, Brighton, BN2 6PH, England

**SUMMER SCHOOL – Tel: +44 (0)1273 836 958**  
Hurst College, College Lane, Hurstpierpoint, BN6 9JS, England

Mobile: **+44 (0)7973 131 982**  
Email: **[info@manorcourses.co.uk](mailto:info@manorcourses.co.uk)**  
Website: **[www.manorcourses.co.uk](http://www.manorcourses.co.uk)**

[Read our blog](#)



Accredited by the  
 **BRITISH  
COUNCIL**

