



LEWIS SCHOOL OF ENGLISH



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.



Join us on social media!



Lewis School of English



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Lewis School of English



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.

Centre Administrator

This person assists the managers with various administrative tasks.

Welfare Manager

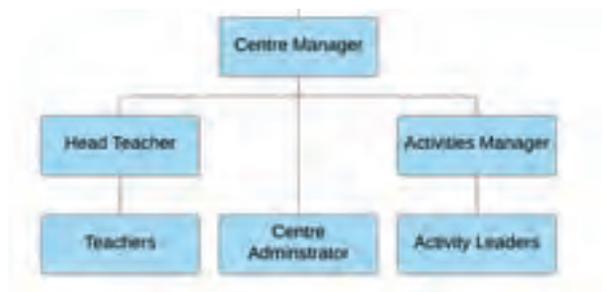
Students can talk to this person if they are feeling lonely or sad, or if they have any personal problems.

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.

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

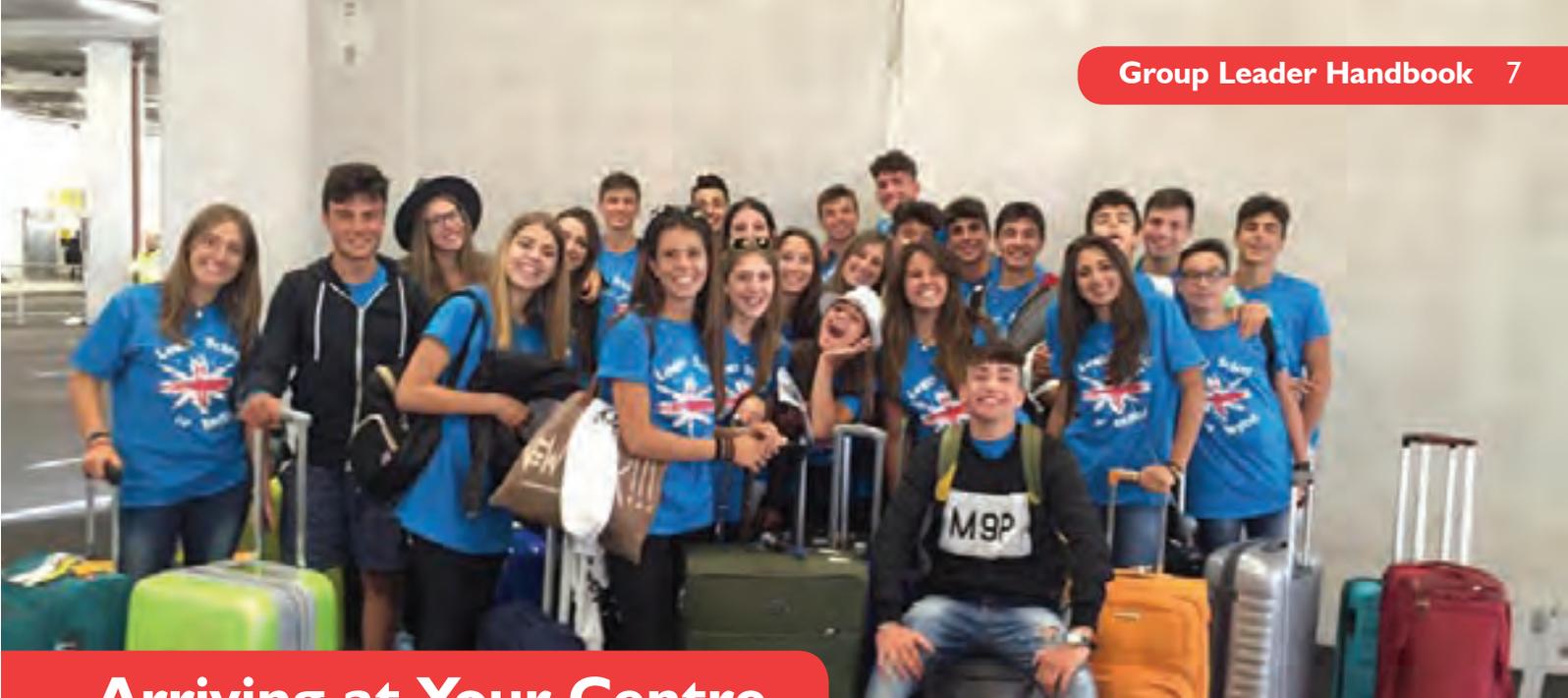
- Provide the Centre Manager with a working mobile contact number.
- Keep your mobile phone switched on at all times.
- Attend regular meetings with the management staff.
- Be available to meet the centre management team on issues which may arise with your students.

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. Our normal arrival day is Sunday, and every Sunday evening we arrange 'getting-to-know-you' games to help students settle in quickly and make friends with the other students at the centre.

All students are required to pay a deposit on arrival of £35 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 family will accompany the students to school and show them where to catch the bus. In the New Forest, the host family will provide transport to school.

Valuables

We can offer you a locked safe for your valuable possessions such as passports, tickets and pocket money. However, please note that we cannot be held responsible in the case of damage, loss or theft.

Internet

Your Welcome Guide contains information on how to access Internet on campus. You will receive this at induction. In the meantime, your Centre Manager can advise you.



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. A Lewis A4 ringbinder helps students keep their lesson material together.

Welcome Guide

This contains information about the junior centre staff and facilities.

Rucksack

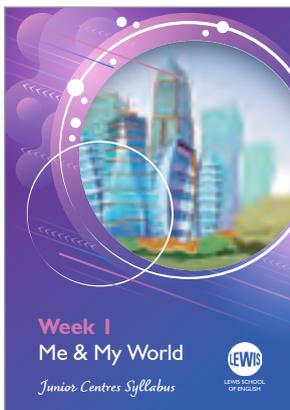
Carry all of the above in our stylish rucksack!



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

At certain centres 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.

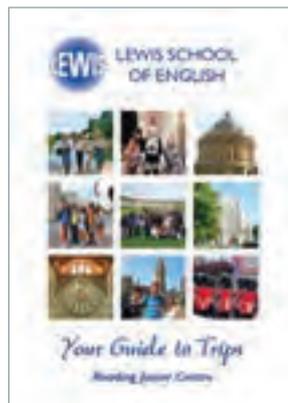
Trips

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.



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 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.

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. See the timetable for your centre's programme.

Homestay Students

Homestay students in Southampton have three evening activities per week. In the New Forest there are two activities per week. The other evenings are spent with the homestay host.

Residential Students

For residential students in Southampton and Reading there are six evening activities per week. Three of these are major events involving all students at the centre (including homestay students in Southampton).

On other evenings, there is a more informal programme for residential students only, listed as 'Chill Out, with Optional Conversation Club & Games'. Conversation Club enables students to practise their speaking and listening skills on a pre-arranged topic, or to discuss anything they feel is important. It has limited spaces, so it's best to inform the Activities Manager as soon as possible if your students wish to join. Your students can take also part in informal games led by staff, or, if you wish, they can have free time after the register has been called.

Sunday is also a free evening, where students can relax in the common room or within the grounds of the residence. During any free time, students must continue to respect the rules of the residence (see page 17). There will be staff on-hand to ensure these are followed.

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.

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



Our Programmes

An Exciting Variety!

We offer a choice of programmes, enabling students to follow their interests. Your students may choose to be on different programmes, but will remain together for trips and evening activities. Programme choices are submitted before their arrival. However, if any students wish to change during their stay, this may still be possible, and they should 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.

Southampton	English Level	30 Jun - 7 Jul	7-14 Jul	14-21 Jul	21-28 Jul	28 Jul - 4 Aug	4-11 Aug	11-18 Aug
 Classic Programme	All	✓	✓	✓	✓	✓	✓	✓
 English & Football Camp*	All	✓	✓	✓	✓			
 English & Theatre	All		✓	✓	✓	✓		
 English & IELTS*	Minimum B2		✓	✓	✓	✓		

Reading	English Level	7-14 Jul	14-21 Jul	21-28 Jul	28 Jul - 4 Aug
 Classic Programme	All	✓	✓	✓	✓

New Forest	English Level	14-21 Jul	21-28 Jul	28 Jul - 4 Aug
 Classic Programme	All	✓	✓	✓
 Theatre Camp	Minimum B2	✓	✓	
 Art Camp	Minimum B1	✓	✓	

See website for programme details. Programme availability subject to minimum numbers.

*A supplementary fee applies.

✓ = programme available this week

Free Programmes for Group Leaders

Teacher Training & English Language Programmes

We are delighted to offer our Group Leaders the following teacher training and English language programmes free of charge. All are offered subject to availability.

	Course	Details
Southampton	General English	15 hours per week
	3-Hour Teacher Training Workshop	10 July, 24 July & 7 August Minimum level: Intermediate (B1)
Reading	3-Hour Teacher Training Workshop	17 July & 31 July Minimum level: Intermediate (B1)

Booking Your Place

To register for any of these programmes, simply email us at study@lewis-school.co.uk a minimum of 14 days before your arrival. We will contact you to confirm your place and, depending on the programme, we may send you a booking form or pre-course questionnaire.



House System

Introducing the House System

We follow the British school tradition of grouping students together in teams or 'houses' (like in Harry Potter).

On arrival, your students will be placed into one of four houses. Larger groups will be placed into two houses, to ensure a good nationality mix within each house and to encourage students to make new friends and practise their English. Each house has a colour, a name and an identity inspired by English literature - see the noticeboard for details. Students each get a wristband in their house colour.

During activity sessions, students from each house work together, and in some cases may compete against students from other houses. This system is designed to create a sense of identity and community, and to encourage team building and collaboration with new friends from around the world!

Please note:

- Trips are unaffected by the house system so your group can remain together.
- The house system does not apply to the New Forest.



House flags

Residential Accommodation

Room Allocation & Key Money

Rooms will be allocated before your arrival. On arrival, collect a £35 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 (except at the Southampton Centre if I am 15 or over and have a Sunday Free Time Permission Form signed by my parent/guardian).
- to be in bed by 22.45 with lights out by 23.00.

Laundry

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

Meals

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

	Residential Students	Homestay Students
Breakfast	Dining hall	With homestay host
Lunch	Dining hall*	Dining hall
Lunch on full-day trips	Packed lunch (by school)	Packed lunch (by host)
Lunch/dinner on extended half-day trips**	Packed lunch (by school)	Packed lunch (by school)
Dinner (evenings with activities)	Dining hall	Dining hall
Dinner (evenings with no activities)	N/A	With homestay host

*On Sundays in Southampton, residential students have packed lunch; homestay students eat at home. **Southampton & Reading only - see timetable.



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 will return home and spend the evening with your host.
- Say 'PLEASE' and 'THANK YOU'. This is the British way!
- Ask about the house rules and routine. Make an effort to fit in with your host's lifestyle.
- If you have any questions or concerns about your homestay, please talk to us. If a move is necessary, please be aware that it may not happen immediately. There may be occasions when we need to give the host 1 week's notice.



Mealtimes

- Your host will provide breakfast, dinner 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 found it - clean, tidy and dry.
- Always flush the toilet after using it. Use the bin for sanitary towels, cotton wool etc.
- Your host 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

Southampton

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.

New Forest

In the New Forest, host families provide transport to and from the school.

Mealtimes

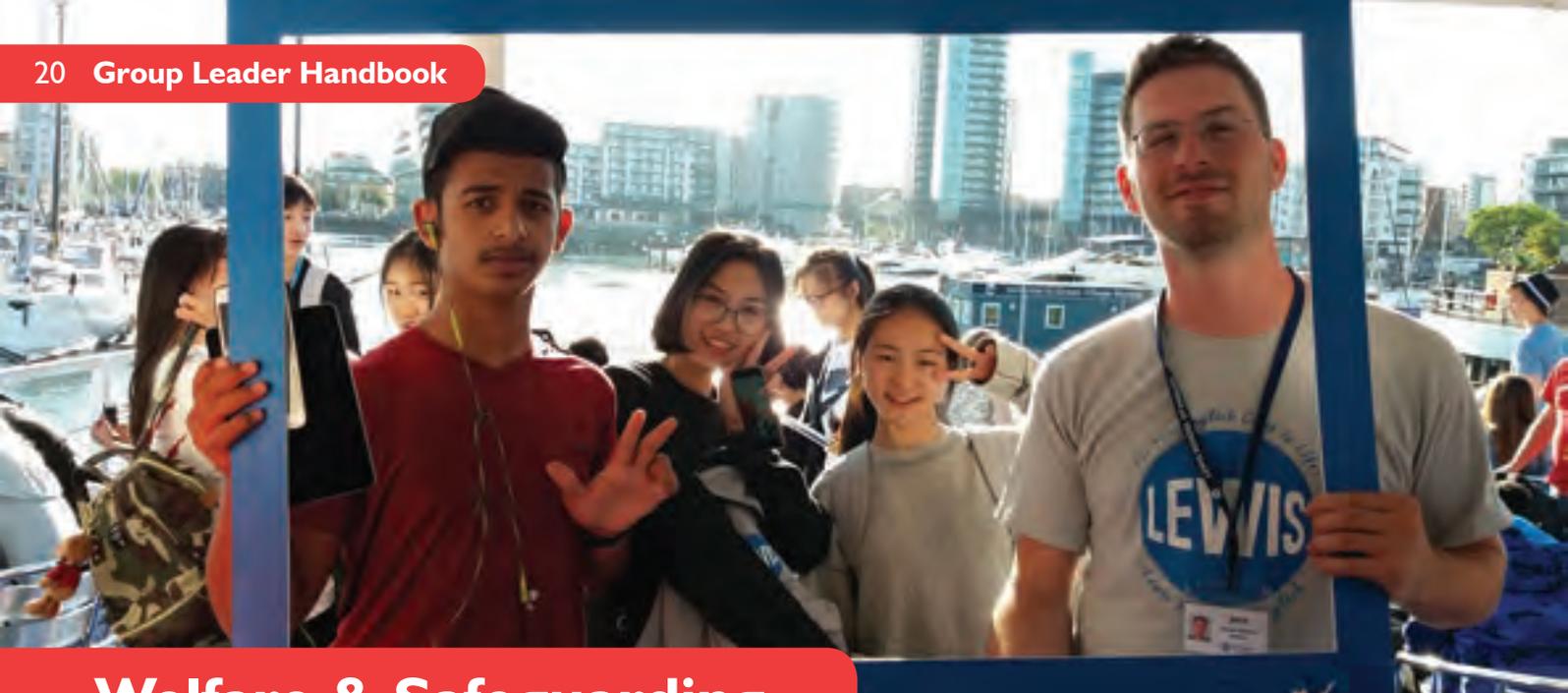
The Lewis School provides a hot lunch on lesson days. Please make sure students are punctual. The host will provide them with a packed lunch for the full-day trips. A hot dinner will be provided at the centre on evenings when the homestay students have activities. On evenings without activities they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



Welfare & Safeguarding

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 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 - 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.

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.

Student Cards

For their safety, each student will be given 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. We will not accept calls from parents or friends on these phones; they are for emergency calls only. Please remind students to carry these at all times, particularly on trips.



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 p16 of 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.

Safeguarding

Lewis School of English has a duty of care to safeguard all children and vulnerable adults in its care. All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account.

We will ensure the safety and protection of all children and vulnerable adults enrolled on our programmes through adherence to the safeguarding guidelines that we have adopted. A child is defined as a person under the age of 18 (The Children Act 1989).

We will endeavour to ensure that children are protected from harm whilst visiting our centres. 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

Please make sure you have read and understood our safeguarding policy, which can be downloaded from www.lewis-school.co.uk/policies.

Complaints Procedure

If a student wishes to make a complaint about their programme or the service they have received, they should 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 the student within 24 hours.

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

Step 3. If the student is not happy with our response, they (or their 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 the student is still not happy, they 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



Discipline

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.

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.

Attendance

Punctuality and 100% attendance is expected for lessons and activities.

Please visit <https://lewis-school.co.uk/useful-links/school-policies/> for our Discipline and Attendance & Punctuality Policies.



Ten Reasons to Choose Lewis

- 1 Challenging and motivating lessons
- 2 Innovative range of programmes
- 3 Strong links between learning and leisure
- 4 Choice of UK centres - all British Council accredited
- 5 Attractive locations - all within easy travelling distance of London
- 6 Excellent level of welfare
- 7 Over 30 nationalities per year
- 8 Choice of four summer and two year-round centres
- 9 Dynamic team of skilled and experienced staff
- 10 Specialists in football, art and theatre programmes

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www.lewis-school.co.uk

Visit our website for full details of our adult, junior and teacher training courses



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