

IMPORTANT INFORMATION **FOR STUDENTS AND PARENTS**

- Residential courses -



Contact with home

On arrival, we ask you to phone home to tell your parents you have arrived safely (our staff will assist you). Phone cards are available for purchase at all centres. In case of emergency, your parents may contact us at our Discovery Course Offices. The best way to get in touch is for your parents to email the centre, who will then tell you to call home. The centre office email account will be checked several times daily. Please note that these numbers and emails are NOT in use until the course begins.

Radley College Tel: + 44 1235 548 585 radley@ discoverysummer.co.uk	Shrewsbury Tel: + 44 1743 280 574 shrewsbury@ discoverysummer.co.uk	Uppingham School Tel: + 44 1572 820 797 uppingham@ discoverysummer.co.uk
Woldingham School Tel: + 44 1883 654 291 woldingham@ discoverysummer.co.uk	Winchester College Tel: + 44 1962 890 383 winchester@ discoverysummer.co.uk	King's Ely Tel: + 44 1353 653 111 kings@ discoverysummer.co.uk

You will have access to email at your course centre if you have a web-based account (e.g. hotmail, yahoo). If you don't have such an account, we will help you set one up.

For general queries please telephone: **+ 44 20 7937 1199** (09.00 - 18.00 Monday to Friday). Discovery Summer also operates an emergency mobile telephone line, which will be answered day or night. This number is: **+ 44 7768 337 288**. Please remember the time difference between the UK and your country. In the summer we are one hour ahead of GMT. *Mobile phones can be used at all centres except Woldingham (the reception is poor). Remember you cannot use your phone during lessons or scheduled activities.*

During the course **personal mail** should be sent to:

Discovery Summer C/o Radley College Abingdon, Oxford OX14 2HR	Discovery Summer C/o The Schools, Shrewsbury, Shropshire SY3 7BA	Discovery Summer C/o Uppingham School 34 Stockerston Road, Uppingham, Rutland LE15 9UD
Discovery Summer C/o Woldingham School Marden Park, Woldingham, Surrey CR3 7YA	Discovery Summer Winchester College Enterprises, 73 Kingsgate Street, Winchester SO23 9PE	Discovery Summer C/o The King's School, Ely, Cambridgeshire, CB7 4DB

Pocket money

We recommend £50 per week to cover incidental expenses (postcards and stamps, souvenirs, soft drinks, ice creams etc.) **Please bring Sterling cash in £5 or £10 notes.** On arrival a £30 damage/loss deposit will be lodged with the Course Administrator and returned in full at the end of the course providing no keys have been lost and no damage or nuisance has been caused. *If extra pocket money has to be transferred during the course a handling fee of £25 will be charged.*

Money, passports, and tickets

These are handed in on arrival at the course office for safe keeping by the Course Administrator. Students may withdraw small amounts of money from our 'bank' as needed.

Contact Lenses

If you wear contact lenses please ensure that you bring the correct cleaning equipment and a spare pair of glasses.

What to bring

General

- Everyday clothes, which are casual and machine-washable. Summer temperatures vary between 15°C and 30°C, so bring some warm clothes as well as summer clothes
- A waterproof jacket or an umbrella
- Some old clothes, for art and craft activities
- A set of smarter clothes (for evening parties)
- A swimming towel
- A bath towel
- A lockable suitcase
- A padlock for your locker
- Adapter (3 pin) for electrical appliances. The current in the UK is 220 volts
- Something typical from your own country (e.g. music, flag, hat) for the international evenings - optional

Sports clothes / equipment

- Discovery Summer provides basic sports equipment. If you are a good player you may like to bring your own equipment (e.g. tennis racquet)
- Sports clothes / track suit
- Swim suit
- A swimming cap for those with long hair (Uppingham only)
- Trainers for indoor and sports

Special Sports Options

- **Horse riding:** A hardhat and boots will be provided. Bring loose trousers (not jeans) and a long sleeved top.
- **Golf:** Bring your own clubs if you can. Half sets can be provided but only if we are advised in advance.
- **Tennis:** Bring a racquet and tracksuit / shorts and sports shoes. Balls will be provided.
- **Kings Ely sports:** Please see separate sheet.

*Please ensure that **all** clothes and belongings are clearly labelled.*

What NOT to bring

- Valuables (expensive watches, jewellery, cameras etc.)
- Any clothes that are delicate and unsuitable for a school laundry

Laundry

Personal laundry will be done for you once or twice a week; bed linen is provided and will be laundered once a week. Bath / swimming towels are not provided.

Health

Students who have any allergies (e.g. bees, penicillin) or who need a special diet must inform us as soon as possible. If you are taking any medication, please bring a letter from your doctor with you. Each centre is registered with a local medical practice. Any student may be charged for a consultation with a doctor however in most cases initial consultation is free. Students from countries outside the EU are not entitled to free treatment but are insured under the Discovery Summer policy providing they do not need treatment for a pre-existing condition. The first £25 of each claim is not covered.

English Lessons (not Winchester)

You will be tested and graded on arrival and placed in a class at your level. The aim of our lessons is to help you improve your communication skills. It is very likely we shall be using materials and methods that you are not familiar with. We find that our students enjoy the lively nature of our classes.

Problems

If your child has any problem during the course, please tell him / her to talk immediately to a staff member who will try to help resolve it. If it is not resolved quickly, please encourage your child to speak to the Course Director who has overall responsibility for the course and is available 24 hours a day. You may at any time contact the Managing Director at Head Office on +44 7768 337288. If you have an official complaint you may wish to contact English UK, 219 St John Street, London EC1V 4LY. t: +44 20 7608 7960 enquiries@englishuk.com

RULES OF CONDUCT **FOR STUDENTS**

- Residential courses -



Here are the most important rules you must understand before joining our course. Your Course Director and your teachers will explain them to you in greater detail when you arrive.

DO

- Speak English
- Be on time (always)
- Be kind and friendly to other students
- Join in all the lessons and activities
- Look after your belongings and the school
- Keep your room tidy
- Stay in your bedroom after bedtime and remain quiet
- Give all your money to the Course Director / Administrator to look after
- Have your *Discovery ID* card with you at all times

DON'T

- Leave the campus unless with staff
- Smoke, drink alcohol or take drugs
- Chew gum
- Bring or buy knives, weapons or toy guns
- Swear or fight
- Drop litter
- Use your mobile phones or MP3 players in lessons, activities or meetings
- Damage school property
- Steal or shoplift
- Swim without a lifeguard being present
- Use fire escapes unless for emergency exit
- Go into boys' accommodation if you are a girl
- Go into girls' accommodation if you are a boy

PLEASE NOTE

- On arrival you will be asked to hand in your airline ticket, passport and all cash for safekeeping
- Pocket money can be taken out at stated times (usually before excursions)
- On arrival a £30 damage / key deposit will be taken from you. If no damage, loss or nuisance has been caused, this will be refunded on departure.
- All valuables must be locked away in your locker / safe / suitcase or handed to the Course Office for safekeeping. We cannot accept responsibility for items or money not handed in.
- Any students breaking British Law, or persisting in serious anti-social behaviour, will be disciplined. In serious cases, students may be sent home early at their own expense, with no refund of fees