

## Student Handbook

# English Summer Study Holidays





# Student Handbook

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## Student Handbook

### About us

Welcome to Lyons Languages! Our school is based in the small city of Ely, just a few kilometres north of Cambridge in the East of England. Lyons Languages is run by sisters Rosalind and Siobhan Lyons.



Siobhan has an MA in Applied Linguistics and TESOL and has taught English for several years in the UK, and previously in a number of schools in Italy where she lived for 20 years. Siobhan is also a professional translator, and brings a wealth of linguistic experience to our school and as our Director of Studies is principally in charge of language tuition.



Rosalind is a professional artist and has extensive experience as a lecturer in Further and Higher Education, She has BA and MA degrees in Fine Art, and a PhD by Creative Practice. Rosalind is involved in organising cultural activities, creative workshops and has overall responsibility for student welfare.



# LYONS LANGUAGES

## Ely



Ely Cathedral

Ely is England's second smallest city, famous for its magnificent cathedral, beautiful river walks and bustling market place.

Ely's railway station has direct links to Cambridge and London, as well as Stansted airport.

There's lots to do, with a cinema, leisure centre, restaurants and shopping.



## You and your homestay host



Dinner with hosts and friends



A walk in the countryside



Ely Cathedral

While on the English Summer Study Holiday, you will be staying with one of our carefully selected local homestay hosts. This provides the ideal opportunity for practising English, learning about English culture and making new friends. Your hosts will provide breakfast, dinner and a packed lunch when you are out on trips or taking part in activities. On Sundays you are free to enjoy a day with your hosts.

### Travelling to and from classes and activities

Your hosts will drop off in the morning and collect you at the end of the day from classes and/or activities. These arrangements will be stated on the timetable. The classroom for English lessons is in the centre of Ely and if your accommodation is within walking distance, you will be able to walk to and from the town.

You may be allowed out with friends in the evenings, but where and for how long must be agreed with your hosts, and you must not go anywhere alone or stay out too late. Ely is a small city and relatively safe, but you must not take risks especially when you are far from home. Always let your host know where you are, and make sure you have their phone number, and that they have yours. While you are staying with them, you must follow the host's rules, behaving politely and appropriately.



End of course party with hosts and Lyons Languages staff

## Student Code of conduct

### English Summer Study Holidays

We want your stay with Lyons Languages to be a rewarding and enjoyable experience, and we are committed to protecting staff, students, visitors, agents and homestay hosts against unacceptable behaviour that may affect their safety, health and welfare. We expect all visiting students to respect the rules of the school and hosts during their stay, and to behave politely and appropriately.

Any unacceptable behaviour or will be promptly addressed by staff and/or hosts, and in extreme cases the student or student involved will be sent home early. If a student is sent home early, all fees will be non-refundable, and the parents/guardian will have to make arrangements for the student's departure at their own cost. (All students are, of course, expected to abide by English law.) Our full policies on **Abusive Behaviour, Anti-bullying** and **Safeguarding** can be found on our website. (Let us know if you would like hard copies of these or any other information.)

All students are expected to comply with this **Student Code of Conduct**:

#### **Respect and tolerance:**

- Do not swear, shout at, threaten (verbally or physically) or be violent towards anyone
- Do not harass, bully, or do anything that may cause harm to another person
- Be tolerant and respectful of other people's views and opinions, and of cultural differences
- In general, be considerate and treat others as you would like others to treat you.

#### **Communication:**

- Let us know if you are going to be late or absent from classes or activities
- Let us know if there is anything wrong, if you are worried or unhappy about something to do with your host, accommodation, other students, or anything else regarding the school or your course.

## Student Code of conduct (continued)

### In lessons:

- Attendance is compulsory for all lessons, trips and activities included in the timetable
- Be punctual, if you are unavoidably late let us know in good time
- Mobile phones must be switched off during class time.

### Online behaviour:

You will sign the **Online Safety Agreement** before arriving on your course and are expected to comply with that agreement in all your use of the internet.

### General:

- Alcohol, smoking and drug use are not permitted at any time during the course
- Students are expected to abide by English law.

### Who to talk to:

We are here to help you - any concerns will be treated confidentially and should be brought to either Rosalind or Siobhan Lyons, or to your hosts, and we will do our very best to resolve your problem.

### Contacts:

You will be given these numbers at the beginning of your course, so you can contact us at any time. (Contact details for additional staff will be shared when necessary and appropriate.)

**Rosalind Lyons: 07713175636**

**Siobhan Lyons: 07801513760**

**For emergency contacts, see the 'Health and Safety' page of this handbook.**



Trip to London

## Timetable

Practising English should be fun and isn't just learnt in the classroom. Our programme is designed to build your confidence by encouraging speaking and listening to English as much as possible. As well as English lessons, the English Summer Study Holiday includes a broad range of activities, including a visit to Ely cathedral, watersports, swimming, cinema, creative workshops and visits to Cambridge and London.

Example timetable (*the final timetable will be given to you at the start of your course*)

Week 1	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
<b>Morning</b>	Arrival in UK Transfer to Ely	English Studies 9am – 1pm	English Studies 9am – 1pm	English Studies 9am – 1pm	London Day Trip	Day with home-stay hosts	English Studies 9am – 1pm
<b>Afternoon</b>	Meet hosts and transfer to homestay home	Visit to Ely Cathedral /city tour	Ten-pin bowling, Cambridge	Drama workshop			Cinema or Harry Potter Studio trip

Week 2	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
<b>Morning</b>	English Studies 9am – 1pm	Watersports and outdoor activities day Nene Park	English Studies 9am – 1pm	English Studies 9am - 1pm	Cambridge day trip	Day with home-stay hosts	English Studies 9am – 1pm
<b>Afternoon</b>	Swimming		Cambridge Museum visit	Drama workshop			Course conclusion with hosts and friends.



## Frequently asked questions

We are here to help, so please don't hesitate to ask us, or your hosts, anything, at any time.

Here are some answers to questions which we hear often.

*Will someone meet me at the airport when I arrive?*

*Yes, a member of staff from Lyons Languages will meet you at Stansted Airport and accompany you and other member of your group to Ely. If you are coming from another airport, we can arrange transport for you.*

*Can I contact my host family before I arrive?*

*Yes, we encourage hosts to contact you and tell you about themselves, and anyone else in their household, and their home, and you can do the same so that you get to know each other before you come to Ely.*

*What do I need to bring for my stay?*

*Apart from essential clothes and accessories, remember a swimming costume for the watersports activity and swimming, and rain-proof lightweight coat – it rains occasionally in England! And sensible shoes for all weathers. We will let you know if there are any other specific items before the start of the course.*

*Is there Wi-Fi at my accommodation*

*Your homestay host will provide details for Wi-Fi access in their home. It's a good idea to ask about this before you arrive.*

*Can I go out with my friends in the evenings?*

*You will need to agree this with your host, and must tell them where you are going and what time you will be home. You must never go out alone. (See the page 'You and Your Homestay Host' in this handbook.)*

*How do I travel to my class?*

*Your hosts will bring you to class and collect you at the end of the day. If you can walk easily to the centre of Ely, your hosts will show you the way. You will be given a map of Ely when you arrive.*

## Important information

These are some things it's important to know about during your stay in England:

### The Law

- Anyone under the age of 18 is considered to be a child.
- You are not allowed to drink alcohol under the age of 18. This means you are not allowed to go into pubs.
- You are not allowed to smoke.
- You are not allowed to be in possession of, or take, illegal drugs.
- If you need to contact the police, call 999.

### ID documents

- It's a good idea to keep a copy of your passport with you at all times in case you need to show it to anyone.
- Keep your mobile phone on and charged at all times in case you need to call us or we need to contact you.

### Healthcare

You can use your existing EHIC card, or apply for a GHIC card, to make sure you can get free emergency medical treatment if you have an accident or become unwell during your stay with us. (We will provide more detailed information on this before you come to England.)

## Emergency contact information

**If you are not with your host and have an accident, or feel unwell, please call Rosalind and/or Siobhan at Lyons Languages at any time on the following numbers:**

**24-hour Emergency contact numbers:**

**0771 3175636/07801513760**

**If it is an emergency, or if you think the injury may be serious, call 999 and ask for an ambulance.**

**Non-Emergencies: above numbers or +44 (0)1353 610738**