

Burlington School London Summer Centre















Table of Contents

	Pages
Welcome to London	<u>1</u>
Arrival information	2
Who's Who	3-4
Getting ready for London	5
Your first day	6
Your residence	6
Food and drink	6
A sample menu	_7
Daily timetable	8
English classes	9
Social programme information	10
Social programme timetables	11-12
Students under 18	13
Residence rules	14
Safeguarding and Welfare	15
Bullying policy	16
English weather	17
What do I need to bring to the UK?	18
Health and Safety	19







Table of Contents continued

	Pages
Staying safe in the UK	20
What happens if I am ill in the UK?	21
Contacting Us	22



Students outside Trafalgar Square in London!

www.burlingtonschool.co.uk info@burlingtonschool.co.uk +44 (0) 20 7736 9621









Welcome to London!



Thank you for choosing Burlington School's Summer Centre at Burlington School, London.

Burlington School has been providing English courses for students from all over the world for over 30 years. Our aim is to provide young students with a safe, fun, and happy environment in which they can improve their English language skills and meet new people.

This book gives you some important information about what you need to do before you come to London, and what to expect when you arrive.



The Natural History Museum!

Arrival

Burlington School is a small campus. The reception for Burlington School is on the left hand side when you come though the gates.





- If you are not sure where to go, look for the green Burlington School Signs.
- If you need help, telephone the school on:

07539156567	from UK telephones
+447539156567	from non-UK telephones

Who's Who at Burlington School



Social Programme Coordinator

Natalia Boiko



Teacher

Jason Simpson

3



Housekeeper

Anna Fedoriichuk



Teacher

Mark Rubim



Housekeeper

Maria Becker



Teacher and Activity Leader

Mariana Miranda



Facilities

Nelson Sequeira





Teacher and Activity Leader

Clare Solomon

Teacher and Activity Leader

David

Who's Who at Burlington School



Proprietor

Isabella Anders





Managing Director





Talissa Wright

Director of Studies

Assistant Director Of Studies

Thomas Blight



Office Manager

Olha Hall



Teacher

Amanda Mayer



Accommodation Manager

Edward West



Marketing and Sales Executive

Amina Davis





Teacher

Chris Fitchett

Teacher

Vali Faulkner

Getting Ready for London

To help you prepare for your stay, we have answered some common questions people have. If you have any more questions, please contact us.

Where is London and which places are nearby?

Burlington School's summer centre at Burlington School, in Balham, London.

London, in the south-east of England, is the capital of the UK and the country's biggest city but it's not the only important one.

London is just one of the many places you'll learn about when you come to the UK!



Brighton is famous for it's beach, stunning observation tower and world– famous and iconic Palace Pier. It is a favourite for many because of its bohemian, open– minded lifestyle and friendliness.





Oxford hold the title of having the oldest university in the English speaking world. The city is famous for its spires which you will have a chance to see!

The dining hall at Christ Church College in Oxford is well—known for being the inspiration for the Great Hall in Harry Potter.





Cambridge University is another city famous for its university which is the fifth oldest in the world. It's also popular with tourists who like to go punting on the river!

Your first day



- If you have booked accommodation with us, we will show you around the school on the day you arrive.
- show you the fire escapes and fire meeting point;
- show you around the residence
 - Show you who to speak to if you have a problem. Feel free to ask any questions!



On the Monday of your first week we will head off on you first social

English. After this you will receive a full induction where we will tell you about your classes and about life in the UK.

In your first lesson we will test your English so that you are put in the correct level. We will test your: grammar, listening, speaking and writing skills.

After that you are ready for class



Your residence



- The residences have common rooms with a TV.
- There are bathrooms on every floor.
- There is free WiFi in the school.
- You will be provided with bed linen. You can request new bedsheets once a week between 10:00 and 14:00. In this case, please change the bedsheets by yourself and leave the dirty ones outside your room.
- There are members of staff living onsite in the residence.
- There is an optional laundry service of £8 per load.

Food and drink



- You will get three meals a day : breakfast, lunch and dinner if you have booked to live onsite.
- For the excursions, you will get a packed lunch, and have dinner in the school when you return to London, if you are on the full time programme.
- If you have booked the Harry Potter Studio Tour, you will leave London for a full day trip and we will provide packed meals.
- On your first day, you will only get dinner in the evening. On your last day you will leave after breakfast.
 - There is a coffee bar in the school which sells sweets, crisps, fruit, drinks and snacks

See the next page for a sample menu.

Sample Menu

Below is a sample menu. As we have students from all over the world, we have a range of dishes including vegetarian and vegan.



Please let the school know if you have any allergies or any other dietary needs.

There are two student fridges where you can put your food. Just put a label with your name on it. There is also a microwave to heat up food.

When you want to eat meals apart from at lunch or dinner, please use the coffee bar and not your bedrooms.



Tidy up after eating so that the canteen can be enjoyed by everyone.

Daily timetable!

This shows what a typical day at The school will look like depending on your course.

Burlington School in London offers 3 programmes to choose from:

Course only (15 hours)

14:00–17:30. This includes one 45 minute workshop and a main class.

Day Programme

Social Programme (8:55–13:00), Lunch (13:00-14:00), English Classes (14:00–17:30) (Mon– Fri)

Residential Programme

4.55

15 hours English Programme (1 workshop and main class every day).

Full Board (Breakfast, lunch and dinner) breakfast only on departure and dinner only on arrival Morning social programme Monday – Friday.

All day social programme on Saturday.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
8:00 - 08:55	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
8:55 - 13:00 Meeting Point: Common Room, Ground Floor		X		44		Kew Gardens	Please collect your packed lunch during
Please arrive on time	The Greens of Westminster	Science Museum	London Aquarium	Bankside & Borough Market	Little Venice & Camden Lock		breakfast
3:00 - 14:00	Lunch	Lunch	Lunch	Lunch	Lunch		न हरे न
4:00 - 17:30	English Test & Lessons	English Lessons	English Lessons	English Lessons	English Lessons	6 th	
8:00 - 19:00	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner
9:00 - 21:00	Icebreakers, Team Building	Free Time	Mini Olympics	Free Time	Party in the park	Free Time	Free Time
22:00	Lights out	Lights out	Lights out	Lights out	Lights out	Lights out	Lights out
OURSE ONL	Y If yo	u boo <mark>ked Course O</mark>	nly Programme, yo	our timetable is 14:0	0-17:30 Monday to	Friday (Course 15)	hrs)



English Classes

What class will I go into?

We will place you in the class that is best for you. We will think about 3 things:

- Level of English
 It is important that all students in the same class
 have a similar level of English
- Age

We will try and keep students of the same age in the same class, and not have classes which have 8-year-olds and 16-year-olds in them.

• Nationality and mother tongue We think it is important for students to meet as many people from as many different cultures as possible, so we will always try to mix nationalities in class. This also means that you will have to speak English to each other!



What will my classes be like?

Our classes are designed to be fun and communicative, and give you the best chance to speak in English.

It is important that you join in with all the activities in class, as they are designed to help you to improve.

What will I study in class?

The classes from 14:00 - 17:30 will focus on general English, and will include:

- speaking
- listening
- reading
- writing
- grammar
- vocabulary
- pronunciation



The classes are designed to be communicative and your teachers will use a variety of resources in your lessons including, games, videos, internet resources and music as well as textbooks.







Excursions

How many excursions are there every week?

There are half day excursions Monday—Friday from 9:00— 13:00.

There is also a full day excursion on Saturday 9:00–18:00.





Who will go with us on the excursions?

Burlington School's Activity Leaders and Teachers will go with you on every trip. They will show you around and tell you things about the places you are visiting.

The staff will have phones with them. They will have your phone number, and you will have their phone number, so nobody will get lost.

What will we do on the excursions?

- You will see some of the most famous cities, buildings and monuments in London.
- You will visit museums and exhibitions.
- You will get the chance to go shopping.



Where are the excursions to?

The next 2 pages give a list of the excursions.





<u>Return to Table of Contents</u>

List of Excursions 6th June–17th July 2022



11

List of Excursions 18th July–28th August 2022



12

Students under 18



If you are under 18, there are a few extra rules and regulations to make sure you stay safe during your time in London.

If you are in homestay or staying with a parent/guardian

- you **must sign** into the school when you arrive every morning and sign out when you leave for social activities or go home.
- If you are going to be absent from school, please call the school on +44 (0) 20 7736
 9621 or +44 (0) 777 8547 722





• You cannot join in with social activities in the school parent or guardian has given you permission by sending us the consent form.

unless your

- You cannot stay out past your curfew or overnight unless your parent or guardian has given you permission by sending us the consent form.
- If you are in a homestay, the homestay provider must stay in the house overnight tell us if they are absent at night (call +44 (0) 777 8547 722).



If you are staying in the residence and leave the school without an adult, you must be back at the school by the times stated

below:

If you are aged **16-17** and go out without an adult, you must be back by **22:00** - **please sign in at reception.**

If you are aged **14–15** and go out without an adult , you must be back by **18:00 - please sign** in at reception.

If you are under 14, you cannot leave the building unaccompanied - **sign in before you go to your room.**

All students

As you are under 18, it is very important that you are careful who you give your contact details to. This includes your social media profiles (Facebook, Instagram, Snapchat, Tik Tok, etc) as well as your phone, email and home addresses.

- Please do not ask any members of staff to be your friend on social media, or share your contact details with them.
- Tell the Safeguarding officer **immediately** if a staff member tries to be your friend on social media, or asks to meet you outside school.
- You **cannot** buy alcohol, cigarettes or tobacco anywhere or use any of these products in the UK.
- **Residence Rules**

If you are staying in the school residence, there are some rules to make sure that everyone has an enjoyable stay during their time in London!

- If you are **under 18** it is **illegal** to drink and smoke. It is **illegal** for **everyone** to take drugs. Nobody is allowed to drink alcohol on school premises (including adults).
- Make sure you keep your room tidy.
- Take your room key with you every time you leave your room and keep it safe.
- Keep noise to a minimum after 10pm, including loud music.
- **Respect everybody.** There will be people from different cultures staying at the school at the same time as you. Use this opportunity to get to know other people!
- Speak English as much as possible especially when in the classroom and common areas.
- Don't just speak to your own friends. Try to meet people who are from other countries and speak different languages.
- Join in as many social activities as you can.











Safeguarding and Welfare

We want you to be happy in London and enjoy your time at the school. However, we know that sometimes it can be difficult to be in a new place away from your family and friends.

This is why we take your welfare very seriously at the school.

The School Welfare Officer and Designated Safeguarding Leads



George and Talissa are our two dedicated Welfare Officers who can try to help you with any problems you have.

You can talk to them in private at any time or to one of our other trained welfare and safeguarding staff.

Welfare advice

Here are a few tips to help you enjoy your time at Burlington:

• Don't just study - you are in the best country in the world (we think) - remember to enjoy it.





Make friends with other people. Everybody in the school is like you, and everybody needs friends.

• Keep in touch with your family and friends back home.





Don't be afraid to ask for help if you need it - ask us at the school, or ask your friends.

Bullying and Discrimination



We are a "Telling School" and treat everybody equally regardless of race, sex, gender identity, sexual orientation, religion, disability, social status or anything else. If you are being bullied or if you think somebody is being bullied, **tell us**.

As the Designated Safeguarding Leads, you can talk to Talissa and George if:

- you are the being bullied
- you think someone else is being bullied
- you are being discriminated against

16

What is the weather like in the UK?

Britain is famous for its weather. It doesn't rain as much as people think it does, but it's always safe to have an umbrella. The average temperatures in every month in London are: 25 °C 20 °C 15 °€ 10 °C 5 °C 0°C January March May June July November December February April August September October Usual High Temperature

Usual Low Temperature

Average Temperature

	Jan	Feb	Mar	Apr	Мау	Jun	Jul	Aug	Sep	Oct	Nov	Dec
High °C	6	7	10	13	17	20	22	21	19	14	10	7
Low °C	3	3	4	6	9	12	14	14	12	9	6	3
Ave °C	5	7	9	11	14	16	19	19	17	13	10	7

What clothes do I need to bring?

We organise a variety of activities at the school, so you need to bring a range of clothes. We recommend:

- Casual clothes for everyday wear
- Warm sweaters
- Party clothes
- Waterproof walking shoes
- A warm coat or jacket (preferably waterproof)
- Tracksuit
- Sportswear
- Trainers
- Swimwear

We can arrange a laundry service for an additional fee of $\pounds 8$ per load - please contact us for details.



Do I need to bring anything for classes?

You should bring a pad of paper and some pens - we will provide everything else.





How much money should I bring?

We recommend about £5.00 per day, plus extra spending money for the excursions on Wednesdays and Saturdays, as well as for any extra excursions you have booked.

Will my mobile phone work in the UK?

It should do.

If you are from an EU country, calls and text messages will be the same price as they are at home (check with your provider about charges for data).

If you are from outside the EU, it can be very expensive to make calls in the UK. If your phone is not locked to a network, you can get a UK sim card for your phone from mobile phone shops at the airports or in any town



In the school we will send messages using WhatsApp, so please install it on your phone. If you do not have WhatsApp, we will also send messages using Viber and WeChat.

There is free WiFi for all students at the school.

What else should I bring with me?

- The UK uses different electrical sockets from other countries, so remember to buy an adapter for your chargers. You can get these in your country or at the airport (or at the school shop).
- Towels and toiletries.
- Your passport and visa!





Finally

Finally, make sure the school has details of your arrival in the UK, including the time, the date, the airport and the flight number.

Health and Safety



Health and Safety:

The Health and Safety of all students is extremely important to us. Burlington School has the following procedures in place to ensure this:

- School staff have suitable background checks
- All activities are risk-assessed
- Staff are trained in relevant activities
- There are regular fire drills, and alarms are tested regularly.





Illness and First Aid:

If you get hurt or fall ill, a number of our staff have first aid training and can help you. There are trained first aid staff on site 24 hours a day.

There are doctors in nearby towns.

Security

There are security staff on site 24 hours a day. There is CCTV in use on the campus.



Staying safe in the UK

When you are out on excursions, remember to take care. Here are a few tips to help you stay safe:



Crossing the road.

- Make sure you cross at designated crossings.
- Remember we drive on the **left** in the UK.

Keeping your belongings safe

- Do not leave bags, phones or money unattended
- Keep an eye on your belongings in public.



- Do not carry a lot of money with you.

Some other customs we have in this country include...



Queuing

It is very important to queue in shops, cafes and other places - do not push in.

• **Put toilet paper in the toilet** Put toilet paper in the toilet, and flush the toilet - do not put toilet paper in the bin.





Please and thank you British people say please, thank you and sorry a lot. It is polite if you do the same.

What happens if I am ill in the UK?

In the UK, the National Health Service (NHS) gives free healthcare.

If you come from a European Economic Area (EEA) country, you can get full NHS treatment. You need to get a European Health Insurance Card (EHIC) before you come to the UK. This entitles you to treatment. The EHIC card may be called something different in your country. For example:



21

Spain:	La Tarjeta Sanitaria Europea (TSE)
France:	la carte européenne d'assurance maladie (CEAM)
Italy:	La tessera europea di assicurazione malattia
Germany:	Die Europäische Krankenversicherungskarte
Visit <u>http://e</u>	<u>c.europa.eu</u> for more information.

• If you are not from an EEA country you should take out medical insurance as you will have to pay NHS charges for most treatment except the treatment.

See <u>https://goo.gl/Wnq3F8</u> for more information on using the NHS.

- If you (or somebody else) are ill or injured, but your life is not at risk, call 111.
- If you (or somebody else) are very ill or injured, and their life is at risk, call 999.
- Please tell us if you have any medical conditions or if you are taking any medication. We need to know this information in case you are ill.
- Please make sure the school has the details of someone we can contact in an emergency.



Dental care

Some dentists give dental treatment on the NHS. You might need to pay some charges though.

If you do not use an NHS dentist, you will have to pay the full price for your treatment.



Contacting us

The address and contact details for the summer centre are:



You can send letters or packages to the school, but please label it clearly with **Burlington School.**

Please allow sufficient time for any letters or packages to arrive. We will not be able to return uncollected letters or packages.

The school's 24-hour emergency number is:07539156567from UK phones+44 7539156567from non-UK phonesinfo@burlingtonschool.co.ukwww.burlingtonschool.co.uk

Like us and follow us on social media for updates from Cheltenham and London:



https://www.facebook.com/BurlingtonSchoolOfEnglishInLondon/



https://twitter.com/BurlingtonSch



https://www.instagram.com/burlingtonschool/



Burlington School 1-3 Chesilton Road, London, SW6 5AA, UK t: +44 (0)20 7736 9621, +44 (0)20 7610 9662, f: +44 (0)20 7371 8131 info@burlingtonschool.co.uk www.burlingtonschool.co.uk Proprietor: Isabella Anders