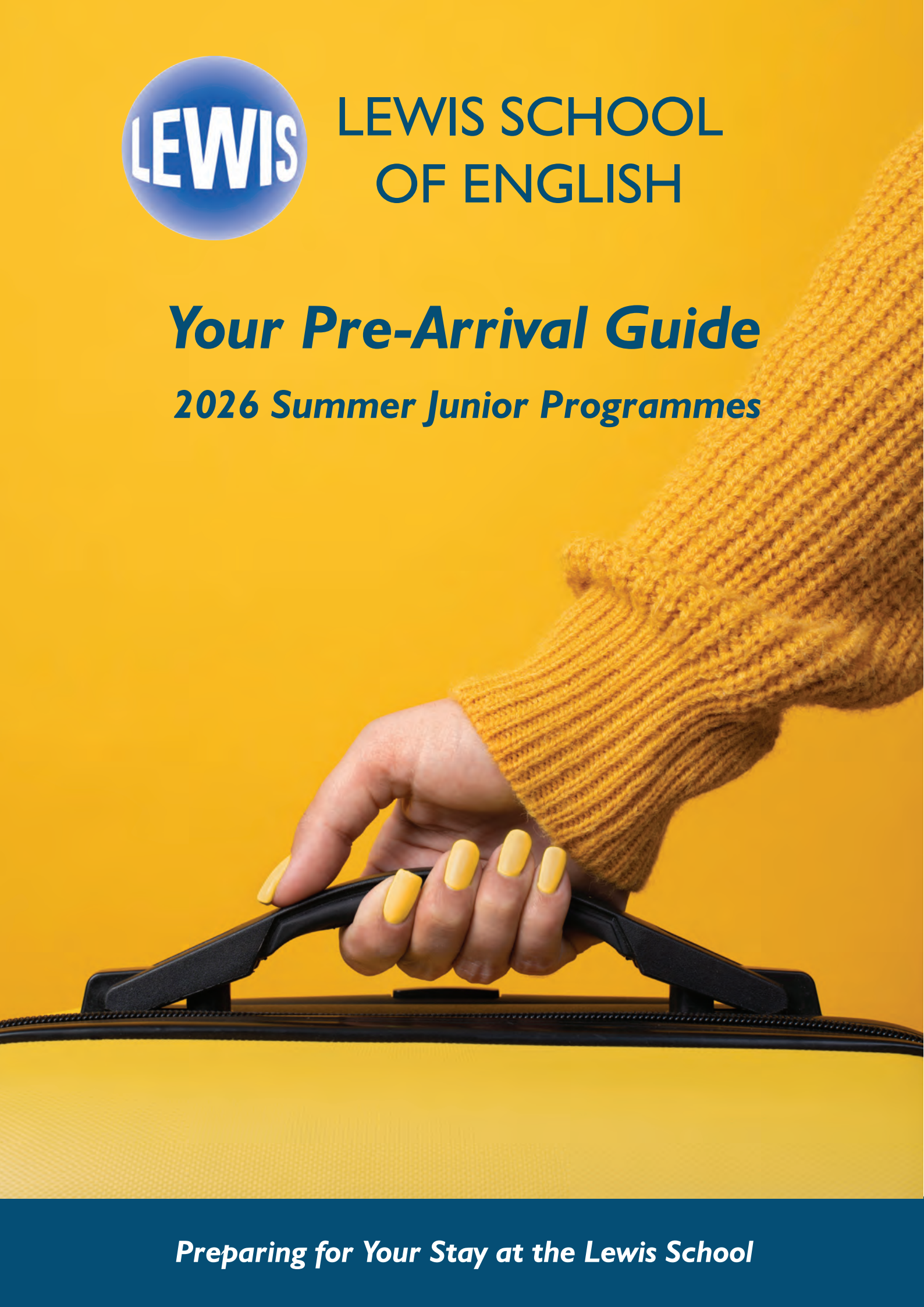




LEWIS SCHOOL
OF ENGLISH

Your Pre-Arrival Guide

2026 Summer Junior Programmes



Preparing for Your Stay at the Lewis School



Welcome to Lewis!

Dear Students, Parents and Guardians

We have a fantastic programme of lessons and activities for you, and we look forward to helping you develop your English and discover the UK. We have created this guide for you and your parents/guardians to help you prepare for your stay, and to answer questions you may have about our programmes.

If you would like any further information, please feel free to ask - we are here to help you!

We are looking forward to welcoming you to our school very soon.

Best wishes



Alistair Walker
Director

	Page		Page
Before You Arrive	3	Homestay Accommodation	13
Arriving at the Airport	5	Mealtimes	15
Arriving at Your Accommodation	6	Health & Well-Being	16
Your First Day	7	School Policies	18
Lessons	9	Arriving By Public Transport	21
Activities	10	Campus Maps	22
Residential Accommodation	12	Welcome to Britain!	24



Before You Arrive

What to Bring

- Passport
- Any medicine you regularly take
- Sun cream
- Water bottle
- Light waterproof jacket
- Summer clothes
- Warm jumper
- Toiletries (eg soap and toothpaste)
- Trainers
- Swimwear (just in case!)
- £45 deposit (residential students only)**
- Mobile phone (remember your number!)
- Phone number of parents / guardian
- Parent/Guardian Consent Form (if travelling to the UK alone)



**It's a good idea to carry a photocopy of your passport in case you lose it.*

***This is for lost keys and/or damage. The full amount or balance will be returned to you when you leave.*

Remember!

- You will need around £60-£70 pocket money per week.
- Don't bring valuable items unless absolutely necessary.
- Don't carry lots of cash with you. The most convenient and safest way to carry money is to have a credit, debit or pre-paid card

Students in Winchester

If you are studying at our Winchester Centre, please note that the University of Winchester is a cashless campus - you will need a card to buy anything from the shops, cafes or vending machines.

What to Bring - English & Theatre



If you're following our English & Theatre programme in Winchester, please bring:

- loose, comfortable clothing for rehearsals
- soft indoor shoes
- a black outfit and white school shirt for the end-of-project performance
- a smile!

Our fun and energetic workshops will develop your skills as a singer, dancer and actor. During your course, you'll explore music, words and stories from adaptations of well-known musicals such as Hamilton, Wicked, Moulin Rouge, Harry Potter and the Cursed Child, Matilda, The Lion King or School of Rock. Every Friday there will be an open class where you'll have the chance to show what you've achieved. We can't wait to give you an unforgettable experience!

What to Bring - English & Football



If you're doing English & Football in Winchester, please bring your kit, including:

- football boots with studs
- trainers / football boots without studs (we may train indoors if the weather is bad)
- black long sport socks and shin pads

You can wear any suitable sports clothing to your training sessions. You can wash your kit on campus (a was and dry cycle costs around £5.20), but we advise bringing enough changes of kit for three consecutive days of training (Wed, Thu, Fri). On match days, we'll provide our own team kit.

ETA (Electronic Travel Authorisation)

NEW

The UK Electronic Travel Authorisation (ETA) is a new travel requirement for people who do not need a visa to visit the UK. It enables you come to the UK for up to 6 months for tourism, visiting family and friends, business or short-term study. It costs £16 to apply for one through the UK ETA app or the GOV.UK website. For more details or to apply, visit <https://www.gov.uk/guidance/apply-for-an-electronic-travel-authorisation-eta>

Insurance

We strongly recommend you have fully comprehensive insurance to cover you in case of accidents or emergencies. Lewis School can arrange insurance cover for you. We are working in partnership with Howden to provide our students with a policy specifically designed to meet your needs while you are studying in the UK. See <https://lewis-school.co.uk/junior-useful-links/insurance-cover-junior-programmes/>.

Information We Need Before You Arrive



Student's mobile number



Emergency contact details
(eg parent/guardian name +
phone number)



Health & dietary information



Photo/scan of student's
passport or national ID card



Flight details (min. 1 week before arrival)

Please ensure you have passed this information to your Group Leader or agent, or to the Lewis School if you have booked directly through us.



Arriving at the Airport

Individuals

Airport Transfers

If you have booked a transfer with us, you will be met at the airport. The driver will be holding a sign like the one opposite. For your safety, we will email you a password, which you should ask the driver to tell you when you meet. Do not worry if your flight is delayed as the driver will check flight information and will adjust their arrival time if necessary.



Unaccompanied Students

For any students under 16 and travelling by plane unaccompanied by an adult, you must check the airline's regulations for 'unaccompanied minors'. Different airlines have different policies and age limits for young people. We can then ensure we follow the correct procedures for your arrival and departure. In some cases, extra costs may be incurred. All parents/guardians of unaccompanied students need to complete a Parent / Guardian Consent Form. You will need a printed copy as you may need to show this to the airport staff. You can download it at <https://lewis-school.co.uk/brochure-downloads>.

On arrival, the airline staff will accompany you to the arrivals zone, where our staff or a driver from our airport transfer service will be waiting. They will be asked to verify their identification before signing for the handover. The identification details of the person meeting you will be sent in advance. Please pass this information on to the airline.

Students from Non-EU/EEA Countries

Please show your letters from the school at passport/border control.

Any Problems?

Please go to the information desk and ask the staff to call the Junior Centre Emergency Phone Number. We will send you this before you arrive.

Groups

If you have booked a transfer with us, you will be met at the airport and taken to your centre. Please see the next pages for information about arriving at your accommodation and your first day at the centre.



Arriving at Your Accommodation

Residential Students

On arrival at our Junior Centre, you will be greeted by our centre staff, who will show you around the campus, provide you with your room keys and help you to check into your accommodation. Depending on your arrival time, your first meal may be provided at the dining hall or may be a packed meal.

See page 14 for our residence rules.

Homestay Students

If you are arriving as part of a group, you will be met by Lewis staff and your host family at the meet and greet point at our centre. If you are an individual who has booked a taxi transfer, you will be taken directly to your accommodation. If you are staying in homestay accommodation and we are not arranging your transport, please tell the school and the host family what time you will be arriving.

You will spend your first evening getting to know your hosts and settling into your room. We have provided some useful advice and important rules about living in a homestay on pages 12-13.

Bus Pass

If you are staying in Southampton, you will receive a bus pass. If you are a group student, you will be given a bus pass on arrival. If you are an individual student, your host will give you your pass. Bus passes are valid for a week. New bus passes are issued by Lewis staff every Saturday.



Your First Day

Breakfast & Arrival

If you are a residential student, you will be met in the morning by our Activity Leaders and taken to breakfast.

If you are a homestay student, you will have breakfast with your homestay host. In Southampton, your host will then go with you to school on the first morning and show you where to catch the bus.

If you are not staying in Lewis School accommodation, please arrive at the school on Monday morning at 8.30. See pages 21-22 for details.

Welcome, Induction & Placement Test

On your first day, we will give you a written and oral placement test to assess your level of English and place you in a suitable class. After the test we will give you a Welcome Pack, explain important information about the centre, and take you on a tour of the campus. Then we will introduce you to your teacher for your first lesson. Please note that the Induction & Placement Test replace one English lesson on your first day.

	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

Your Welcome Pack Contains...	
Student Card & Lanyard	This has the centre address and the 24-hour emergency phone number. For your safety, please make sure you carry this at all times.
Student Book & Pencil	Your guide to Lewis School programmes and your exercise book for English classes. Remember to bring this to all your lessons! Your book will also contain everything you need to know about your junior centre: people, places, rules, facilities and a campus map.
Lewis Folder	An A4 folder to keep all your lesson material together.
Lewis Rucksack	Carry all of the above in our stylish rucksack! Please note: the design may vary from the one shown in the photo.



Guardian for Students with No Group Leader

Our Guardians look after all the students who have arrived without a Group Leader. You will meet your Guardian on your first day and they will act as your Group Leader. Your Guardian will meet you regularly and you can go to them if you have any problems or questions during your stay - they're there to help you!

Wi-Fi

Our staff will help you connect to Wi-Fi on campus	
Southampton	Free. Available throughout the school.
Winchester	Free. Available throughout the campus.



Wi-Fi in Homestay Accommodation

Your host will help you connect. Please note that Internet access may be restricted due to data limits or parental controls.

Emergency Phone Numbers

We have a 24-hour emergency number for you to call if you are lost or in difficulty. This number will be on your student card, student book and online noticeboard.

The number will also be sent to you in advance. We recommend that you store it on your phone.

Lessons

Useful and Fun!

Lewis School lessons are useful and fun. They are designed to help you express yourself, be creative and make friends. On the first day, we check your level of English and choose the best class for you. During your stay, we monitor your progress. If you do well, you may have the chance to move to a higher level the following week.

Each week, look for your name on the noticeboard to see which class you are in. On certain weeks in Winchester, we have a 'zig-zag' system. This means one week you will have morning lessons and the following week afternoon lessons. **Attendance is compulsory for all lessons.**

Our Junior Centres Syllabus

We have created a syllabus especially for you. You will practise speaking, listening, reading and writing skills. You will also study vocabulary, grammar and pronunciation. Each week has a different theme, and at the end of the week you will complete a project. The second lesson of the day is designed to link to your activities programme, helping you to make the most of your activities and to learn more about British culture.

At the end of your course, you will receive a report and certificate.



Syllabus



Weekly Poster



Weekly Syllabus Themes



Activities

Make New Friends and Discover the UK!

Our activities programmes are exciting and varied. They are designed to encourage communication between you and your classmates in English. They will also introduce to the local culture.

Your activities programme will depend on your centre and on the programme you have chosen. For some activities we also separate students by age. You can download the activities timetable and guide to trips for your centre at <https://lewis-school.co.uk/brochure-downloads>.

Lewis School of English

Winchester Junior Timetable 2025

Week 1: 29 June - 5 July (Students with Morning Lessons)

Uplinton / Tisbury - 1hr & 15 min

	Year 4/5A	Year 4/5B	Year 4/5C	Year 4/5D	Year 4/5E	Year 4/5F	Year 4/5G
Planning	English	English	English	English	English	English	English
Maths	Maths	Maths	Maths	Maths	Maths	Maths	Maths
Science	Science	Science	Science	Science	Science	Science	Science
History	History	History	History	History	History	History	History
Art	Art	Art	Art	Art	Art	Art	Art
Music	Music	Music	Music	Music	Music	Music	Music
PE	PE	PE	PE	PE	PE	PE	PE
Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
English	English	English	English	English	English	English	English
Maths	Maths	Maths	Maths	Maths	Maths	Maths	Maths
Science	Science	Science	Science	Science	Science	Science	Science
History	History	History	History	History	History	History	History
Art	Art	Art	Art	Art	Art	Art	Art
Music	Music	Music	Music	Music	Music	Music	Music
PE	PE	PE	PE	PE	PE	PE	PE
Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
English	English	English	English	English	English	English	English
Maths	Maths	Maths	Maths	Maths	Maths	Maths	Maths
Science	Science	Science	Science	Science	Science	Science	Science
History	History	History	History	History	History	History	History
Art	Art	Art	Art	Art	Art	Art	Art
Music	Music	Music	Music	Music	Music	Music	Music
PE	PE	PE	PE	PE	PE	PE	PE
Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
English	English	English	English	English	English	English	English
Maths	Maths	Maths	Maths	Maths	Maths	Maths	Maths
Science	Science	Science	Science	Science	Science	Science	Science
History	History	History	History	History	History	History	History
Art	Art	Art	Art	Art	Art	Art	Art
Music	Music	Music	Music	Music	Music	Music	Music
PE	PE	PE	PE	PE	PE	PE	PE
Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
English	English	English	English	English	English	English	English
Maths	Maths	Maths	Maths	Maths	Maths	Maths	Maths
Science	Science	Science	Science	Science	Science	Science	Science
History	History	History	History	History	History	History	History
Art	Art	Art	Art	Art	Art	Art	Art
Music	Music	Music	Music	Music	Music	Music	Music
PE	PE	PE	PE	PE	PE	PE	PE
Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
English	English	English	English	English	English	English	English
Maths	Maths	Maths	Maths	Maths	Maths	Maths	Maths
Science	Science	Science	Science	Science	Science	Science	Science
History	History	History	History	History	History	History	History
Art	Art	Art	Art	Art	Art	Art	Art
Music	Music	Music	Music	Music	Music	Music	Music
PE	PE	PE	PE	PE	PE	PE	PE
Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
English	English	English	English	English	English	English	English
Maths	Maths	Maths	Maths	Maths	Maths	Maths	Maths
Science	Science	Science	Science	Science	Science	Science	Science
History	History	History	History	History	History	History	History
Art	Art	Art	Art	Art	Art	Art	Art
Music	Music	Music	Music	Music	Music	Music	Music
PE	PE	PE	PE	PE	PE	PE	PE
Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
English	English	English	English	English	English	English	English
Maths	Maths	Maths	Maths	Maths	Maths	Maths	Maths
Science	Science	Science	Science	Science	Science	Science	Science
History	History	History	History	History	History	History	History
Art	Art	Art	Art	Art	Art	Art	Art
Music	Music	Music	Music	Music	Music	Music	Music
PE	PE	PE	PE	PE	PE	PE	PE
Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
English	English	English	English	English	English	English	English
Maths	Maths	Maths	Maths	Maths	Maths	Maths	Maths
Science	Science	Science	Science	Science	Science	Science	Science
History	History	History	History	History	History	History	History
Art	Art	Art	Art	Art	Art	Art	Art
Music	Music	Music	Music	Music	Music	Music	Music
PE	PE	PE	PE	PE	PE	PE	PE
Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
English	English	English	English	English	English	English	English
Maths	Maths	Maths	Maths	Maths	Maths	Maths	Maths
Science	Science	Science	Science	Science	Science	Science	Science
History	History	History	History	History	History	History	History
Art	Art	Art	Art	Art	Art	Art	Art
Music	Music	Music	Music	Music	Music	Music	Music
PE	PE	PE	PE	PE	PE	PE	PE
Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
English	English	English	English	English	English	English	English
Maths	Maths	Maths	Maths	Maths	Maths	Maths	Maths
Science	Science	Science	Science	Science	Science	Science	Science
History	History	History	History	History	History	History	History
Art	Art	Art	Art	Art	Art	Art	Art
Music	Music	Music	Music	Music	Music	Music	Music
PE	PE	PE	PE	PE	PE	PE	PE
Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
English	English	English	English	English	English	English	English
Maths	Maths	Maths	Maths	Maths	Maths	Maths	Maths
Science	Science	Science	Science	Science	Science	Science	Science
History	History	History	History	History	History	History	History
Art	Art	Art	Art	Art	Art	Art	Art
Music	Music	Music	Music	Music	Music	Music	Music
PE	PE	PE	PE	PE	PE	PE	PE
Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
English	English	English	English	English	English	English	English
Maths	Maths	Maths	Maths	Maths	Maths	Maths	Maths
Science	Science	Science	Science	Science	Science	Science	Science
History	History	History	History	History	History	History	History
Art	Art	Art	Art	Art	Art	Art	Art
Music	Music	Music	Music	Music	Music	Music	Music
PE	PE	PE	PE	PE	PE	PE	PE
Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
English	English	English	English	English	English	English	English
Maths	Maths	Maths	Maths	Maths	Maths	Maths	Maths
Science	Science	Science	Science	Science	Science	Science	Science
History	History	History	History	History	History	History	History
Art	Art	Art	Art	Art	Art	Art	Art
Music	Music	Music	Music	Music	Music	Music	Music
PE	PE	PE	PE	PE	PE	PE	PE
Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
English	English	English	English	English	English	English	English
Maths	Maths	Maths	Maths	Maths	Maths	Maths	Maths
Science	Science	Science	Science	Science	Science	Science	Science
History	History	History	History	History	History	History	History
Art	Art	Art	Art	Art	Art	Art	Art
Music	Music	Music	Music	Music	Music	Music	Music
PE	PE	PE	PE	PE	PE	PE	PE
Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
English	English	English	English	English	English	English	English
Maths	Maths	Maths	Maths	Maths	Maths	Maths	Maths
Science	Science	Science	Science	Science	Science	Science	Science
History	History	History	History	History	History	History	History
Art	Art	Art	Art	Art	Art	Art	Art
Music	Music	Music	Music	Music	Music	Music	Music
PE	PE	PE	PE	PE	PE	PE	PE
Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
English	English	English	English	English	English	English	English
Maths	Maths	Maths	Maths	Maths	Maths	Maths	Maths
Science	Science	Science	Science	Science	Science	Science	Science
History	History	History	History	History	History	History	History
Art	Art	Art	Art	Art	Art	Art	Art
Music	Music	Music	Music	Music	Music	Music	Music
PE	PE	PE	PE	PE	PE	PE	PE
Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
English	English	English	English	English	English	English	English
Maths	Maths	Maths	Maths	Maths	Maths	Maths	Maths
Science	Science	Science	Science	Science	Science	Science	Science
History	History	History	History	History	History	History	History
Art	Art	Art	Art	Art	Art	Art	Art
Music	Music	Music	Music	Music	Music	Music	Music
PE	PE	PE	PE	PE	PE	PE	PE
Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
English	English	English	English	English	English	English	English
Maths	Maths	Maths	Maths	Maths	Maths	Maths	Maths
Science	Science	Science	Science	Science	Science	Science	Science
History	History	History	History	History	History	History	History
Art	Art	Art	Art	Art	Art	Art	Art
Music	Music	Music	Music	Music	Music	Music	Music
PE	PE	PE	PE	PE	PE	PE	PE
Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
English	English	English	English	English	English	English	English
Maths	Maths	Maths	Maths	Maths	Maths	Maths	Maths
Science	Science	Science	Science	Science	Science	Science	Science
History	History	History	History	History	History	History	History
Art	Art	Art	Art	Art	Art	Art	Art
Music	Music	Music	Music	Music	Music	Music	Music
PE	PE	PE	PE	PE	PE	PE	PE
Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
English	English	English	English	English	English	English	English
Maths	Maths	Maths	Maths	Maths	Maths	Maths	Maths
Science	Science	Science	Science	Science	Science	Science	Science
History	History	History	History	History	History	History	History
Art	Art	Art	Art	Art	Art	Art	Art
Music	Music	Music	Music	Music	Music	Music	Music
PE	PE	PE	PE	PE	PE	PE	PE
Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
English	English	English	English	English	English	English	English
Maths	Maths	Maths	Maths	Maths	Maths	Maths	Maths
Science	Science	Science	Science	Science	Science	Science	Science
History	History	History	History	History	History	History	History
Art	Art	Art	Art	Art	Art	Art	Art
Music	Music	Music	Music	Music	Music	Music	Music
PE	PE	PE	PE	PE	PE	PE	PE
Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
English	English	English	English	English	English	English	English
Maths	Maths	Maths	Maths	Maths	Maths	Maths	Maths
Science	Science	Science	Science	Science	Science	Science	Science
History	History	History	History	History	History	History	History
Art	Art	Art	Art	Art	Art	Art	Art
Music	Music	Music	Music	Music	Music	Music	Music
PE	PE	PE	PE	PE	PE	PE	PE
Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
English	English	English	English	English	English	English	English
Maths	Maths	Maths	Maths	Maths	Maths	Maths	Maths
Science	Science	Science	Science	Science	Science	Science	Science
History	History	History	History	History	History	History	History
Art	Art	Art	Art	Art	Art	Art	Art
Music	Music	Music	Music	Music	Music	Music	Music
PE	PE	PE	PE	PE	PE	PE	PE
Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
English	English	English	English	English	English	English	English
Maths	Maths	Maths	Maths	Maths	Maths	Maths	Maths
Science	Science	Science	Science	Science	Science	Science	Science
History	History	History	History	History	History	History	History
Art	Art	Art	Art	Art	Art	Art	Art
Music	Music	Music	Music	Music	Music	Music	Music
PE	PE	PE	PE	PE	PE	PE	PE
Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
English	English	English	English	English	English	English	English
Maths	Maths	Maths	Maths	Maths	Maths	Maths	Maths
Science	Science	Science	Science	Science	Science	Science	Science
History	History	History	History	History	History	History	History
Art	Art	Art	Art	Art	Art	Art	Art
Music	Music	Music	Music	Music	Music	Music	Music
PE	PE	PE	PE	PE	PE	PE	PE
Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
English	English	English	English	English	English	English	English
Maths	Maths	Maths	Maths	Maths	Maths	Maths	Maths
Science	Science	Science	Science	Science	Science	Science	Science
History	History	History	History	History	History	History	History
Art	Art	Art	Art	Art	Art	Art	Art
Music	Music	Music	Music	Music	Music	Music	Music
PE	PE	PE	PE	PE	PE	PE	PE
Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
English	English	English	English	English	English	English	English
Maths	Maths	Maths	Maths	Maths	Maths	Maths	Maths
Science	Science	Science	Science	Science</			

Evening Activities

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 two evening activities per week. The other evenings are spent with the homestay host. Students on a 'no accommodation' programme join dinner and evening activities twice a week.

Optional Sunday Trips

Some groups may have booked an additional Sunday trip, and on occasions we may also offer individual students the chance to join these trips for an additional fee. For those not going on an optional trip, residential students have activities on campus or chill out time; homestay students spend Sundays with their host, unless their parents have completed a Sunday Free Time Permission Form (see 'Attendance' on page 19).

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 can request permission for their child aged 15+ to leave the Winchester campus during periods of free time, or if they are a homestay student in Southampton, to go out unaccompanied on Sundays. See page 19.

Lost or in Difficulty?

All our activities are supervised. However as a precaution we give each student a Lewis School student card, with the sentence "Help! I'm lost! Please call...". The card will have the address of the centre plus the emergency mobile number. For your safety, please make sure you carry your student card at all times, particularly on trips. See page 6 for your centre's emergency phone number.



Check the Noticeboard!

The noticeboard gives important information about activities, meeting times and student forms. Please check it every day.

Attendance is compulsory for all activities – see page 19.

In Winchester, noticeboard information will be available online. We'll tell you how to access it when you arrive. The online noticeboard will go live shortly before the centre opens.

In Southampton, noticeboard information will be available on a printed noticeboard. We'll show you where to check when you arrive.

Zig-Zag (Winchester)

On most weeks, we use a 'zig-zag' system. This means one week you will have activities in the morning, and the following week you will have activities in the afternoon. Check the noticeboard to see whether your activities are in the morning or the afternoon.





Residential Accommodation

Residence Rules

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.
- to 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 and screens off by 23.00.

Laundry

Bed linen and towels are provided for you and will be changed once a week. For washing your clothes, there is a laundrette at the residence. You need to pay for use of the laundrette.

Cost: from £3.10 for a wash cycle and £2.10 for a dry cycle (60 minutes). Please note: prices are subject to change.

Deposit

You are required to pay a deposit of £45 on arrival to cover the cost of lost keys or damage of any kind. The full amount or balance will be refunded on departure.

Residence Addresses

Our residential accommodation is in Queen's Road Student Village and Burma Road Student Village. Both are located on campus, a short walk from the classrooms and dining hall. See map on page 23.

- Queen's Road Student Village, University of Winchester, Sparkford Road, Winchester SO22 4DQ, UK
- Burma Road Student Village, University of Winchester, Burma Road, Winchester, SO22 4SB, UK



Homestay Accommodation

A Rewarding Experience!

Living in a homestay is a great way to practise your English and get to know British culture. All our hosts have been personally chosen by the school and are regularly inspected. They are looking forward to welcoming you into their home!

Here are some important rules, advice and information to help you. We hope you enjoy your stay!

Your host will...

- be present when you return home (please note: you won't be given a key)
- provide meals (see page 15), including packed lunches for trips
- wash your clothes
- show you how to travel to school
- help you learn about British culture
- encourage you to practise your English



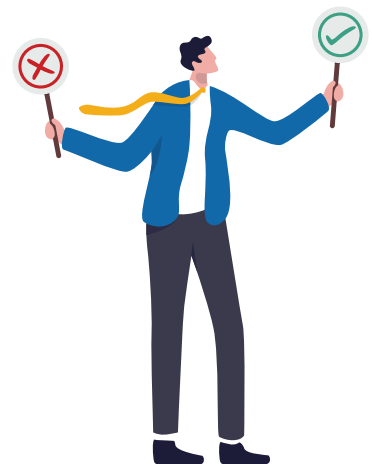
Important rules

You **must**...

- exchange phone numbers with your host
- return home **immediately** at the end of the school day (see your timetable for details). Our staff will take you to your bus stop.
- contact your host if you're going to be late
- pay for any damage you cause
- follow the house rules

You **must NOT**...

- post online or share any photos/videos of your hosts, or their home, unless they give you permission



Please remember

- Be respectful and polite.
- Food may be different. Please try it!
- Keep your room tidy.



- Keep the bathroom clean and dry.
- Keep showers short!
- Offer to help around the house.
- Practise your English!

Please remember that this is a home, not a hotel, and that different homestays have different rules. Good communication between you and your host will help make your stay a success!

Problems or questions

If you have any questions or concerns about your homestay, please first talk to your host. If you need any further help, please talk to us.

Travelling to and from school

Most of our students travel to school by bus (the bus journey can take up to 35 minutes). Your host will show you where to catch the bus and how to get to school, and will give you information about bus numbers, destinations and times. Our staff will take you to the bus stop at the end of each school day.



It's a good idea to take a photo of your bus stop so you remember it. Be careful - the same number bus can go in two directions! Please keep your bus pass safe - if you lose it, you'll have to buy a new one!





Mealtimes

Winchester Centre

	Residential Students	No Accommodation
Breakfast	Dining hall	-
Lunch on Mon, Wed, Thu, Fri	Dining hall	Dining hall
Lunch on trip days (Tue, Sat)	Packed lunch provided by school	Please bring a packed lunch!
Lunch on Sundays	Packed lunch provided by school	-
Dinner	Dining hall	Dining hall (two evenings per week - see timetable)

Southampton Centre

	Homestay Students	No Accommodation
Breakfast	In homestay	-
Lunch on Mon, Wed, Thu, Fri	Hot meal provided by school	Hot meal provided by school
Lunch on trip days (Tue, Sat)	Packed lunch provided by host	Please bring a packed lunch!
Lunch on Sundays	In homestay	-
Dinner (evenings with activities)	Hot meal provided by school	Hot meal provided by school
Dinner (evenings with no activities)	In homestay	-

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. The dining hall in Winchester provides both vegetarian and halal options.



Health & Well-Being

Before You Arrive

Health Information

It is very important that you provide us with your health information before you arrive. This includes:

- Any physical or mental health problems you have
- Any medication you are currently taking
- Any allergies or dietary requirements you have

Please ensure you have passed this information to your Group Leader or agent, or to the Lewis School if you have booked directly through us.

Insurance

We strongly recommend that you have fully comprehensive insurance to cover you in case of accidents or emergencies. International students may be charged high fees for NHS services - see below. See page 4 for details. See <https://lewis-school.co.uk/junior-useful-links/insurance-cover-junior-programmes/>.

National Health Service (NHS)

The NHS is the UK's publicly funded healthcare system. As an overseas visitor, you may have to pay for some NHS treatment. These costs can be very high. Some NHS services are free for everyone. These include:

- treatment at Accident & Emergency (A&E)
- GP appointments. A GP is a local doctor for general health problems.

However, if you need hospital treatment after A&E, you may have to pay.

EU, EEA and Swiss Studentss

If you are visiting the UK from an EU country, Norway, Iceland, Liechtenstein or Switzerland, you may be able to use a valid EHIC from your home country for necessary healthcare during your stay.

Rules are different for some countries, so please check the latest information before you travel. For full details, visit <https://www.gov.uk/guidance/healthcare-for-eu-and-efta-citizens-visiting-the-uk>.

At Our Centre

First Aid

Each centre has staff who are trained in first aid. Students can get first aid during lessons, activities and trips.

Emergency Number

Each centre has a 24-hour emergency phone number. Please see page 8.

Accidents & Emergencies

If you have a serious accident or sudden illness, we will arrange for you to go to hospital with a member of staff. We will contact your parent, guardian or agent immediately.

Minor Injuries or Ailments

In the event of a minor injury or ailment, a member of staff and your Group Leader or Guardian will accompany you to the local NHS Walk-In Centre or pharmacist as appropriate. If you are in homestay accommodation and need to see a doctor, your host will take you to see their doctor.

Welfare Manager

Each centre has a Welfare Manager. You can speak to them if you feel lonely, sad or worried, or if you have a personal problem.

Lewis Guardian

If you are at our centre without a Group Leader, you will be looked after by a Lewis School Guardian.

We're Always Here for You!

We want everybody at our centre to be safe, happy and having the very best time! If you are having any problems, please speak to us - we are here to help you.



Lessons

If you are not happy with the lessons or think you may need to change level...
First, speak to your Teacher before or after the class. If you are still not happy, speak to the Head Teacher.



Other Student(s)

If you have a problem with another student or students...
Speak to your Teacher before or after the class, or speak to your Group Leader / Guardian



Accommodation

If you have a problem with your accommodation...
First, speak to your Group Leader / Guardian.
Then speak to your Centre Manager.



Health & First Aid

If you need to see a doctor or dentist, or if you have an accident and need help...
Speak to your Group Leader / Guardian or a member of Lewis staff.



Want to Talk?

If you are worried about anything else and want to talk in private....
Speak to your Teacher, your Group Leader / Guardian or the Welfare Manager.



School Policies

Code of Conduct

We ask all students to follow the 10 simple rules below. This will help make your time at Lewis a positive experience for all.



1. Behave respectfully
towards all students,
staff and the public



2. Arrive on time



3. Speak only English
in class
(it's the best way!)



**4. No food, drink
or gum in lessons**
(water is ok!)



5. Don't use phones
in class without
permission from
your teacher



6. Tidy up
at the end of
lessons and
activities



**7. Always stay in
pairs or groups**
on trips and
town visits



8. Follow UK law
at all times
(we'll inform you
of important laws)



**9. Follow the
instructions**
of Lewis School staff



**10. Report any
problems**
to a staff member
or your group leader

*Please also follow our
accommodation rules (pages 12-14).
If you're at our Winchester Centre,
you must also follow our Chill Out
(Free Time) Rules. See page 23.*

Attendance & Punctuality

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 Attendance & Punctuality Policy. You can find this and other policies at <https://lewis-school.co.uk/school-policies/>.

Scheduled Absence

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.

Winchester Form - <https://lewis-school.typeform.com/to/KpslkfjP>

Southampton Form - <https://lewis-school.typeform.com/to/qJn4iBKQ>

Sunday Free Time Permission - Southampton

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.

<https://lewis-school.typeform.com/to/Rm4ekW33>

Winchester Free Time Permission Form

In Winchester, there are scheduled periods of free time. Parents/guardians can request permission for their child aged 15+ to leave the campus during these periods - see page 23.

<https://lewis-school.typeform.com/to/gypjqRoe>

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 your learning. 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.

Our rules are there for your safety and well-being. If you misbehave, you may be:

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

In extreme cases, Lewis School may inform your agent/parent(s) and you may be sent home at the expense of your parents.



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

You can read our full discipline policy at <https://lewis-school.co.uk/school-policies/>.

Changing Programmes

We offer a choice of programmes at our Winchester Centre (Classic Programme, English & Theatre and English & Football). Your programme choices are submitted at the time of booking. However, if you wish to change your programme during your stay, this may still be possible. Inform the Centre Manager as soon as possible. Please note that all programmes are subject to minimum numbers and that programmes cannot be changed in the middle of the week. Please note, there is an additional fee for English & Football.

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

Other Policies

Before you arrive, we encourage you to read our school policies. Below is a summary of some of the policies we have. You can read the full policies at: <https://lewis-school.co.uk/school-policies/>.

Safeguarding Policy

This explains how we ensure the safety and protection of all children and vulnerable adults at the school.

Radicalisation & Extremism Policy

This explains how we safeguard our students against extremist views.

Sex & Gender Policy

This explains how we support students in relation to gender identity issues.

Equality Policy

Our school is committed to equality and respect. This policy explains how we do not discriminate on grounds of age, sex, sexual orientation, gender reassignment, race, religion or belief, nationality or disability.

Mobile Phone Policy

This explains how students should use mobile phones safely and responsibly during lessons, activities, trips and free time.

AI Policy

This explains how students may use artificial intelligence tools safely, responsibly and honestly as part of their learning.



Arriving by Public Transport

Public Transport

Many students choose to book an airport transfer service through the school - see <https://lewis-school.co.uk/useful-links/airport-transfer/> for prices and details. However, if you wish to travel by public transport, here are our recommendations. Please check the websites below before you travel.

To Southampton City Centre	Suggested Routes and Prices (Single Journey)
Heathrow Airport (LHR)	Coach: National Express (direct; journey time 1.5 to 2 hours, price approximately £18-£25)
Gatwick Airport (LGW)	Train: 1 change; journey time 2 hours, price approx. £8-£37
Stansted Airport (STN)	Coach: National Express (1 change; journey time 4 to 5.5 hours, price approx. £16-£49) Train: 3 changes; time 3 hours, price approx £20-£27

To Winchester Park & Ride	Suggested Routes and Prices (Single Journey)
Heathrow Airport (LHR)	Coach: National Express (direct; journey time 65-80 mins, price approximately £17-£23)
Gatwick Airport (LGW)	Coach: National Express (1 change; journey time 3 hours, price approx. £32-£38) Train: 1 change; journey time 1 hr 30 mins, price approx. £19-£35)
Stansted Airport (STN)	Coach: National Express (1 change; 4 hrs, price approx. £22-£49) Train: 2-3 changes; journey time 3 hours, price approx £17-£24

Please note: these are our recommendations for public transport. Other routes are available but may be longer or more expensive.

Useful Websites



Coaches

www.nationalexpress.com



Trains

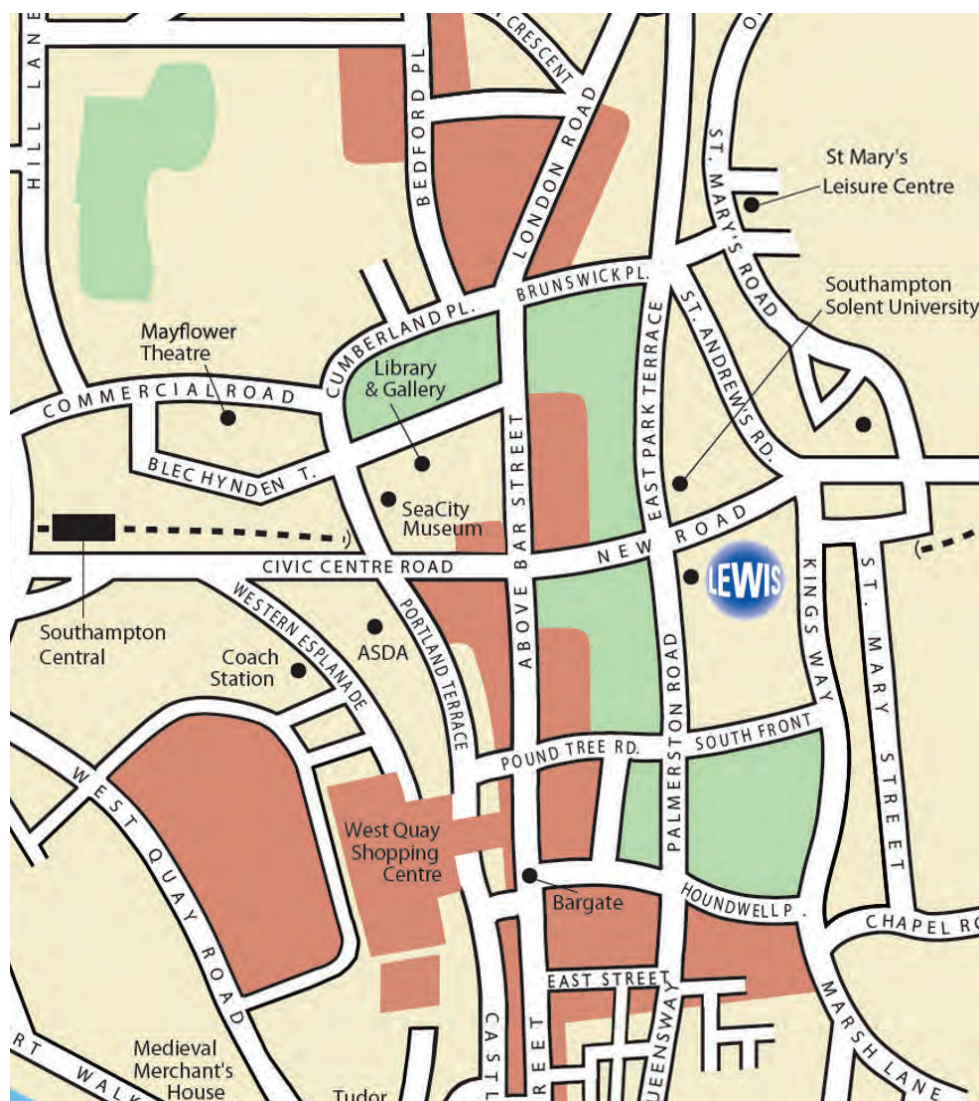
www.nationalrail.co.uk



Campus Maps

Maps and information about where to meet if you are arriving individually. Find your centre below.

Southampton



Southampton Arrivals

If you are arriving individually, please come to the Lewis School for 8.30am on Monday morning.

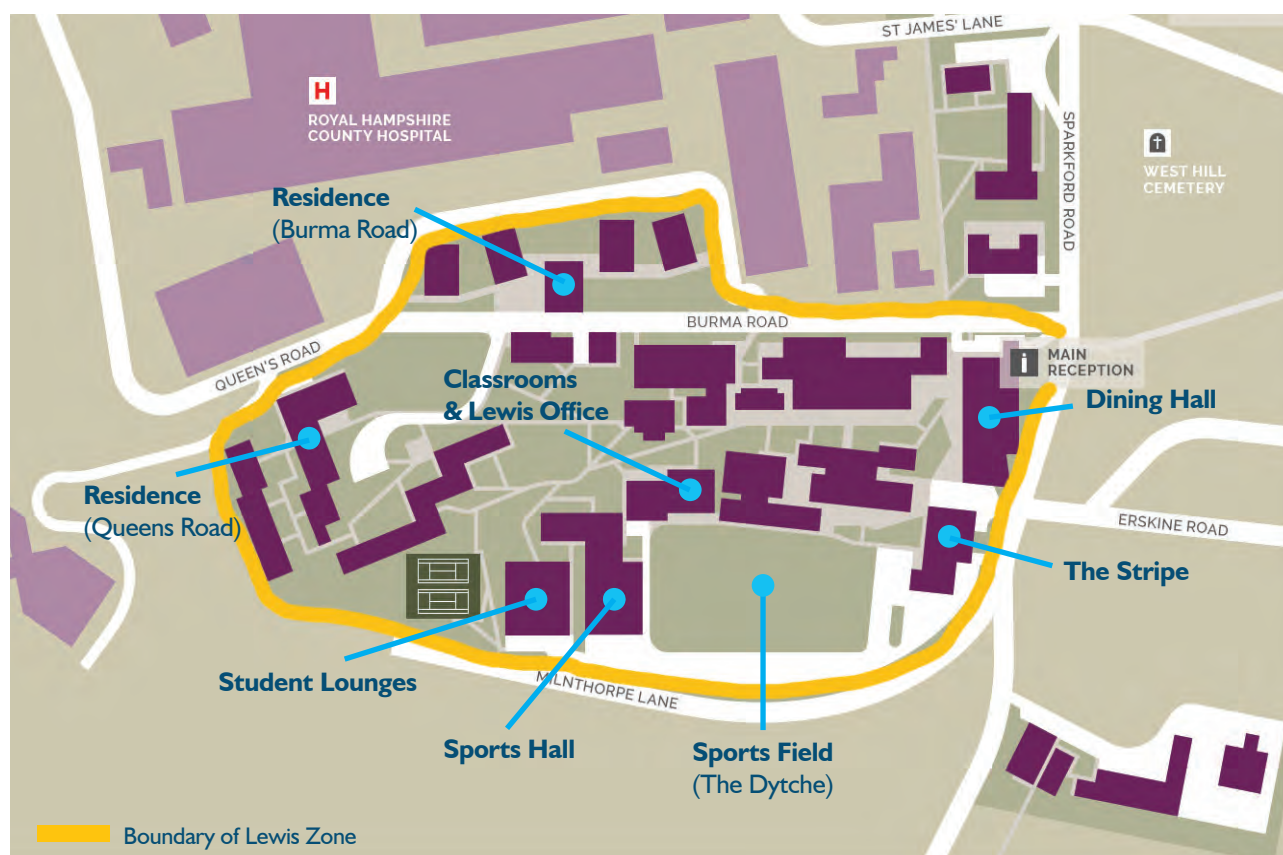
Address

Lewis School of English
30-33 Palmerston Road
Southampton SO14 1LL

Winchester

Winchester Arrival: If you are arriving individually, please come to the Lewis Office.

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



Chill Out (Free Time) Rules in Winchester

'Chill out' is free time for you to relax, study or socialise. It takes place every day from 17.30 to 19.00 and on Tuesday, Saturdays and Sundays from 20.00 to 21.30. During this time...

- you can go to the residence, the student lounge, shops/cafes and outdoor spaces on campus
- you **MUST** stay within the Lewis Zone (see map).
- if you are not in the residence, you must stay in groups of 3 or more students.
- your phone must be switched on.
- if you are lost or in difficulty, call the emergency number.
- you must return on time.

Permission to Go Off Campus

If you are aged 15+ and have permission from your parents and the Centre Manager, you can go into the city centre during the 17.30-19.00 chill out time, or on Sunday morning/afternoon (but NOT on any evening). There are 3 steps.

1. Your parent/guardian completes a free time permission form.
2. You complete the free time request form. You must do this each time you wish to leave the campus. The form is on the online noticeboard (scan our QR code to access it).
3. A Lewis School manager approves your request.

IMPORTANT: you only have permission to leave the campus if ALL these steps are completed. You must also stay in a group of three or more students at all times and keep your phone switched on.

Parents can complete the free time permission form at <https://lewis-school.typeform.com/to/gypjqRoe>

Welcome to Britain!

Some things in Britain may be different to your country. Here are some things our students have told us that surprised them about the UK. See you soon!

Britain is very green and there are lots of parks.

Cars drive on the left.

Summer days are long - it's still light at 9.30pm!

When it rains, life just goes on as normal!

The UK is very multicultural.

The weather is very changeable. When you go out, you need sunglasses and an umbrella too!

Everyone queues for the bus. No one pushes in!

People always say 'thank you' and 'sorry'!

You can find food from all around the world.



LEWIS SCHOOL OF ENGLISH

30-33 Palmerston Road, Southampton SO14 1LL, UK
Tel. +44 23 8022 8203 study@lewis-school.co.uk
www.lewis-school.co.uk