



LEWIS SCHOOL OF ENGLISH



Group Leader Handbook - Junior Centres 2022

Our **passion** for language learning has inspired us to develop a wide range of courses designed to **engage** you. Whether you are following an Adult Course at our 'boutique' school in Southampton (the city famous for the **Titanic**, 75 minutes from London), a Junior Course at one of our attractive summer centres, or a Theatre Express **performing arts** workshop delivered to your school, you'll benefit from a creative, educational and **stimulating** programme that builds your confidence with English.

Experts in our field since **1976**, we can also deliver **tailor-made** teacher training courses in your school.





Welcome!

Dear Group Leader

Welcome to the Lewis School of English Junior Centre! We are delighted that you and your students have chosen our school. We have an action-packed programme of fun and learning planned for you and your group, and we wish you a fantastic summer here in the UK.

To ensure you get the best out of your time here with us, please read the following information carefully and do let us know if you have any further questions. Our staff are there to help you.

Best wishes

Alistair Walker
Director



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Who's Who

Our staff are here to help! Let us introduce their roles.

Centre Manager

The Centre Manager has overall responsibility for the centre and the centre staff, under the direction of the Lewis School Head Office. You should talk to them for information about the campus, accommodation, food, staff or any general enquiry.

Activities Manager

The Activities Manager is responsible for implementing the activities programme, organising trips and managing the activities staff. Talk to them about trips and other activities.

Head Teacher

The Head Teacher manages the teaching staff and has overall responsibility for the delivery of the academic programme. This involves teacher observation, placement of students and coordinating testing and teaching. You should talk to them about anything to do with lessons.

Teacher

Our team of teachers deliver stimulating lessons in line with the Lewis School junior syllabus.

Activity Leader

The Activity Leaders are responsible for the preparation and delivery of the activity sessions. Each team of Activity Leaders boasts a wide range of skills and expertise to reflect the variety of sessions on offer.

Welfare Manager & Designated Safeguarding Lead

Students can talk to this person if they have any personal problems or safeguarding concerns.

Homestay Officer

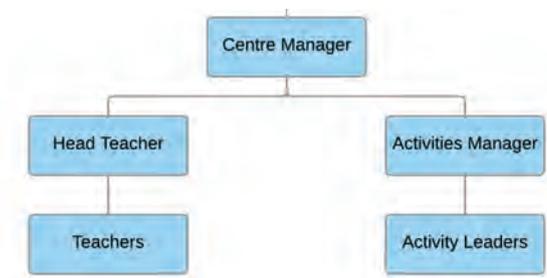
The Homestay Officer co-ordinates the host families in homestay centres. If you have a problem with host families, speak to the Centre Manager. They will arrange a meeting with this person to address the problem.

Residence Manager

This person looks after the welfare of students in the residence.

Guardian

The Guardian is responsible for looking after any students who are without a Group Leader.





You as Group Leader

The Role of a Group Leader

As a Group Leader, you will play a vital role in the day-to-day running of the Centre. We understand the responsibility of taking a group of young students to a foreign country, and we aim to share this responsibility with you. You will therefore be involved in all aspects of the Centre. We value your advice and suggestions and we will respond quickly and effectively to your comments.

The safety and well-being of your students are our prime concerns. Should either of these become an issue, we will need to depend on your co-operation with the Centre staff.

We will expect you to be present at all the activities as well as at mealtimes and during the evenings. These are the times when students often need assistance from their Group Leaders. Like our own staff, you are on call during the night should there be an emergency.

Our staff will be highly visible around the school and residence and always available to answer questions. You will be regularly briefed on the forthcoming activities and there will be at least one weekly meeting with the Centre Manager. Please feel free to air and discuss any issues you may have.

Our ultimate collective aim and responsibility is to ensure the well-being and happiness of all the students at the Centre. We want them to have the most fun-filled learning experience possible. However, this can only happen if everyone concerned understands and abides by the ground rules. What follows is a brief outline of the most important points; you will naturally have the opportunity to discuss these in more detail upon your arrival.

Information We Need Before You Arrive



Student's mobile phone number



Health information and dietary requirements



Flight details. We need these at least one week before arrival.



Name and phone number of the person we should contact in an emergency

Please make sure you/your agency have passed this information on to us before you arrive.

Summary of Main Responsibilities

Lessons and Activities

- Accompany and assist your students on their first day.
- Be present at the school half an hour before and after all classes.
- Attend all activities and trips to supervise students. Pay particular attention to students on trips, especially when crossing the road.
- Help us ensure your students are present and punctual to all their classes and activities. If a student is ill and unable to attend a lesson or activity, please inform the Centre Manager.
- Help us make sure students do not disturb other classes at break times.
- Encourage students to speak English at all times.
- Assist us in disciplinary matters.

Communication

- Provide the Centre Manager with a working mobile contact number.
- Keep your mobile phone switched on at all times.
- Attend regular meetings with the management staff.
- Be available to meet the centre management team on issues which may arise with your students.

Care of Your Group

- Adhere to the Safeguarding Policy (see www.lewis-school.co.uk/policies).
- Make sure you know where your students are at all times (see 'Keeping Track').
- Ensure your students understand and adhere to all rules and regulations of the Lewis School.
- Assist with counselling students on problems regarding issues such as homesickness, relationships with other students and academic problems.
- Make sure your students understand UK laws and that they must follow them. We take incidents relating to drinking alcohol, theft and taking illegal drugs very seriously.
- Encourage your students to try new things, especially food.
- Help your students with cultural issues. Some things will be different to their home country. Help us to explain it's not better or worse, just different.
- Pass on to the Centre Manager any justified and genuine complaints from students. We will try our best to rectify the problem quickly. At these times, whilst we understand and sympathise with your anxiety, we also greatly appreciate your patience and understanding.
- (For Group Leaders in residential accommodation) Be responsible for the whereabouts and welfare of your students during the night and any other periods of downtime.

Programme Changes

- Discuss any and all changes to the programme with the relevant Lewis School manager. Please note that, for Health and Safety reasons, Group Leaders are not permitted to take students on activities without a member of Lewis School staff unless this has been previously agreed with a manager and a Group Absentee Form has been signed.



Arriving at Your Centre

At the Airport

If you have booked a transfer with us, you will be met at the airport and taken to your centre. Look out for a Lewis School sign as you enter the arrivals hall.



On Campus

Residential Groups

On arrival at our Junior Centre, you will be greeted by our centre staff, who will show you and your students around the campus, provide you with your room keys and help you to check into your accommodation. All students are required to pay a deposit on arrival of £40 to cover the cost of lost keys or damage of any kind. The full amount or balance will be refunded on departure.

Homestay Groups

Lewis School staff and the host families will meet you and your students at the meet and greet point at our centre. In Southampton, students will be given their bus passes on arrival, and on the first morning, the host will accompany the students to school and show them where to catch the bus.

Money & Valuables

Please be aware that we are unable to offer you a safe for your valuable possessions such as passports, tickets and pocket money. The most convenient and safest way to carry money is to have a credit, debit or pre-paid card. We recommend bringing around £50-60 pocket money per week. Please assist us in helping to remind students to look after their valuables.

Please note: the University of Winchester is a cashless campus - you will need a card to buy anything from the shops, cafes or vending machines.

Internet

Wi-Fi in Southampton

Free Wi-Fi is available.
Connect to **LSoE Students**.
Enter the password **0101010101**.

Wi-Fi in Winchester

Free Wi-Fi is available.
Our centre staff will advise you
on how to connect





First Day at the Centre

Welcome, Induction & Placement Test

On their first day, we give students a written and oral placement test to help find their level of English. After the test we will give all students a Welcome Pack, explain important information about the centre, and take them on a tour of the campus. Teachers then meet the students and take them for their first lesson. Please note that the Induction and Placement Test replace one English lesson on the first day. It may take place in the morning or the afternoon - see 'Timetable & Zigzag' on page 10.

	Approximate timing
Welcome from staff	15 minutes
Placement test (written and oral)	1 hour
Induction	30 minutes
Campus tour	30 minutes
Break	15 minutes
1st lesson	1 hour 30 minutes

Students' Welcome Pack

Student Card & Lanyard

This has the centre address and 24-hour emergency phone number. Students should carry this at all times.

Folder, Student Book & Pencil

The student book is both an exercise book for classroom use and a guide to Lewis School programmes. It also includes information about the junior centre, including maps of the city and campus. A Lewis A4 ringbinder helps students keep their lesson material together.

Rucksack

Carry all of the above in our stylish rucksack!

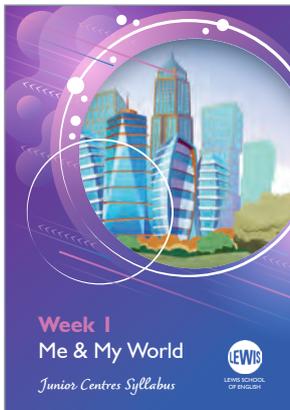




Lessons

Our Junior Centres Syllabus

We have created a syllabus especially for our junior centres. It is designed to be challenging, fun and relevant to the age range. It is also designed to facilitate communication and friendship in the classroom. As such, there is a focus on speaking and listening, but students will also practise reading and writing skills, vocabulary, grammar and pronunciation. Each week has a different theme, and at the end of the week students will complete a project.



Syllabus



Weekly Overview Sheet



Weekly Syllabus Themes

Placement & Promotion

On the first day students will be given a written placement test and an oral interview and then placed in an appropriate class. It is our policy to provide opportunities for students to progress to a higher level if they show improvement. At our weekly Teachers' Meeting we discuss which students should be promoted the following week. The new class lists are displayed on the Centre Noticeboard every Monday morning, so students should check for any changes. If you feel a student would benefit from moving to a different class, please inform the Head Teacher who will discuss this with you and the teachers concerned. For level descriptors, see page 11.

Personalised reports and certificates are given to students at the end of their course.

Timetable & Zigzag

One certain weeks at our Wnchester Centre we have a 'zigzag' system. This means one week you will have morning lessons and the following week afternoon lessons. Each week we will provide you and your students with a printed timetable. Students should also check the noticeboard at the start of every week to see which class they are in.

Integration with Activities

The second lesson of the day is designed to link to project work and the activities programme, helping students to make the most of their activities and to learn more about British culture. Similarly, many activities have a learning element, as well as being designed to help students activate their English.

Trinity Exams

Some groups have arranged for students to take Trinity Examinations before their stay. If you have made such a reservation, inform your Head Teacher on arrival and they will go over the procedure with you. Please note: our Trinity Exam Package is subject to a minimum of 10 candidates per sitting. If there are fewer than 10 candidates, the fee will be refunded; alternatively, candidates can still take the exam, but will be charged a higher fee.

Class Rules (in Student Books)

Every day, remember to:

- Read the noticeboard
- Bring a pen
- Arrive on time for class

Before you come into the classroom, you should:

- Switch off your phones
- Go to the toilet
- Take chewing gum out of your mouth & put it in the bin
- Finish your drinks

In class, you should:

- Listen to your teacher
- Listen to your classmates
- Speak only English
- Ask questions
- Respect public and private property

Please encourage your students to follow the above rules

Lewis School Levels

	Speaking	Listening	Writing	Reading
A1 - Elementary	Can use simple phrases and sentences to describe people and places. Can interact in a simple way when the other person repeats or rephrases sentences slowly and provides help with formulating sentences. Can ask and answer simple questions on very familiar topics.	Can recognise familiar words and very basic phrases on simple topics such as family and everyday objects when people speak slowly and clearly.	Can write simple isolated phrases and sentences. Can write a short, simple postcard. Can fill in forms with personal details, for example name, nationality and address on a registration form.	Can understand familiar names, words and very simple sentences, for example on notices and posters or in catalogues. Can begin to understand and find information in very short, simple texts
A2 - Pre-Intermediate	Can communicate in simple and routine tasks on familiar topics and activities. Can handle very short social exchanges. Can use a series of phrases and sentences to describe in simple terms people, living conditions, educational background and work.	Can understand phrases and the most common vocabulary related to everyday topics. Can catch the main point in short, clear, simple messages and announcements.	Can write a series of simple phrases and sentences linked with basic connectors. Can write brief, simple notes and messages Can write a short personal letter, for example thanking someone for something.	Can read short, simple texts such as advertisements, prospectuses, menus and timetables and find specific, predictable information. Can understand short simple personal letters.
B1 - Intermediate	Can deal with most situations likely to happen whilst travelling in an English-speaking country. Can enter unprepared into conversation on familiar topics. Can connect phrases in a simple way. Can describe experiences and ambitions. Can briefly give reasons and explanations for opinions and plans.	Can understand the main points of clear standard speech in conversations on familiar topics such as work, school and leisure. Can understand the main point of many radio or TV programmes when the speech is relatively slow and clear.	Can write simple connected text on topics which are familiar or of personal interest. Can write personal letters describing experiences and impressions.	Can understand texts that consist mainly of frequently-used everyday or job-related language. Can understand the description of events, feelings and wishes in personal letters.
B2 - Higher Intermediate	Can present clear, detailed descriptions and participate effectively in discussions. Can communicate with an appropriate level of formality. Can interact with a degree of fluency and accuracy that makes regular interaction with native speakers possible.	Can understand extended speech and lectures and follow even complex lines of argument provided the topic is reasonably familiar. Can understand most TV news and current affairs programmes. Can understand the majority of films in standard dialect.	Can write clear, detailed text without serious grammatical error. Can produce different types of text in an appropriate format with the correct level of formality. Can relate the personal significance of events and experiences.	Can read and understand authentic material such as short stories and magazine articles. Can follow long and complex sentences. Can select appropriate reading strategies and deduce the meaning of unknown words.
C1 - Advanced	Can converse skilfully on complex subjects, maintaining a rapid flow of conversation and managing interaction effectively. Demonstrates an ability to use intonation, rhythm and connected speech appropriately.	Can understand extended speech even when it is not clearly structured and when relationships are only implied and not signalled explicitly. Can understand TV programmes and films with little effort. Can comprehend subtleties of intonation.	Can produce clear, well-structured text on complex subjects, expressing opinions at some length. Can write different kinds of texts in a style appropriate to the reader in mind. Can convey ideas precisely, flexibly and effectively in an assured personal style.	Can understand long and complex factual and literary texts, appreciating distinctions of style. Can understand specialised articles and longer technical instructions, even when they relate to unfamiliar topics.



Activities

Fun, Educational & Communicative

Our activities programmes are exciting and varied. They are designed to be both fun and educational, and to encourage communication. All programmes consist of daytime activities, evening activities and trips, all of which are led and supervised by our Activity Leaders. Your presence is also important during all these events. This is especially true when we have to move the group from one place to another, either by bus or on foot.

Trips

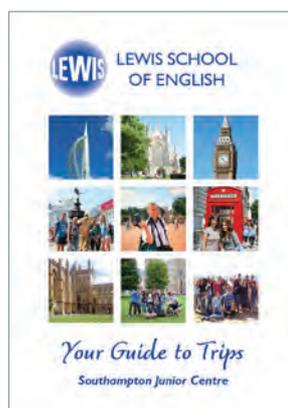
Your full-day and half-day trips will usually consist of a walking tour by our Activity Leaders plus some free time. On certain trips, entrances are included too - see the timetable for details.

Trips also have a learning theme that is explored during English lessons and then reinforced during the trip. In this way, students are prepared with the knowledge and vocabulary to help them get the most out of their visit. On each trip, our Activity Leaders will bring to life the sights of the city with interesting stories and facts. We give students a Trip Passport with a map, information and quizzes, enabling them to practise their English and record what they have learned.

For all trips, the ratio of students to Lewis School staff will be no more than 20:1.

A detailed guide to each of your trips is provided in the document 'Your Guide to Trips', which can be downloaded from our website.

Southampton Junior Centre Timetable 2022						
Week 1: 28 June - 2 July						
Day	Time	Activity	Activity	Activity	Activity	Activity
Monday	9:30 - 12:30	English	English	English	English	English
Monday	14:30 - 17:30	Maths	Maths	Maths	Maths	Maths
Tuesday	9:30 - 12:30	English	English	English	English	English
Tuesday	14:30 - 17:30	Maths	Maths	Maths	Maths	Maths
Wednesday	9:30 - 12:30	English	English	English	English	English
Wednesday	14:30 - 17:30	Maths	Maths	Maths	Maths	Maths
Thursday	9:30 - 12:30	English	English	English	English	English
Thursday	14:30 - 17:30	Maths	Maths	Maths	Maths	Maths
Friday	9:30 - 12:30	English	English	English	English	English
Friday	14:30 - 17:30	Maths	Maths	Maths	Maths	Maths



Sundays & Optional Trips

Optional Sunday trips are available on request at extra cost. Details about our most popular trips and a guide to prices are provided on our website. If you wish to visit somewhere not listed, please contact us. All optional trips are offered subject to availability and we recommend booking your trip as soon as possible. The deadline for all bookings is the Wednesday prior to the trip.

For those not going on an optional trip, homestay students spend Sundays with their hosts (unless they have a signed Sunday Free Time Permission Form - see below) and residential students have supervised activities on or off campus, or supervised personal time. Also, at the Southampton Centre, we offer parents/guardians the option to grant permission for their child to go out unaccompanied on Sundays, if the child is aged 15 or over. A Sunday Free Time Permission Form must be signed. See 'Keeping Track' on page 20.

Scheduled Absence & Free Time Permission

Parents/guardians can request a scheduled absence by submitting a Scheduled Absence Request Form. Our welfare staff will complete a risk assessment based on the information provided and may refuse the request for safety reasons. Parents/guardians of homestay students in Southampton can grant permission for their child aged 15 or above to have free time on Sundays, by completing our Sunday Free Time Permission Form.

Off-Programme Activities

For Health and Safety reasons, Group Leaders are not permitted to take students on activities without a member of Lewis School staff unless this has been previously arranged with the Centre Manager and a Group Absentee Form has been signed. You will be required to take full responsibility for the safety and care for your students for the duration of the activity. See the section on Welfare & Safeguarding (page 20) for more information.

Evening Activities

From cruises to dance evenings, and from barbecues to talent shows, we have a range of evening activities designed to delight and engage your students.

Residential students have activities or chill out time every evening (during 'chill out', students can return to their rooms or attend supervised informal games and chat in the Student Lounge). Homestay students in Southampton have three evening activities per week. The other evenings are spent with the homestay host.

Noticeboard

We will give you and your students a printed timetable each week, but please also make sure students check the noticeboard every day for any updates.

For Your Group's Safety and Well-Being...

Before All Activities

- Make sure your students are at the meeting point on time.
- Encourage them to bring water and any medication they need.
- Ensure they wear sensible shoes and clothes.

During Trips

- Encourage students to bring pocket money and good shoes for walking. They may need a raincoat or umbrella.
- Ensure the students stay in pairs or groups at all times.
- If there is a problem, contact an Activity Leader.
- If you can't find an Activity Leader and do not have their number, call the centre emergency number



Homestay Accommodation

Living in a homestay can be a valuable experience for students. The big advantage is the opportunity to live in an English-speaking environment. All our hosts have been personally approved by the school and are regularly inspected. Many students stay in touch with their hosts long after they have returned home. We have provided the following guide for students to help ensure the homestay accommodation is a success for all involved.

Guidelines for Students (from Student Book)

Please respect your family's rules, enjoy yourself, and try to speak as much as possible! Please keep to the house rules and make an effort to fit in with your family's lifestyle.



General

- **IMPORTANT:** put your host's phone number and address on your mobile.
- You will not be given a key as there will always be an adult present when you arrive home. It is therefore very important that you contact your host if you are going to be late.
- If there is no evening activity, you must return home immediately and spend the evening with your host.
- Say 'PLEASE' and 'THANK YOU'. This is the British way!
- If you have any questions or concerns about your homestay, please talk to us.



Mealtimes

- Your host will provide breakfast, evening meal and a packed lunch for trips.
- Remember that English food is different. Please try it before you say no!
- Always offer to help with clearing the table or washing up. It builds a good relationship!



Household Arrangements

- Make sure you know the bathroom arrangements. Don't spend too long in the bathroom/shower. Please leave the bathroom as you find it - clean, tidy and dry.
- Always flush the toilet after use. Use the bin for sanitary towels, cotton wool etc.
- Your family will wash your clothes but they are not expected to iron.
- Keep your bedroom tidy.
- You must pay for any damage you cause.
- Do not invite friends to the house without your host's permission.
- If your homestay has Wi-Fi, you may use this with your host's permission. Internet access may be restricted due to data limits or parental controls.

Travelling to/from the Junior Centre

At our Southampton Centre, homestay students will be given a bus pass on arrival, which will be valid for their first week. Further passes will be provided by Lewis School staff every Saturday. Students need to keep their bus passes as if they lose theirs, they will have to pay for new tickets. On the first morning, hosts will show students where to catch the bus to and from the centre, and will provide them with information about bus numbers, destinations and times.

Students go home immediately after evening activities. Our Activity Leaders will accompany you and your students to the bus stops.

PLEASE NOTE: After all evening activities, it is important that you wait at the bus stop with your students until all of them have caught their buses.

Mealtimes

The Lewis School provides a hot lunch on lesson days. Please make sure students are punctual. The host will provide them with a packed lunch for the full-day trips. A hot dinner will be provided at the centre on evenings when the homestay students have activities. On evenings without activities they will return home after the afternoon session and have dinner with their host.

Welfare of Homestay Students

Our homestay hosts make a great effort to make students feel comfortable and at home. At the same time, staying in a new country can be daunting for some students. In this case, it often takes just simple reassurance and a day or two for students to settle in. Encourage them to speak to their homestay host if there are any issues.

In cases where the relationship is not working well, we will quickly investigate both sides of the story and change the homestay where necessary. Distance from the homestay to the school will not be considered an adequate reason for changing.

We will take care to ensure that both students and families are well-informed about the Activities Programme, especially meeting points and departure and arrival times. Students will also be given detailed information about their buses (bus numbers, the location of bus stops in the city centre and near their houses, times of the last buses etc).

Sunday Free Time Permission Form

At the Southampton Centre, students aged 15 or over whose parents or guardians have signed a Sunday Free Time Permission Form are allowed free time in the city until 20.00 on Sundays, provided they remain in regular contact with their Group Leader, a member of Lewis staff or their homestay host.



Residential Accommodation

Room Allocation & Key Money

Rooms will be allocated before your arrival. On arrival, collect a £40 deposit from each of your residential students as 'key money'. This money will be kept in the Lewis School safe and used against any loss of keys or damage to the rooms. The money will be refunded on departure after students' rooms have been checked.

Student Agreement (from Student Book)

I agree

- *to lock my room and look after my key. If I lose my key, I have to pay for a new one.*
- *to keep my room tidy and keep my bedroom floor tidy so the cleaners can clean it easily.*
- *to keep my bed clear of personal belongings so the cleaners can change the beds easily.*
- *to pay for any damage.*
- *not to allow outsiders into the residence.*
- *not to leave the campus in the evenings unless I am with a member of Lewis School staff.*
- *not to leave the campus unsupervised on Sundays*
- *to be in bed by 22.45 with lights out by 23.00.*

Laundry

Sheets will be changed once a week and towels twice a week. For washing your clothes, there is a card- or app-operated laundry at the residence. You are required to pay for use of the laundry.

Cashless Campus

The University of Winchester is a cashless campus. Students will need a credit, debit or pre-paid card to buy anything at the shop, cafe or vending machines.

Residence Addresses

Lewis School Junior Centre, Queen's Road Student Village, University of Winchester, Sparkford Road, Winchester SO22 4NR, UK



Mealtimes

Southampton Centre

Breakfast	In homestay
Lunch Mon-Fri	Hot meal provided by school
Lunch on full-day trips (Sat)	Packed lunch provided by school
Lunch on Sundays	In homestay
Dinner (<i>evenings with activities</i>)	Hot meal provided by school
Dinner (<i>evenings with no activities</i>)	In homestay

Winchester Centre

Breakfast	Dining hall
Lunch Mon-Fri	Dining hall
Lunch on full-day trips (Sat)	Packed lunch provided by school
Lunch on Sundays	Packed lunch provided by school
Dinner	Dining hall (barbecue on certain evenings - see timetable)

Please make sure your students go to the dining hall at the allocated time, to ensure they are served.

Food Allergies & Dietary Requirements

It is very important that you inform us of any food allergies or dietary requirements at the time of booking. If you require a coeliac, lactose-free or halal diet in homestay accommodation, an additional fee will apply. Please note that the dining hall in Winchester provides vegetarian options but does not provide halal meat.



Welfare & Health

Keeping Track

We need to be aware of students' whereabouts at all times during their stay. Students should not go out unaccompanied into the city or off campus at any time. This includes homestay students during a scheduled evening at home. The only exception is when students 15 or over in Southampton have a signed Sunday Free Time Permission Form or a Scheduled Absence Request Form that has been approved by our welfare staff - see below.

Sunday Free Time Permission (Southampton Only)

At the Southampton Centre, students aged 15 or over whose parents or guardians have signed a Sunday Free Time Permission Form are allowed free time in the city until 20.00 on Sundays, provided they remain in regular contact with their Group Leader, a member of Lewis staff or their homestay host.

Scheduled Absence Request Form

Parents/guardians can request a scheduled absence by submitting a Scheduled Absence Request Form. Our welfare staff will complete a risk assessment based on the information provided and may refuse the request for safety reasons.

Group Absentee Form

Please note that, for Health and Safety reasons, Group Leaders are not permitted to take students on activities without a member of Lewis School staff unless previously arranged and a Group Absentee Form has been signed. Make sure that you have all the students' mobile numbers with you at all times in case of emergency.

Illness or Injury

Please report any illness or injury to a member of staff immediately. Each centre has staff trained in first aid and these are listed on the noticeboard. They will decide whether any further action needs to be taken. The first course of action will usually be to call NHS 111. This is a helpline with trained doctors and nurses who can assess the seriousness of the condition. If necessary we can then arrange for a visit to the doctor (you may be charged for this - see our Pre-Arrival Guide). In the case of an emergency, the student will be taken to hospital. Any illnesses and accidents will be recorded. Any student who has missed class due to illness will not normally be permitted to attend the activities scheduled around their absence. This will help ensure that the student recovers as quickly as possible! The full illness and injury procedure will be available at our centre.

Medication

Although the school can provide first aid, and has a duty to safeguard the health and safety of everyone at the centre, we are not allowed by law to take responsibility for administering any medication, including aspirin and cough medicine. The reason is simply that giving any medication to an individual could be life-threatening if they are allergic to it. If any of your students are on medication or have allergies, we require full details including instructions on how the medication is to be administered and a letter of consent signed by the parents. It is vital that a UK doctor can understand immediately the nature of the case and the medication being taken.

Covid Safety

The UK government removed all Covid-19 restrictions in early 2022 but has issued advice on preventing and treating Covid infections. Lewis School follows UK government guidelines for under-18s at its junior centres.

Before You Arrive

- There is NO requirement to test before you travel, but you may wish to do so.
- We advise bringing Covid tests with you as this may be more convenient than obtaining them in the UK.

At the Junior Centre

- There is NO requirement to wear a mask, social distance or take Covid tests.
- We open classroom windows regularly for ventilation.
- We sanitise surfaces in classrooms regularly.
- We recommend washing/sanitising your hands regularly to help prevent the spread of infection.

If You Have Symptoms...

- If you are unwell and have a high temperature, you should stay in your accommodation and avoid contact with other people where possible. You can return to school when you are well enough and when you no longer have a high temperature.
- If you only have mild symptoms such as a runny nose, sore throat, or a slight cough, you can attend school as normal.

Testing

- In the UK, under-18s are generally not tested for Covid unless instructed to by a health professional.
- If you have a positive test result, you should stay in your accommodation and avoid contact with others for 3 days, where possible. After 3 days, if you feel well and do not have a high temperature, you can return to school.

Welfare Manager & Designated Safeguarding Lead

The safety and wellbeing of all students is our top priority. As such, each junior centre has a Welfare Manager & Designated Safeguarding Lead (DSL). These will be indicated to you on posters and at induction. Please see the next section for more information on safeguarding.



School Policies

Our Discipline Policy

Our priority at the Lewis School of English is to provide a safe, friendly and caring place to study, offering the best conditions for learning. By working closely with our management staff, Group Leaders can set a tone of respect and care that the students can emulate. It is very important to us that everyone at the school behaves respectfully towards each other and towards the school buildings and facilities. This includes when in homestay and residential accommodation and on activities. Students who misbehave may be:

- reported to the Centre Manager
- asked to leave their class
- excluded from classes and/or activities

In extreme cases, Lewis School may inform the agent/parent(s) and the student may be sent home at the expense of their parents. This would be imposed in the event of a serious incident involving theft, racism, violence, law breaking or abuse, either physical or verbal, of any description. In this extreme case, you would be responsible for making sure that the student has a flight ticket and gets to the airport. If you do not agree with the decision, you may appeal to the Director of the Lewis School. His word is final.



The Lewis School Discipline Procedure. This may start at step 1, 2, 3 or 4 depending on the seriousness of the case.

Attendance & Punctuality Policy

100% attendance is expected for lessons and activities. If you are ill, you must tell your Group Leader / Lewis Guardian or a member of staff. We deal with lateness and absence in line with our policy.

Parents/guardians can request a scheduled absence by submitting a Scheduled Absence Request Form. Our welfare staff will complete a risk assessment based on the information provided and may refuse the request for safety reasons. Parents/guardians of homestay students can grant permission for their child aged 15 or above to have free time on Sundays, by completing our Sunday Free Time Permission Form.

To see our policies, visit <https://lewis-school.co.uk/useful-links/school-policies>

Damage

In the event of damage in the residence, if we cannot attribute the incident to one or two individuals within a flat, the whole group will take financial responsibility. Damage to public areas will be treated in the same way.

Complaints Procedure

If you wish to make a complaint, please follow the procedure below.

Step 1. Speak to an appropriate member of staff, such as a teacher, activity leader or group leader. We will speak to you within 24 hours.

Step 2. If this does not resolve your complaint you (or your representative) should speak to the appropriate manager at the Lewis School. You must submit any complaint before leaving to allow the school the chance to resolve the problem.

Step 3. If you are not happy with our response, you (or your representative) can write to Alistair Walker, Director, Lewis School of English, 30-33 Palmerston Road, Southampton, SO14 1LL or email alistair@lewis-school.co.uk.

Step 4. If you are still not happy, you can contact English UK: English UK, 219 St John Street, London EC1V 4LY. Tel: +44 207 608 7960. Fax: +44 207 608 7961. Email: info@englishuk.com

Safeguarding

Lewis School of English has a duty to safeguard all children in its care. We will do this by:

- Making sure our staff are carefully selected
- Providing appropriate training for staff in issues of child protection
- Making Level 3 safeguarding trained staff available if a serious issue arises
- Taking all reasonable steps to ensure the health, safety and welfare of any child or vulnerable adult in contact with the Lewis School of English
- Taking all reasonable steps to prevent any staff member, person working for us or member of the public from putting any child in a situation where there is unreasonable risk to their health and safety
- Taking all reasonable steps to prevent any staff member, person working for us or member of the public from physically, emotionally or sexually abusing any child or vulnerable adult
- Reporting to the appropriate manager any evidence or reasonable suspicion that a child or vulnerable adult has been physically, emotionally or sexually abused in contact with Lewis School of English
- Referring to statutory authorities any incidents of this nature reported to senior staff
- Implementing this policy in conjunction with the health and safety guidelines
- Ensuring that all visitors and interested parties are aware of this policy and have access to copies

The Designated Safeguarding Lead (DSL) will be clearly indicated on posters and introduced to students during their induction. Please read our full policy at <https://lewis-school.co.uk/useful-links/school-policies>.

Other Policies

We encourage you to read our school policies, which you can find on our website. Below is a summary of the types of policies we have. You can read the full policies at:

<https://lewis-school.co.uk/useful-links/school-policies>.

Health & Safety Policy

We aim to provide a safe and secure place for you to study. Please read our advice about how to stay safe inside and outside the school.

Radicalisation & Extremism Policy

This explains how we safeguard our students against extremist views.

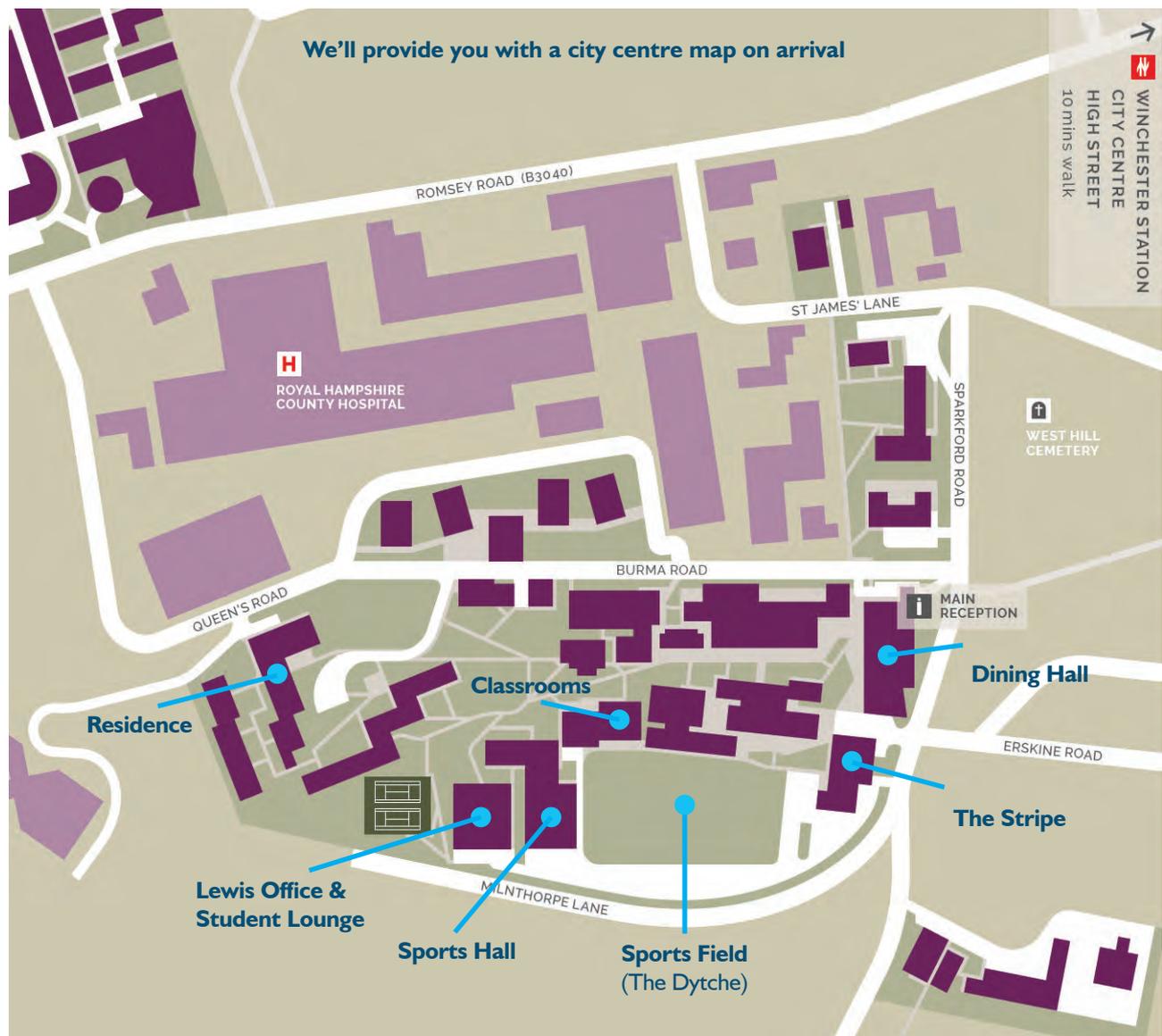
Equality Policy

Our school is committed to equality and we encourage tolerance and respect among our staff and students. This policy explains how we do not discriminate on grounds of age, gender, sexual orientation, race, religion or belief, nationality or disability.



Campus Maps

Winchester



Address: University of Winchester, Sparkford Road, Winchester SO22 4NR, UK

Ten Reasons to Choose Lewis

- 1 Challenging and motivating lessons
- 2 Innovative range of programmes
- 3 Strong links between language and leisure
- 4 All centres British Council accredited
- 5 Attractive locations - all within travelling distance of London
- 6 Excellent level of welfare
- 7 Homestay and residential centres
- 8 Over 30 nationalities per year across our different centres
- 9 Choice of summer and year-round centres
- 10 Specialists in football, art and theatre programmes

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