



Student Handbook

project^π **international**

WELCOME

A big welcome to Project International and this year's Youth Programme. We hope you have a very enjoyable stay with us. We will do our best to ensure that your stay will be happy and memorable.

This handbook will introduce you to our programme. We hope it will give you a clearer idea about your arrival at the school, the daily schedule, English lessons, activities and excursions. There are also some basic rules that are very important for you to read and understand.

We welcome students from many different countries so you will have the opportunity to make friends with people from all over the world. Enjoy your wonderful summer experience!

A handwritten signature in dark ink, reading "Chris Woodcock". The signature is fluid and cursive, with the first name "Chris" and the last name "Woodcock" clearly distinguishable.

Chris Woodcock
CEO

Project International

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YOUR ARRIVAL

Our staff will meet you at the airport (or station) and take you to the school. Hopefully you will be excited to be with your new friends in the UK. Other people may feel a little nervous about being away from home, so be as friendly as possible. Project International will ensure that you arrive at the school safely, settle in well and make yourself at home. This section will give you information about your arrival at the school and explain the roles of our staff.

TRANSFER TO THE SCHOOL

Most transfers will be by coach or taxi and you will be accompanied by Project International staff member or driver. Our staff will be holding a sign with either your name (if you are travelling alone) or the name of your group. If you are in a group, please listen to your Group Leader(s) carefully and follow their instructions. Please remember that it can be very busy and crowded in the airport so we need your full attention.

Depending on which airport you land at and the school you are attending, the transfer may take a few hours. In some cases, you may travel with other groups on the coach.

If you have any problems (lost property, sickness, etc) at this stage, please let our staff know!

Coach Rules

- 1) Always stay seated. No walking in the aisle when the coach is moving.
- 2) Always use the seatbelts provided.
- 3) No eating on the coach

OUR STAFF

Let's briefly introduce you to the key staff members you will meet once you arrive at the school.

Programme Director (PD):

The PD is in charge of running the course.

Director of Studies (DOS):

The DOS is in charge of the English Programme. They will decide which English Class you are in.

Activities Director (AD):

The AD organises the afternoon activities.

Social Director (SD):

The SD organises the evening activities.



Excursions Director (ED):

The ED is responsible for organising the arrival & departure transfers and the excursions.

Welfare Director (WD):

The WD is responsible for your general welfare which includes room allocation and laundry. If you are feeling ill, homesick or have a problem with another student, please speak to them.

Teachers:

Our teachers will teach you English in the mornings and will be there to lead your afternoon evening activities. They will be with you all day and will make sure you have a wonderful time!

A member of our own staff will be assigned to all students that are travelling individually and do not have a group leader with them. If you are an 'individual student' you will have regular meetings with this staff member at which you can ask for any help you require. However, please remember that you can approach ANY member of staff at any time



ARRIVAL AT THE SCHOOL

In the first 24 hours of your stay, the Programme Director will talk to you briefly about the course. The most important things that they will tell you are listed below. However, make sure you listen carefully as there will be other important information given to you.

- **Welcome** to Summer School! Enjoy yourself and try to make as many friends as possible.
- To provide you with a well-run programme we need you to help us by **reading the notice boards** (the staff will explain where you can find these) and being **punctual** (try to get to all lessons and activity session 5 minutes before they are due to begin).
- **Campus rules** such as no smoking or drinking alcohol and rules about leaving campus.
- If you find any **damage** during your stay, particularly in your own room then you must tell a member of staff. If you cause any damage (even if it was an accident) then you must tell a member of staff immediately.
- **Valuable items** such as passports, tickets, money and electronic equipment should be handed to a member of staff who will look after them for you. YOU are responsible for them should they be lost.
- **Respect** for other people and other peoples' property.



DAMAGE

Project International do have to enforce a set of rules and policies to ensure the courses run smoothly and respect is given to other people, possessions and facilities.

On arrival at the school, you will be asked to pay a deposit against any damage you may cause during the stay. This will be returned at the end of your stay if you are not responsible for any damage.

When damage occurs as a result of student behaviour in a communal area and the **person(s) responsible for this damage remains undetermined, it is Project International policy to make a collective charge. All students who could have reasonably caused the damage** (i.e. all students resident in the relevant boarding house or class for example) will pay an equal contribution toward the bill for damage.

We understand that this may be seen as unfair on those that have not caused the damage. However, believe that as **this rule is the same for all students / groups** it is the fairest way to account for this issue.

ROOM ALLOCATION

Most schools have a variety of rooms including singles, doubles, multi-bedded. All girls and boys will be separated. You will be allocated a room on arrival.



You can give us your request regarding the room allocation in advance (there is a section on our booking form when you make the booking). We will do our best to fulfil your request; however, please do remember that this may not be possible due to a number of reasons.

Once you are in your room, please tell a staff member or your group leader if you find any damage. Throughout your stay, the room is your home in the UK. Please treat it with the respect that you would do in your own country. If you damage anything, again please inform our staff about it immediately.

We hope you will have a comfortable stay. Please note the following points while you are staying with us:

- ⌘ Keep your room tidy!
- ⌘ Do NOT leave any valuables unattended even in your room!
- ⌘ Please hand them to our staff.
- ⌘ Lock your suitcases when you are out for lessons and activities.
- ⌘ Do NOT enter other people's rooms without their permission

ON SITE

In our summer programme, each day is structured so that you can fully enjoy your stay in the UK. You will be told where you need to be and at what time when you arrive at the school so please pay attention to any instructions staff are giving you and don't be afraid to ask if you don't know what time something is happening. A good place to look for a quick answer about what is going on is to go to the school's noticeboard.



STUDENT RULES: DO'S AND DON'TS

DO's:

- ⌘ Be punctual for ALL meals, lessons, activities, social events and excursions;
- ⌘ Feel free to use all the available facilities
- ⌘ Attend all activities, they are compulsory
- ⌘ Mix with the other nationalities and speak ENGLISH as much as possible.
- ⌘ Respect all equipment and property around the school as if they were your own.
- ⌘ Report ALL damage IMMEDIATELY.
- ⌘ Ask for help/assistance from our staff whenever you need it; we are here 24 hours a day!!
- ⌘ Feel free to tell us if you are not happy with ANY area of the programme (food, tuition, activities, excursions etc.)
- ⌘ Feel free to give us new ideas (regarding food, entertainment etc.)
- ⌘ Respect other people's privacy.
- ⌘ Make the most of your stay in the UK
- ⌘ Tell us if you are allergic to any foods, or have a medical condition.
- ⌘ Tell us if you are unhappy or homesick.
- ⌘ ENJOY YOURSELVES!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!

DON'Ts:

- ⌘ BE LATE!!!!!!
- ⌘ Cause malicious damage; you WILL be charged. This extends to letting off of fire extinguishers (the charge will be a flat £50 for this.)
- ⌘ Wander into the town on your own.
- ⌘ Smoke
- ⌘ Drink alcohol
- ⌘ Go into ANY area of the school that is OUT OF BOUNDS.
- ⌘ Take other people's property.
- ⌘ Enter other people's bedroom/house without permission.
- ⌘ Make excessive noise after bedtimes.
- ⌘ Leave money/valuables in your rooms.
- ⌘ Use fire doors as means of general exit from buildings.

ENGLISH LESSONS

The English lessons are one of the central parts of the programme. There are 15 hours of English lessons per week focussing on interaction and conversation. Our lessons are specially designed to provide you with interesting and communicative activities that help you improve your English.

You will take our English Placement Test on the day following arrival. The test consists of both writing and listening sections. You may become a little nervous about this, but **PLEASE DON'T WORRY!** This test is to place you in a right class with other students of a similar ability, so that you can enjoy and practice English more with the teacher and classmates.

All the lessons are carefully structured and presented by our cheerful, friendly teachers. We aim for you to keep the same teacher for all of your English lessons.



At the end of the course, you will be awarded a Project International certificate.

ACTIVITIES

We offer a wide range of activities in the afternoon and the evening, which our Activity Director and Social Director plan, each according to the demands of the students and group leaders. You must attend all afternoon and evening activities.



Afternoon Activities

You will have a choice of afternoon activities on four afternoons a week. Each afternoon activity session will have 2 sessions so in theory, you could do 8 different afternoon activities every week!

Unless you have decided to focus on one activity for your stay you will have a number of options. These normally include: aerobics, arts and crafts, badminton, basketball, drama, Frisbee, football, handball, hockey, kwik cricket, rugby, short tennis, squash, tennis, volleyball, water polo, and many more.

Evening Activities

You will also have a lot of fun with our popular evening entertainment programme. This includes Discos, Karaoke, Talent Shows, Blind Date, Film Shows, Quiz Nights and much more.

EXCURSIONS

There are escorted coach excursions twice a week: Half day and Full day. Each school has already decided on where they will visit. The venue has been chosen based on:

- π Something that hopefully entertains you
- π Something that tells you a little about history or culture of the UK



You will experience a lot of fun: attractions, sightseeing, shopping, taking photos with friends, etc. Excursions are the events structured for all of you to explore and discover more about the UK!

We would like you to have a great time during the excursions but we do have a few rules::

- π Remember the rules for coach travel!
- π Please keep your ID tag (small piece of photocopied paper containing the school's name, address and a contact number) with you at all times on the excursion.
- π Be punctual; please DO NOT be late for any meeting times that you are given.
- π Listen to our staff carefully. Follow the instructions that they give you.
- π DO NOT wonder away from the Project International group!

OUR PROMISE

To make our summer programme successful and enjoyable, we make you the following promises:

- π Provide you with interesting, effective English lessons.
- π Organise entertaining activities with a strong emphasis on your safety.
- π Run enjoyable excursions.
- π Be sincere and try to resolve any problems you have during your stay.
- π Be friendly and helpful.

Please do talk to us if you have any requests, questions and feedback. We are always welcome your honest, sincere opinions during your stay so that we can also improve our programme!



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Project International

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UNITED KINGDOM