



**LEWIS SCHOOL
OF ENGLISH**

Your Pre-Arrival Guide
for 2019 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



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Before You Arrive

What to Bring

- Passport or national ID card*
- Any medicine you regularly take
- Sun cream
- Water bottle
- Light waterproof jacket
- Summer clothes
- Warm jumper
- Toiletries (eg soap and toothpaste)
- Trainers
- Swimwear
- Pocket money
- £35 deposit (residential students only)**
- Mobile phone (remember your number!)
- Camera (or mobile phone)
- 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 should bring around £50 pocket money per week.
- Don't bring valuable items unless absolutely necessary.
- Don't carry lots of money with you.
- If you want, you can take your pocket money and passport to the Centre Office and we will look after it for you.

If you do not wish your child to travel with a large amount of cash, you may transfer pocket money to the Lewis School bank account. This will be passed to your child by the Centre Manager on a regular basis.



"The teachers are amazing! This trip has changed my life!" Alfredo, Spain

What to Bring - Specialist Programmes

For some of our programmes, you will need to bring extra clothes or equipment.

 English & Football Camp	Bring your football kit. We will play on both grass and astroturf pitches, so bring football boots with moulds and also trainers suitable for synthetic pitches. You will also need shin pads.
 English & Theatre	Bring loose comfortable clothing for rehearsals. You'll also need a plain black outfit for the end-of-week open class. You may also want to bring clothing, makeup or props that suit your weekly theme. To find out your weekly theme, check your junior centre timetable on our website.
 Theatre Camp	Bring loose comfortable clothing for rehearsals. You'll also need a plain black outfit.

Insurance

We strongly recommend that you have fully comprehensive insurance to cover you in case of accident or emergency. New immigration laws introduced in 2016 now mean that all non-EEA students, regardless of their occupation and length of stay, are required to pay high National Health Service (NHS) fees for all services.

The Lewis School is working in partnership with Endsleigh to provide our students with a policy which has been specifically designed to meet your needs while you are studying in the UK. For details of this, visit <https://lewis-school.co.uk/junior-useful-links/insurance-cover-junior-programmes>.

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



A clear photo or scan of the student's ID (passport or national ID card)

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/useful-links/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

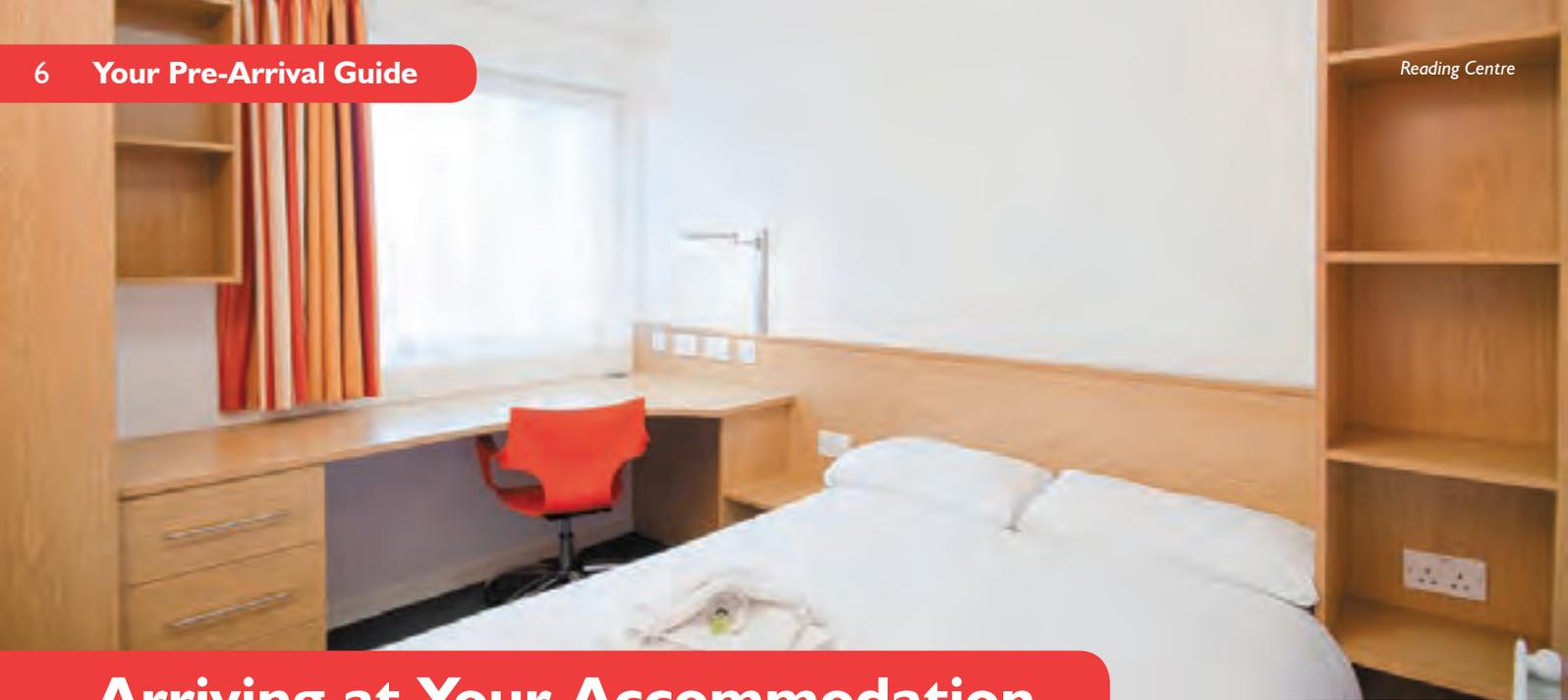
Please show your letters from the school at passport/border control.

Any Problems?

Please go to the information desk and ask the staff to call the Junior Centre Emergency Phone Number - see page 8.

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.

See page 13 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 the family and settling into your room. We have provided some useful advice about living in a homestay on page 12.

Bus Pass

If you are staying in Southampton, you will receive a bus pass (in the New Forest this is not needed). If you are a group student, you will be given a bus pass on arrival. If you are an individual student, your host family will give you your pass. Bus passes are valid for a week. New bus passes are issued by Lewis staff every Saturday.

“My host family are very nice, and I love my room.” Panna, Hungary



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. In the New Forest, your host will provide transport to school.

If you are not staying in Lewis School accommodation, please arrive at the school on Monday morning at 8.30 in Southampton and Reading and 9.00 in the New Forest. The location of the school office is shown on the Junior Centre map that we send you by email. If you have not received the map, please contact us.

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

“A fantastic school with fantastic staff. I feel at home here.” Mathilde, Portugal

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.
Lewis Folder	An A4 ringbinder to keep all your lesson material together.
Welcome Guide	This contains everything you need to know about your junior centre: people, places, facilities and a campus map.
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 Unaccompanied Students

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 campus.
Reading	Available throughout the campus for a one-off fee of £2.



Wi-Fi in Homestay Accommodation:

Most hosts have Wi-Fi. However, we cannot guarantee this. If your homestay has Wi-Fi, you may use this with your host's permission. Please note that Internet access may be restricted due to data limits or parental controls.

Emergency Phone Numbers

Your student card has a 24-hour emergency number for you to call if you are lost or in difficulty. We will inform you of the emergency number before you arrive. Please note that we do not accept calls from parents or friends on these phones; they are for emergency calls only.

Lessons

Useful and Fun!

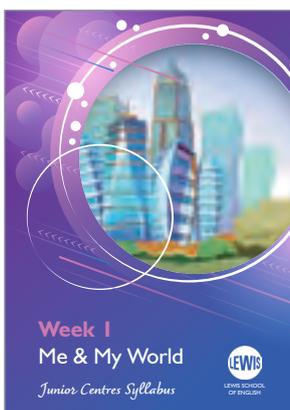
Lewis School lessons are useful and fun. They are designed to help you express yourself, be creative and make friends. On the first day, we check your level of English and choose the best class for you. During your stay, we monitor your progress. If you do well, you may have the chance to move to a higher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

Each week, look for your name on the noticeboard to see which class you are in. At certain centres 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 Overview Sheet



Weekly Syllabus Themes

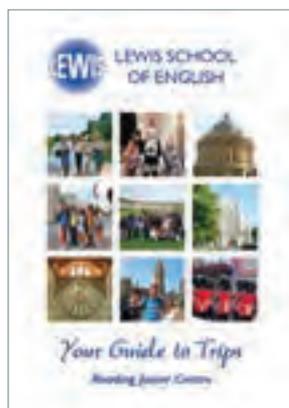


Activities

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 you 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 www.lewis-school.co.uk.



Trips

On your full-day and half-day trips you will usually have 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, you will be prepared with the knowledge and vocabulary to help you get the most out of your visit. On each trip, our Activity Leaders will bring to life the sights of the city with interesting stories and facts. It's interactive, too! You will have a Trip Passport with a map, information and quizzes, so you can practise your English and record what you have learned.

For all trips, the student:staff ratio will be no more than 20:1.

"The best Activity Leaders in the world!" Tatiana, Ukraine

Optional Sunday Trips

Each Sunday we offer an optional trip at extra cost. See the noticeboard at our Junior Centre each week for details of the trip. You will need to book your place by the Wednesday before the trip. Please note that all optional trips are subject to minimum numbers and will be cancelled if not enough students book. Examples of our optional trips can be downloaded at www.lewis-school.co.uk/junior.

For those not going on an optional trip, homestay students spend Sundays with their homestay host and residential students have activities on campus or supervised personal time.

Evening Activities

Residential students have activities or supervised personal time every evening. 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.

Check the Noticeboard!

We will give you a printed timetable each week, but please also make sure you also check the noticeboard every day. At certain centres we have a 'zig-zag' system. This means one week you will have morning activities and the following week afternoon activities. Look for your name to see whether your activities are in the morning or the afternoon. **Attendance is compulsory for all activities.**

Lost or in Difficulty?

All our activities are fully 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.



Want to Change Programmes?

We offer a choice of different programmes in our Southampton and New Forest centres, to enable students to follow their interests. 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 see our website for information about the dates, minimum age, and minimum English level for each programme. For some programmes there may also be a supplementary fee.



Homestay Accommodation

Guidelines for Living in a Homestay

Living in a homestay is an ideal way to practise your English and get to know British culture. Here are some guidelines to help you settle in. We hope you enjoy your stay!



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 (see page 15)

- Your host will provide breakfast, dinner and a packed lunch for full-day 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.

Taking the Bus (Southampton)

Your host will travel with you on the first journey, show you where to catch the bus and give you information about bus numbers, destinations and times. Our staff will take you to the bus stop at the end of every school day. Keep your bus pass safe - if you lose it, you will have to buy a new one!



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 (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

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

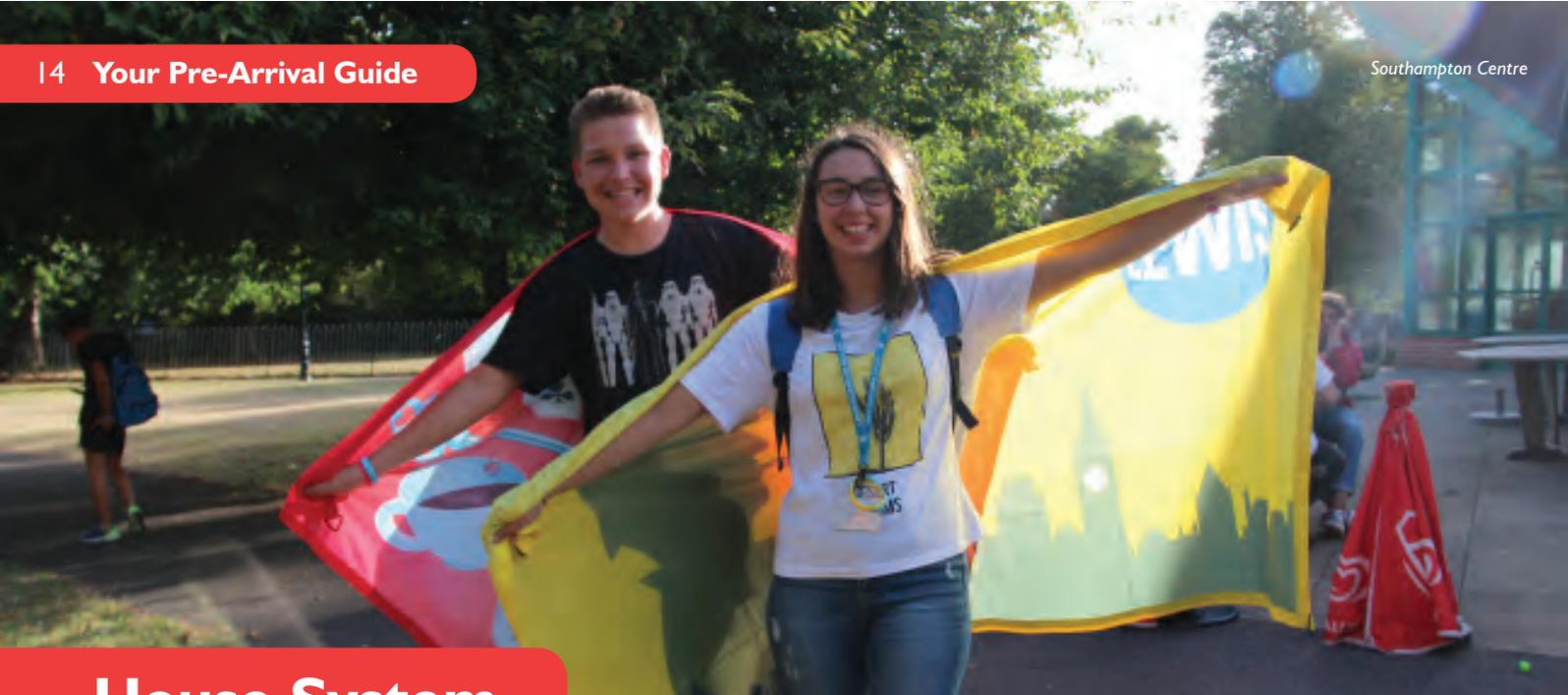
Deposit

You are required to pay a deposit of £35 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

Southampton: c/o Lewis School of English, Deanery Student Residence, Marsh Lane, Southampton SO14 3NJ, UK

Reading: Lewis School Junior Centre, University of Reading, Whiteknights, PO Box 217, Reading RG6 6UR, UK.



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, you'll be placed into one of four houses. Each house has a colour, a name and an identity that comes from a famous book or film. You'll find information about each of the house identities on the centre noticeboard. You'll also get a Lewis wristband in your house colour.

During activity sessions, you'll work together with students from your house and for some activities you 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. It will help you to make more friends from around the world!

Please note that the house system does not apply to the New Forest Centre.



House flags

"It has been two days... but it's like I've been here for ages!" Mariana, Brazil



Mealtimes

Meals at Your Centre

	Residential Students	Homestay Students	No Accommodation
Breakfast	Dining hall	With homestay host	-
Lunch on school days*	Dining hall	Dining hall	Dining hall
Lunch on full-day trips	Packed lunch (provided by school)	Packed lunch (provided by host)	Please bring a packed lunch!
Lunch/dinner on extended half-day trips (Southampton / Reading)	Packed meal (provided by school)	Packed meal (provided by school)	Packed meal (provided by school)
Dinner (evenings with activities)	Dining hall	Dining hall	Dining hall
Dinner (evenings with no activities)	N/A	With homestay host	**

*On Sundays in Southampton, homestay students have lunch at home and residential students have a packed lunch.

**If you are a No Accommodation student in Reading, you can buy an evening supplement. This gives you dinner and evening activities from Monday to Saturday.

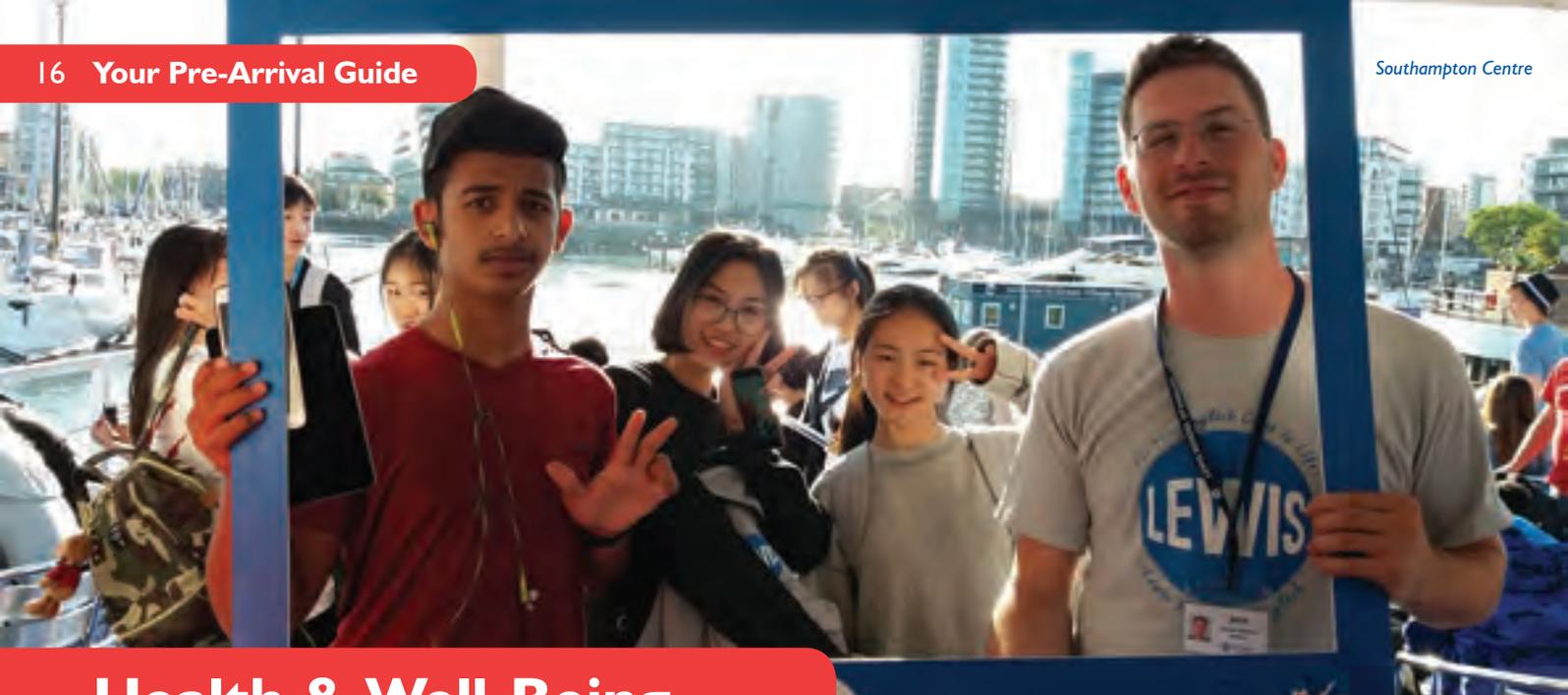
Menus

A range of options is available at our dining hall. Visit our website to see a sample menu.

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.

"I have friends from Italy, France, China, Spain, Kazakhstan. It's good to mix up!" Lucas, Brazil



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. See page 4 for details.

Reciprocal Health Care Agreements

Many countries have reciprocal health care agreements with the UK. For a list of these countries, please check the UKCISA website by clicking on the link below and going to the section entitled 'People who don't pay for hospital fees'.

<https://www.ukcisa.org.uk/Information--Advice/Studying--living-in-the-UK/Health-and-healthcare#layer-3209>

If you are an EEA or Swiss student, you should obtain a European Health Insurance Card (EHIC) from your country of residence before coming to the UK. This card allows EEA nationals to get the same medical treatment, which is free to residents of the country they are visiting, without being charged.

If you want to learn more about using your EHIC, use this app in 25 languages.

<http://ec.europa.eu/social/main.jsp?catId=559>

For information on how to apply for an EHIC card in your country, please click on the link below.

<http://ec.europa.eu/social/main.jsp?catId=563&langId=en#nationalinfo>

"One of the best experiences of my life!" Enrique, Spain

At Our Centre

First Aid

At each centre we have staff with first aid qualifications. We ensure students have access to first aid for all on-site and off-site activities.

Emergency Number

Each centre also has an emergency phone number which is manned 24 hours a day. Please see page 8.

Accidents & Emergencies

In the event of a medical emergency resulting from an accident or sudden illness, we will arrange for you to go to hospital with a member of staff. Your parents/guardian/agent will be notified immediately of this and a plan of action will be put in place for everyone concerned.

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

If you are feeling lonely or sad or if you have any personal problems and would like to talk to someone, we have a Welfare Manager at each centre who is always available to talk to.

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 Centre Manager.



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.



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 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.

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

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.

Attendance

100% attendance is expected for lessons and activities. If you are ill, you must tell your Group Leader / Guardian or a member of staff.



Welcome to Britain!

Things You'll Notice

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.

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.

"I don't want to leave... ever!" Elena, Greece

Ten Reasons to Choose Lewis

for Junior Summer and Year-Round Programmes

- 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 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

Visit www.lewis-school.co.uk

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



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