

# EASTBOURNE COLLEGE CENTRE GUIDE



*Elac*  
STUDY VACATIONS

## HEAD OFFICE

22 Milsom Street,  
Bath  
BA1 1DE, UK

## SOCIAL MEDIA

If you upload photos, don't  
forget to tag us! Follow us  
@elacsv



## CONTACT US

+44 1225 443261  
info@elac.co.uk  
www.elac.co.uk

Accredited by the  
 BRITISH  
COUNCIL  
for the teaching  
of English in the UK

MEMBER  
 ENGLISH  
UK

YOUNG  
LEARNERS  
 ENGLISH  
UK



## CONTENTS

---

### 1

#### **ELAC INTRODUCTION**

*Introduction to Christ's Hospital School and our mission statement*

### 2-3

#### **ACCOMMODATION & LAYOUT**

*Includes medical information, student welfare, security and a map of the campus*

### 4-7

#### **COURSE PROGRAMMES**

*Included a sample 2/3 week programme, academic programme, activity programme and mealtimes at the dining hall*

### 8-10

#### **EXCURSIONS**

*Take a look at the places our students visit at this centre*

### 11-17

#### **GROUP LEADER, HOMESTAY, INDIVIDUALS & GENERAL INFORMATION**

*Some useful information and a list of what you need to bring with you*

# EASTBOURNE COLLEGE CENTRE GUIDE

Eastbourne is renowned for being one of the most attractive seaside towns in the whole of England. Located at the foot of the South Downs National Park, Eastbourne enjoys more sunshine hours than anywhere else in Britain. Indeed, as you enter Eastbourne you will be greeted by the sign “Welcome to Eastbourne, the Sunshine Coast”.

Eastbourne plays host to a wide variety of visitors during the summer months. As a centre for EFL it is quite superb with many things for young people to do and see. There are great sports facilities, a wonderful seafront and excellent leisure attractions. The town recognises the value of overseas students to its economy and as a result ensures that the necessary infrastructure is in place to support them during their stay. This makes Eastbourne one of the best centres for EFL throughout the whole of Britain, both in the summer and at other times of the year.

Some of the main attractions that you can find in Eastbourne are:

- A recently modernised shopping centre and local small shops
- First class sports and leisure facilities, including lively discos and three theatres.
- An extensive leisure marina with its own waterside walks, shops and restaurants
- Modern cinemas with the most recent films
- One of the finest seafront promenades in the whole of England
- National Parklands (The South Downs) within 1 km of the town and including the famous Beachy Head cliffs
- Half-hourly direct train service to central London (90 minutes)
- The historic town of Brighton (40 minutes)

## ELAC STUDY VACATIONS

Elac Study Vacations was formed in 1991 with one centre in Eastbourne. We now have multiple summer centres and one year round-centre in Bath, which is also our head office.

We currently welcome over 4,000 students from all over the world to our courses. Despite this growth, we still retain the values and ethos that characterized Elac from the beginning: to run quality courses that are attractive to staff, students and partners and where the welfare of all is our main priority.

More information on Elac can be found on our website, [www.elac.co.uk](http://www.elac.co.uk).

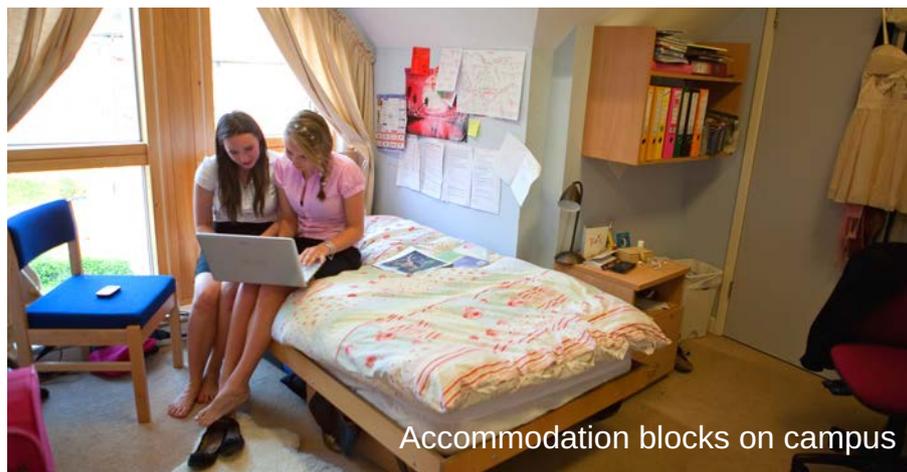
## MISSION STATEMENT

Our goal is to be an independent, ethical and environmentally-aware organisation dedicated to the teaching of English, and more generally to the nurturing of positive values in young people in an international setting.

To achieve this goal, we aim to provide a secure, welcoming, inclusive and fun environment where students can feel at ease with each other and our staff, whilst on a course which they find both stimulating and challenging.

We believe that this will provide the platform we need to deliver the following outcomes for our students:

- A development of their language skills & confidence
- A deepening of their knowledge & understanding of British life & culture
- A broadening of their outlook on the world & awareness of other perspectives
- New, wide-ranging & long-lasting friendships that cross cultures



Accommodation blocks on campus

## EASTBOURNE COLLEGE LOCATION

The College campus enjoys a great location right in the heart of Eastbourne. It is literally two minutes' walk from the beach and eight minutes' walk from the shopping centre and railway station.

While outwardly retaining the charm and style of a traditional English Independent school, inside Eastbourne College offers excellent educational facilities. Classrooms are spacious and well equipped, and the recently modernised dining hall offers varied menus and a spacious eating environment. Sports facilities include a large playing field, tennis courts, as well as hard courts and astro-turf for football, hockey, volleyball and a variety of other activities. A beautiful new swimming pool and indoor sports hall was completed in 2018.

## MEDICAL CARE

All our staff are employed using stringent recruitment methods and receive training regarding student welfare and child protection. Our staff are fully briefed to notice if a student is unhappy and they will report this to the Welfare Officer and Group Leader, who can then investigate and take the appropriate action.

We maintain a good supervision ratio of staff to students, both during activities on-site and excursions off-site. We keep a record of all student's medical conditions and requirements, so all staff are aware of specific conditions, e.g. food allergies.

If a student becomes unwell, we will arrange to take them to a local medical walk-in centre, 10 minutes from the College. The campus has first aiders on site, but for accidents and emergencies, Eastbourne and District General Hospital is nearby. This is a large hospital that is capable of dealing with any incident, large or small.

## STUDENT WELFARE

All our staff are employed using safer recruitment methods and receive training regarding student welfare and child protection and are aware of the Elac safeguarding policy. If they notice a student is experiencing any problems, they will liaise with the Welfare Officer and Group Leader, who can then investigate and take the appropriate action.

We also have a legal duty to identify and safeguard children who may be vulnerable to radicalization (the Prevent duty). We maintain a good supervision ratio of staff to students, both during activities on-site and excursions off-site.

All Elac staff, group leaders and students sign a code of conduct which indicates the kind of behaviour we wish to promote. It clearly sets out the process for dealing with unacceptable behaviour. Information can be downloaded from the following link -

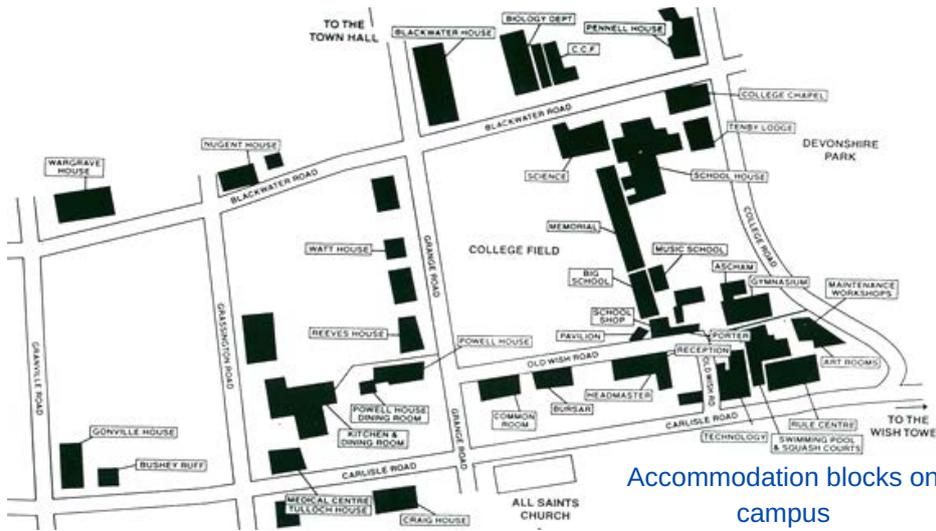
<http://elac.co.uk/downloadable-information/>

There are three roll calls daily: at the start of lessons, at the start of activities, and in the accommodation in the evening.

## FIRST AID

A First Aid box is kept in the Elac office and basic kits are taken on all excursions. The ELAC team have numerous First Aiders. They will be available throughout the day. Any injuries/accidents should always be reported to the Elac Office.

## RESIDENTIAL ACCOMMODATION



Accommodation blocks on campus

Accommodation is in ten houses located throughout the campus. All are close together and none are more than a few minutes' walk from all facilities. The plan above gives you an introduction to this layout.



Accommodation on campus

Please note that the main classroom block is in the "Memorial" building, and the Elac office will also be located in this building overlooking the college field.

The houses are similar in terms of facilities but varied in terms of design and architecture. Rooms vary between the houses but there are singles, twins, and some triples. Bed linen is changed weekly. Some rooms have disabled access.

Please note that the roads around are relatively quiet as the college is located in one of the most select areas of Eastbourne. Nevertheless, they are public roads so students must exercise normal caution when crossing.

## HOMESTAY ACCOMMODATION

Elac hosts are chosen with great care by our Homestay co-ordinators, who visit every host to get to know them and to inspect the accommodation provided.

It is essential that all our hosts provide a warm welcoming atmosphere for our students where they can really feel at home. Homestay providers also have to comply with British Council standards, and have a current DBS Certificate (Disclosure and Barring Service).

Students can expect a comfortable bedroom with somewhere to study and shared bathroom facilities.

Breakfast and an evening meal are served daily, and a packed lunch is provided for excursions. They will often be sharing with other students and will travel by bus to the College.

Most importantly, students are encouraged to speak English at every opportunity within the family setting.

## SECURITY

The UK is seen as a safe place to visit and Eastbourne is a safe location. There is a security team on site 24/7 and CCTV monitoring. The Elac Office has a safe available for Group Leaders and students. Each house has its own security code on the front door lock. These codes will be issued on arrival. Bedroom keys are issued to leaders only. Students must lock all windows on leaving their accommodation and follow security procedures explained on arrival.

# SAMPLE TWO AND THREE WEEK PROGRAMME

What's included in a two-week Eastbourne College programme?

<b>Academic Programme</b>	30 hours of English Classes per week	Testing & Induction	Communicative English Lessons	Projects and Presentations	Developing Critical Thinking Skills	Learning about British & Local Culture
<b>Activity Programme</b>	Sports	Arts & Crafts	Team Games	Drama	Swimming	Music Workshop
<b>Evening Programme</b>	Great British Quiz	Talent Show	Beachy Head Walk	Discos	Casino Night	Films
<b>Excursion Programme</b>	London Excursion 1	London Excursion 2	Brighton Excursion (inc. Pavilion)	Optional Excursion Day (or Activity Day or Day with Hosts for Residential students)	Tour of Eastbourne	Free Time in Eastbourne

What's in a three-week programme? Everything in the two-week programme plus...

+15 hours of English Classes	+ 3 evening activities per week (Homestay students) or 7 per week (Residential students)	+ Canterbury Excursion (inc. Cathedral)	+ Half-day Hastings Excursion
------------------------------	--	---	-------------------------------

Residential students have 7 evening activities a week.

Homestay students have 3 evening activities a week. All other evenings are spent with the British family.

Morning	Afternoon	Evening
Lessons: 8:45-9:45, 9:45-10:45, 11:10-12:30 Activities: 9:00 Meeting, 9:15-10:30, 11:00-12:15	Lessons: 14:00-15:00, 15:00-16:00, 16:25-17:45 Activities: 14:00 Meeting, 14:15-15:30, 16:00-17:15	Activities: 19:30 Meeting, 19:45-21:45



Eastbourne Beach



Playing Field



Swimming Pool



Activities

## THE ELAC EXPERIENCE

We aim to deliver a rich and varied experience: a blend of language learning, cultural highlights, personal development and fun. Each centre has its own particular style, but there are common features and a shared ethos across all our centres.

The combination of lessons, activities, social events and excursions makes up the Elac Experience, led by a committed team of staff, many of whom have chosen to work for Elac summer after summer.

## ACADEMIC PROGRAMME

Students receive 3 hours 20 minutes of English tuition divided over 3 lessons in the morning or afternoon, four or five days a week; a total of 15 hours per week. Classes have mixed nationality classes, with a maximum of 16 students. Students follow a core curriculum which aims to develop speaking and fluency, through activities such as excursion-linked lessons, communication games and drama. At Eastbourne there are two pathways aimed at different ages and abilities:

**Enrich** - Young teenagers at A2 - B1 level build on and enrich their language competence through activities such as creative projects, functional English and presentations.

**Empower** - Older teenagers at B2 - C1 level stretch their language skills through public speaking, critical thinking, leadership and team building. Students may use an Elac workbook which also acts as a record of the student's stay.

We require our teachers to have a degree plus a TEFL certificate, for example, CELTA or Trinity Cert. TESOL. Our teaching team are responsible for planning and delivering communicative lessons which enable students to use and develop their English in an international classroom. Teachers are supervised by an Academic Manager who provides academic support and ensures the programme is delivered to the highest possible standard. We also pride ourselves in our teacher development programme of workshops and lesson observations provided throughout the summer.

## TRINITY EXAMINATION & TRINITY STARS PERFORMANCE

Students have the option to be prepared and entered for the Trinity GESE at the appropriate level. This takes place during three additional sessions organised in the afternoons or evenings prior to the exam. There is an additional charge for entering the exam (please see our website).

The exam is offered at 12 Grades. These are as follows:

Initial Stage:	Grade 1 - 3
Elementary Stage:	Grade 4 - 6
Intermediate:	Grade 7 - 9
Advanced:	Grade 10 - 12

It is envisaged that the majority of our students will be entered across grades 3 - 8.

Younger students may have the opportunity to participate in a Trinity Stars Performance. There is an additional charge for this (please see our website).



Students enjoying a lesson

## ACTIVITY PROGRAMME

We believe that improving students' English doesn't just happen in the classroom. Our sports and activity programme during the day and in the evening gives students' opportunities to enjoy a variety of sports and activities and practice their English in mixed nationality groups.



Swimming Pool

The "Core Activities" organises students into small multi-national groups who do some activities together during the course. The carousel helps students gain confidence and fluency with their English as well as encouraging them to interact with more students of different nationalities.



Indoor centre

## EVENING ACTIVITIES

There is a wide range of evening activities to give the students the opportunity to have fun and make friends. These usually include:

**Themed Disco**

**Movie Night**

**Talent Show**

**Quiz Night**

**Karaoke**

**Murder Mystery**

**Casino Night**

**Fun Olympics**

**Club International**

## DAYTIME ACTIVITIES

Elac offers a wide range of activities to interest and motivate our students, such as:

**Art, Craft & Music Workshops,  
Dance & Drama, Football,  
Treasure Hunts, Photo Hunts,  
Photography Tricks, Team  
Challenges,  
Special Interest Activities**

Elac is always keen to know of any special interests that our students may have. We cannot always guarantee it, but if any students are especially interested in an alternative activity, please tell us and we may be able to organise it.

## SPORTS

Eastbourne College has good sports facilities and we have access to everything.

There is a large playing field, tennis courts, as well as hard courts and astro-turf for football, hockey, volleyball and a variety of other activities.

A new swimming pool was completed in 2018 as well as a new sports hall. Students will have the opportunity to take part in a wide range of sporting activities which involve inter-group competitions as well as individual competitions. Trophies and prizes are awarded at the end of the course for the winners.

## MEALS

### Homestay students

Most meals are taken with the homestay provider. From Monday - Friday students enjoy a hot lunch on campus. The homestay provider also provides a packed lunch for the weekend excursions.

### Residential students

Meals are buffet style and comprise breakfast, lunch and an evening meal. There is a choice of food to cater for vegetarians, religious diets, etc. The dining hall at Eastbourne is modern, clean and comfortable. For excursions, a packed lunch or lunch vouchers are provided. The packed lunch consists of a sandwich/baguette, crisps, fruit, cake/chocolate bar, mineral water/drink, or similar. Any specific food requirements should be made known to Elac in advance so that the caterers can be informed.



### BREAKFAST 7.30 – 8.30

This is a continental breakfast with a full English breakfast served twice weekly.



Eastbourne Canteen



Eastbourne Canteen



### LUNCH 12.15-13:30

There are several choices of menu which always include vegetarian dishes as well as a selection of hot and cold dishes.



### DINNER 17:30 - 19:00

Again there are several choices of menu which always include vegetarian dishes as well as a selection of hot and cold dishes. Students are not restricted to one serving.



Eastbourne Canteen

## TWO WEEK INCLUDED EXCURSIONS

These are a very popular part of our course, and give students an opportunity to use their English as well as learn more about Great Britain. Students have the opportunity to learn more about the trip during lessons. Students travel by coach or train to these destinations. Activity leaders will brief students to follow certain rules for their own safety. On our return, a late dinner will be served. On a two week programme students will go to London twice.

### LONDON FULL DAY (FIRST VISIT)

Our excursion to London begins with a walking tour of the city – the best way to see all the world-famous landmarks. These include Buckingham Palace, The Houses of Parliament, Westminster Abbey, Trafalgar Square and much more. At the end of the sightseeing tour, you will have some free time in Oxford Street (or another location your group has chosen) to shop and buy souvenirs.

If you want to do something different with your afternoon, here are some alternative activities we can help you arrange:

Natural History Museum  
Science Museum  
Covent Garden  
British Museum  
Shakespeare's Globe  
Tower of London\*

National Gallery  
Camden Market  
London Eye\*  
London Aquarium\*  
The Shard\*  
London Dungeons\*

\*These venues have entrance fees so there will be an additional cost: please talk to the activity manager if you want more details.



London



London Landscape



London

### LONDON FULL DAY (SECOND VISIT)

In a city like London, there is always something fun to do. On the second trip students will have the chance to visit London's wonderful museums (Madame Tussauds, London Dungeons, Science Museum), markets, art galleries or parks.

There will also be chances to explore a new part of London, such as Covent Garden, Kings Cross, Greenwich, London Zoo, Hampton Court or Notting Hill.

## BRIGHTON HALF-DAY



Brighton Pavilion

Brighton is a famous seaside resort city in East Sussex. It has many attractions, including an extensive beach and seafront, the pier, and excellent shopping around 'the Lanes'. It is also home to the famous Royal Brighton Pavilion, which you will visit.

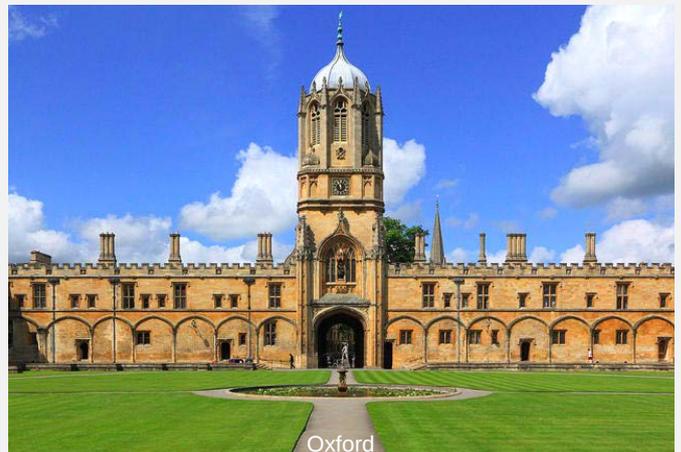
We travel there by train and the itinerary involves a walking tour of the main attractions then a visit to the Royal Pavilion. There will also be some free time to spend relaxing or playing games on the beach, or shopping.

## OPTIONAL EXCURSIONS

As well as included excursions, there are also opportunities to go on optional excursions. In a two week programme there is one optional excursion day, and in a three week programme there are two. These can be found in the booklet, "Optional Excursions", which gives suggested itineraries and costs. If you would like to supplement your programme, please speak to the Head office, or the Activity Manager on arrival.

Popular optional excursions include:

- Oxford
- Thorpe Park
- Leeds Castle & Canterbury
- Arundel Castle
- Hastings
- Cambridge
- Portsmouth



Oxford



Canterbury Cathedral

## THREE WEEK INCLUDED EXCURSIONS

### CANTERBURY - FULL DAY



Canterbury, England's most famous cathedral city of Geoffrey Chaucer's Canterbury Tales and now a UNESCO world heritage site sits on the River Stour in one of the most attractive corners of rural Kent.

Today Canterbury still welcomes visitors from all four corners of the globe and has, with its many ancient buildings, shops, bars and restaurants, retained both an old world charm and a cosmopolitan vitality.

The small and compact city centre is closed to traffic during the daytime to enable the narrow streets and the many attractions to be more easily and safely accessed by groups.

### HASTINGS - HALF DAY



Hastings is a seaside town on the south coast of England, 17 miles east of Eastbourne. The town gives its name to the Battle of Hastings, which took place 8 miles to the north-west at Senlac Hill in 1066.

Hastings is a popular seaside resort that has a new town and old town. Today, Hastings is a fishing port with the UK's largest beach-based fishing fleet.

The tour of Hastings takes you through Old Town, passing by the seaside attractions and arcades. Along the route you will see the old ruins of the castle and you have the opportunity to visit the Smuggler's caves where you can take a journey back in time to uncover the deep and dark secrets of the smugglers.

## GROUP LEADERS

Working closely with Group Leaders is essential, as they know their students, their culture and their language. This happens through regular meetings when information is shared and issues can be raised.

Prior to the Welcome Meeting on the first day of the course, where the Elac Management Team share information with Group Leaders regarding all aspects of the course. Group Leaders will be given a Welcome Pack complete with information for helping both students and Group Leaders settle into the programme.

We also want Group Leaders to enjoy their time with Elac and have an opportunity to meet other leaders. Events are organized, such as visits to places of local interest, teacher development sessions, cream teas, or a cheese and wine evening.

Elac has a dedicated office and its location will be given out when students arrive. There is also a Group Leaders room on-site where Group Leaders can relax and have access to tea and coffee.



Group Leaders enjoying a cream tea

## USEFUL TELEPHONE NUMBERS

- **Elac Office: +44 1323 452212**
- **Elac 24 hour emergency: +44 7711 228394 or +44 7713 946671**
- **Police, Fire, Ambulance - 999 (emergencies only)**
- **Police – non emergencies 101**
- **Elac Head Office (Bath): +44 1225 443261**

## CENTRE ADDRESS

Elac Study Vacations,  
Eastbourne College, Old  
Wish Road, Eastbourne,  
East Sussex,  
BN21 4JY

If sending post, please ensure the letter/package is clearly labelled with the student's name and group.

## ADVICE FOR A HAPPY STAY WITH A HOST

Your host is looking forward to your visit, and wants to give you an enjoyable experience. Here are some useful things to remember, that will help you have an enjoyable stay as well.

Every home has its own rules and some of your host's rules may be different to yours. If you don't understand anything, please ask! Your host will be happy to explain anything to you. It may be the practice in the home for the children to help out with jobs, like clearing the table. It is good if you can take part in this way too; however, if you have concerns over what you are being asked to do, then don't be afraid to speak with your Group Leader or the Centre Manager.

You may feel homesick. This is normal. If you do feel homesick or anxious, talk to your host or your Group Leader. If you are feeling ill, let your host know. They can arrange for you to visit a local doctor, or to stay at home for a while.

Please treat your host with respect, showing politeness and letting them know what your plans are, eg. if you are going to be late back one evening and don't require a meal. It is a good idea to exchange mobile telephone numbers, and remember to keep it charged! If you do come back late, please remember to be quiet as some family members may be asleep. Please keep to your curfew times.

At mealtimes, you will be expected to try different food. This is part of the experience of staying with a host. If there is anything you cannot eat, or if you would like some more food, please explain this to the host.

Please look after your valuables and don't leave money around – it is best to give them to the Group Leader to look after, rather than leave them in your room.

It is important to remember that all hosts and their homes are different. Some have bigger houses than others. Some have tidier homes. Some have modern furniture and technology and others have more basic homes. However, they are all kind, friendly and hospitable hosts who will aim to make you feel welcome.

Please spend as much time with them as you can. Be proactive and ask them questions! Get to know them! You will learn English customs and your English will improve! Hopefully you will make some very good English friends too.

## HOMESTAY FACILITIES

When using the bathroom, remember that other people will also want to use it, so don't waste hot water, and don't flush anything unsuitable down the toilet.

Try to keep your room tidy: put litter in the bin, make your bed, put your clothes away. Please don't eat food in the bedroom, smoke, or light candles. Be careful with nail varnish, nail glue and hair dye, and don't leave hair straighteners on, or rest them on furniture. Also, don't jump on the beds! Treat it like your own.

Your host will do your laundry for you once a week, so ask them when this will happen, and where to put your clothes.

Some hosts will give you a key. It is very important that you look after this, and remember to return it at the end of your stay. Also, please check you have all your belongings with you when you leave.

Please also treat your host's property with respect, and let them know if something gets damaged. You may be asked to pay for any repairs or replacements. Remember to ask permission to use the telephone, computer, etc.

## INDIVIDUAL STUDENTS

Individual students receive a warm welcome at all of our centres. This is a great way for them to really immerse themselves in the English language and make new friends. Students who travel independently often require a certain level of maturity, so the age range is slightly different to the group age: 14 is the minimum age we can accept. The maximum age is 17.

Individual students have a designated staff member to ensure their stay is a success. They will meet with them regularly to ensure they have all the information they need about the programme, activities and excursions, and to offer them support if they experience any issues.



## ENROLMENT PROCESS FOR INDIVIDUALS

When an enquiry is received, our head office will check availability and offer advice as to the best course for the individual student. This may depend on the student's age, interests and nationality. We can also organise visa invitation letters if necessary and suggest different travel options.

The next stage is that the student (or their parent) receives an enrolment form, where we request parent's details, level of English, confirm dates etc. This form contains terms and conditions explaining when and how to pay.



## ONCE ENROLLED

The student will receive confirmation and also further information on the course, plus Elac's code of conduct and advice on staying with a host (if necessary).

Two weeks before the course begins, the full amount for the course is paid. At this stage, we will double-check we have a student's travel details, mobile phone details, and organise a personal meeting service if required.

The student also receives a letter of authorisation enabling them to travel as a minor abroad. If staying with a host, they will also receive a host profile and information for their first day on the course.

## THINGS TO CONSIDER

Travel to the centre is not included, but as mentioned above, Elac can organise a personal meeting service: someone to meet or drop the student at the airport. As an unaccompanied minor, we can provide details in advance of who is collecting the student and will ensure they are taken to the desk on departure.

## WHAT STUDENTS NEED TO BRING



### DOCUMENTS

- **Passport** and copy of it
- Visa document and copy of it (if required)
- Insurance document (including EHIC card if from EU)
- A copy of any medication prescriptions or certificates
- UK currency



### CLOTHING ESSENTIALS

- Casual clothing
- Trainers
- Sports clothes
- Swimwear
- Swim towel
- Something smart
- Costume for disco/talent show
- Bag for dirty laundry



### FOR EXCURSIONS

- Small backpack/handbag
- Comfortable clothes
- Shoes for walking
- Umbrella
- Waterproof jacket
- Sunglasses & sunscreen



### TOILETRIES AND MEDICINES

- Toiletries, eg shampoo, soap, toothpaste,
- Medicines, eg asthma inhaler, contact lens solution
- Towel



### GADGETS AND ELECTRONICS

- Electronic devices (camera, mobile phone, ipad)
- Travel adaptor (UK 3 pin, 13A, 220V - 240V)



### OTHER USEFUL ITEMS

- Pencil case
- Pen & Pencil
- Notepad
- Water bottle
- Tissues
- Hand sanitizer

**PLEASE LABEL ALL ITEMS, IN CASE THEY GET LOST**

## GENERAL INFORMATION



### STUDENT AGES & NATIONALITIES

- Residential: 10 - 18 years
- Homestay: 13 - 18 years
- Italian
- Spanish
- French
- Austrian
- Greek
- Russian
- Japanese
- Chinese
- Israeli

*Please note - the above nationalities are popular examples. We host various nationalities throughout our centres.*



### AIRPORT ARRIVALS

- Group will be met by an Elac representative.
- Travel to centre by private coach.
- On arrival Elac staff show them to their accommodation. .
- Transfer time - **Gatwick** (LGW) 1 hour, **Heathrow** (LHR) 1 hours 45 minutes, **Stansted** (STN) 2 hours, **Luton** (LTN) 2 hours 15 minutes.



### REGISTRATION & INTRODUCTION

Students will have a welcome talk and a tour of the site. Students will receive the following items:

- Student notepad
- Lanyard/wristband
- Course programme
- Emergency Contact Card

Students are registered prior to or after their assessment test.



### FIRE SAFETY

- Fire safety procedures on first day
- Practice fire drill for students.
- Fire signage throughout building
- Group leaders explain safety procedures to students in their own language.



### MOBILE PHONES

- All mobile phones must be switched off during lesson times.
- Teacher may confiscate phone if rules are not followed.



### NOISE

- Students must keep noise to a minimum when returning to their accommodation
- Curfew is 10pm.



## DEPOSITS

- Group Leaders asked to hold a deposit of £25 per student in case of damages.
- Group Leader to investigate and pay for any damages caused.
- Individuals should pay the deposit to the Welfare Officer.
- Replacement of lost fob/key is £100



## DAMAGES

- Fire alarm set off between 9.00 and 5.30 pm: £75.00
- Fire alarm set off between 5.30 pm and 9.00 am: £100
- Replacing/refilling fire extinguishers: £100

**The school imposes the above call out charges for deliberate acts of misuse.**



## SMOKING, DRUGS & ALCOHOL

- It is illegal to smoke in any indoor public places - this includes vaping.
- There is no smoking allowed on the Eastbourne campus, except for designated areas.
- No alcohol or drugs are permitted in any of our junior vacation courses **regardless of age.**



## COMPUTER AND WIFI ACCESS

- Wifi available throughout the site
- Student access to computer room during activities.



## SHOP

**Shop on-site that sells:**

- Cold drinks
- Chocolate
- Snacks
- Sweets

As well as a range of other useful supplies.



## LAUNDRY

- A Laundry Service is provided at a price of £2.50 per bag payable at the Elac office.
- Bed linen washed once a week.



## BANK & POST OFFICE

- Selection of banks nearby (Eastbourne town centre)
- Post Office in Eastbourne.
- Alternatively, currency exchange can be done whilst on excursions.



## HOSPITAL & MEDICAL CENTRE

**Eastbourne District General Hospital** - Kings Drive, Eastbourne East Sussex, BN21 2UD Tel: 0300 131 4500



## LOCAL TRANSPORT

- Eastbourne train station is a 5 minute walk from campus. It has excellent links to all major cities including London. (1 hour 30 minutes)



## QUIET/MULTI-FAITH ROOM

- All students and Group Leaders can have access to a quiet room for religious observance.
- Please speak to the Elac management team for more information.



## PLACES OF WORSHIP

- All Saints Church (Christian) Grange Road, Eastbourne tel. 01323 410033
- Christ The King Church (Catholic) 3 Princes Road, Eastbourne tel. 01323 760048
- Eastbourne Islamic Mosque (Muslim) Ashford Square, Eastbourne tel. 01323 727866
- Eastbourne Hebrew Congregation (Jewish) 22 Susans Road Eastbourne tel. 01323 484135

## FINAL COMMENTS

If you have any queries about this course, please get in touch with our head office. Further information and photos can be found on our website ([www.elac.co.uk](http://www.elac.co.uk)). We hope you enjoy your course at Eastbourne College.