

# **INTERNATIONAL HOUSE NEWCASTLE AT KIRKLEY HALL**

## **Younger Learners Course Handbook for parents and course organisers 2010**

The purpose of this handbook is to provide information and advice about our courses for parents and student representatives enrolling students.

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## CONTACT ADDRESSES AND TELEPHONE NUMBERS

**Registrations Office: for enrolments and enquiries**

**Head Office - INTERNATIONAL HOUSE NEWCASTLE**

7-15 Gallowgate, Newcastle upon Tyne ENGLAND NE1 4SG

Telephone +44 (0) 191 2329551 Fax +44 (0) 191 2321126

E-mail: [info@ihnewcastle.com](mailto:info@ihnewcastle.com)

**Emergency number +44 (to be confirmed)**

## COURSE CENTRE

By mail : The Operations Team  
Kirkley Hall  
Ponteland  
Northumberland  
NE20 0AQ

By telephone : 01670 841235

fax : 01670 841285

By e-mail : [enquiries@kirkleyhall.co.uk](mailto:enquiries@kirkleyhall.co.uk)

(not to be used for bookings and only during courses)

KIRKLEY HALL is part of Northumberland College throughout the year. In the summer, International House is fortunate enough to have the use of the Hall, with all its wonderful facilities, in which to offer residential courses for juniors. It is a beautiful country house situated in its own grounds and only 10 minutes outside Newcastle-on-Tyne.

Accommodation: Single and double bed rooms with washing facilities en-suite

Dining room for 3 meals per day

Spacious common room with big screen TV for films

Well-equipped classrooms, each with its own TV and computer.

Sporting facilities: In-door sports hall

wonderful out-door facilities

## **COURSE PROGRAMMES**

### **LESSONS**

The courses are communicative and skills based, so the student gets plenty of practice in real life English. Students will also work in groups on projects designed around their stay in Newcastle. The classes take place every morning, with the afternoons and evenings free for social programme activities. Whatever your talents and interests, you will be able to develop your skills from the wide choice of exciting and educational social activities which are available every afternoon and evening each week. **There are 2 full day excursions at the weekend which are supervised at all times by our fully experienced staff.**

### **GENERAL INFORMATION**

**Age range** 11-16 years inclusive

#### **Course Dates**

**3 week Courses:** 11th July - 31st July 2010 and 1st August - 21st August 2010

**2 week courses-**11th July - 24th July 2010, 25th July - 7th August 2010 and 8th August - 21st August 2010

**6 week course** - 11th July - 21st August

#### **Airport meeting service**

An **IH Newcastle** representative will be waiting at the Arrivals Hall, after passport control and customs, holding an International House sign. The representative will accompany students to the accommodation.

If the student fails to see the representative they should go to the **Information Desk** in the Arrivals Hall and ask them to put out a call for the International House representative and wait there. In the event of further difficulties, the emergency number should be called

#### **What students should bring**

Warm clothes, rainwear, sportswear, towels and suitable footwear are essential. Parents are asked to mark items of clothing clearly. Students should carry a list of their belongings in their suitcase to make sure they do not forget anything when packing for their departure. International House cannot accept responsibility for loss of belongings, so it is not a good idea for students to carry very valuable items with them.

#### **Supervision by staff**

Students are expected to attend all lessons and activities according to a timetable given to the students on the first day of their course. IH leaders accompany the students at all times on excursions and activities.

**IH Newcastle** junior courses provide a high ratio of supervisors to students. On excursions, the ratio is one member of staff to each ten students. On the first day of the junior courses our staff explain all matters affecting their personal safety.

Please note that International House will send home, at the expense of the parents, students who refuse to abide by the regulations or whose behaviour is found to be seriously disruptive. All fees for the remainder of the course not taken will be forfeited.

### **Student briefing**

Shortly after arrival students are given a briefing on:- road safety /laws on drugs and alcohol/ shoplifting/offensive weapons/ areas of potential danger /care of valuables and passport/ emergency service phone numbers/ school emergency numbers/school regulations etc. This is done by a police spokesperson where possible or by our activities organiser, and group leaders where appropriate.

### **Identity cards**

Students should bring **two passport photographs** with them; one for our records and one for their school identity card. This card should be carried at all times. It will show the student's photo, name, date of birth and the school telephone number.

### **Smoking, alcohol and drugs**

No smoking is allowed on school premises. It is illegal for anyone under the age of 16 to smoke. The minimum age for drinking **alcohol** in Britain is 18. Students who fail to observe this will be sent home at the parents' expense. Any student found in possession of **drugs** will be reported to the police and may be deported.

### **Shoplifting**

If students are caught shoplifting the shop will call the police. This will result in the student being sent home and may involve the payment of heavy fines. Students will be warned to remember to pay for anything picked up in a shop.

### **Curfew**

The time to be in their bedrooms in the evening for **11 to 15** year old students is 22.30. Students aged **16 and 17** do not have a fixed time.

However, we recommend they return to their bedrooms by **23.00** during the week and no later than **24.00** at the weekend. If parents wish to impose an earlier time then they should send instructions at the time of booking.

### **Attendance**

Students must attend language classes every weekday and will generally have lessons in the morning. They are expected to attend all the events on the activity programme and excursions programme.

Students are not allowed to make trips out of the area without the permission of the school. We assume that students have their parents' permission to play games, etc unless informed otherwise.

### **Pocket money**

Parents should provide adequate funds before departure by giving cash or sending money to the schools.

We recommend between £6.00 - £15.00 per day to cover incidental expenses such as drinks, snacks, postcards, souvenirs etc. We discourage students from carrying large amounts of money on them. Students can ask their course leader to look after pocket money, passport and flight tickets, but a receipt should be signed by both the student and the course leader to avoid any embarrassment.

### **Loss or theft**

The school takes theft, loss or damage involving a student's personal possessions very seriously but does not take any financial responsibility. Loss or theft should be reported to the school office as soon as possible so we can take the appropriate action. If an insurance claim is involved the student will be helped to make a police report and a crime reference number obtained. Loss of money is a difficult and embarrassing matter to deal with. We can all help by advising students not to leave money lying around. Bags should not be left unattended in the course centre, cafes or other public places.

### **Damage to course centre property**

Students may reasonably be expected to pay for damage they cause to course centre property. Parents will be informed of the extent of the damage and the repayment involved. This must be settled before the student returns home.

### **Health**

In the event of serious illness or accident the child will be taken to a doctor or local hospital by a school staff member. In the case of minor health problems the advice of the local pharmacist or the National Health Service helpline will be followed. **Any information about allergies, chronic health conditions or medicine** regularly used by the student should be passed on to the school.

It is a requirement of enrolment that students should have adequate travel insurance to cover the cost of emergency medical treatment and repatriation. **A photocopy of insurance details should be given to the school together with any excess the student may have to pay.** Some medical treatment is free for students from EU countries or those countries with a reciprocal medical agreement with Britain. In order to benefit from this arrangement an E111 document should be obtained from the local authority in your country. Dental treatment is not free in the UK. The Course Director can arrange for a dental appointment.

At all our centres, there is a member of staff trained in first aid.

### **Student bedrooms**

Students are expected to keep their bedrooms tidy to allow the cleaners to clean the room easily.

### **Meals**

Full board is provided for all students on summer vacation courses.

### **Activity programmes**

One full-day excursion and one half-day excursions are arranged weekly. On other afternoons various activities will take place on the school premises.

### **Laundry**

Bed linen is provided and changed weekly. Parents should ensure that garments the students bring with them are practical and easy to launder. The school is not expected to pay for articles accidentally damaged in the wash.

### **Showers and baths**

All students should have access to baths or showers at least once a day. School centre staff will give students instructions about how the shower operates and convenient times to use the bathroom.

### **Religious observance.**

If a student wishes to attend a religious service the school will provide information and help.

### **Emergency numbers**

For routine enquiries or information please call during office hours Monday to Friday 08.30-17.00.

Please use the out of hours numbers for emergencies only.

## COURSE INFORMATION

### Placement test

Before your first lesson you will be given a placement test and oral interview to establish your level of English so that you may be placed in the appropriate group for your level.

### Sample timetable:

<b>week 1</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
morning	introduction and lessons	lessons	lessons	lessons	lessons	trip to Edinburgh	York
afternoon	Visit to Newcastle and Quayside	Sports and Crafts	Trip to Alnwick Castle (Hogwarts) and Bamburgh Castle	Sports			
evening	Ten pin bowling	Video		Video	School Disco		
<b>week 2</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
morning	lessons	lessons	lessons	lessons	lessons	departure	
afternoon	Sports activities	Games and Crafts	Trip to Durham, Angel of the North and Newcastle Quayside	Sports	Prepare for party		
evening	International food party	Video		Video	End of course party -Ceilidh		

## **THE ROLE OF THE ACCOMPANYING GROUP LEADER**

- To take a supervisory role for all the students within the group; to ensure, together with the school, the safety and well being of the students.
- To be the spokesperson for the group in case of any problems and act as intermediary with a responsible International House member of staff.
- To supervise the arrival and departure details of the group.
- To act as intermediary when required between the school and parents of any student in the group.
- To ensure that all students within the group respect the code of behaviour as advised by the school.
- To be present during activities and excursions organised by the school.
- If as a leader you wish to arrange an evening activity that finishes later than the agreed time of return home, you will be responsible for informing the school and contacting all concerned with this information.

## **THE FIRST MORNING**

### **08.45 – 09.00 Registration**

Our staff check names of new arrivals who then wait in the common room for the other new students to arrive.

### **09.00 Welcome**

Students meet the Course Director, who is responsible for the academic programme and the Activities Manager, responsible for the social programme.

### **09.15 – 10.45 Placement test, and course orientation.**

The placement test lasts approximately one hour. This will include a written test and a short oral interview with a teacher. After this students receive a folder with general information, timetable, school rules and information about accommodation and welfare. The teacher will go through this with the students who will also be able to ask the teacher any questions about their course.

Information will include the following:-

- School rules
- Lesson times
- How to find your way around the school
- Who's who in the school
- Fire safety and security information
- Where money, passport etc can be left for safekeeping.

Using a map, the teacher will make sure students know the location of the course centre. They will also be asked to fill out a student information form with their home address, home phone number and mobile phone number (if they have one) and the telephone number(s) of someone we can contact in an emergency while they are in England.

We will also need **two photographs** – one for the student's identity card and one for our records. The teachers will collect these. The students will be able to collect their student cards from the activities office on the second day of their course.

**10.45 – 11.00 Break** – A chance to meet the other new students

**11.00 – 12.30 Orientation**

Students will be introduced to the social activities leaders. They will then divide students into groups for a walking tour around the premises to show the meeting points for excursions and activities and to give more information about general safety and behaviour.

**13.00-14.00 Lunch**

Lunch at school is followed by a tour of Newcastle city centre and Quayside followed by ten-pin bowling. The course timetable and social programme can be collected on Tuesday morning at 9.00. Students receive a copy of the social programme for themselves.

## **TUESDAY MORNING**

Students should arrive at class by 9.00am. There will always be many staff to help during the first days at the school and they will make sure students know what is happening. Students should talk to the Course Director, one of the activity staff or one of the teachers if they have any problems at all.

## **CODE OF BEHAVIOUR**

- Attendance at lessons is compulsory.
- Participation in all excursions and in all activities is compulsory.
- Fire escapes and fire equipment are for emergency use only. They must not be used at any other time.
- Mobile phones must be switched off during class time. (Mobile phone numbers must be given to the administrative staff on the first morning at school.)
- **Alcohol or other prohibited substances are not permitted.**
- **Smoking is not permitted** in any of the buildings (**this is UK law**).
- Bedrooms should be kept tidy and any damage done to the room, furniture or decor will be charged to the occupant(s).
- Damage in communal areas – if we are unable to identify the culprit, the cost of this damage will be split between **all users of the area**.
- International House does not accept any responsibility for personal items or money not handed in to staff for safekeeping.
- Chewing gum is not permitted on the premises.
- Students must respect others at all times. Bullying (i.e. aggressive or threatening behaviour towards other students) will not be tolerated.
- Food and drink may not be consumed in the classroom.

- Students must be careful not to endanger themselves or others on the school premises. Students must not push each other on the stairs or slide down banisters.
- Students must sleep at Kirkley Hall every night.
- All phone calls made from the school phone must be paid for immediately

## CONSENT FORM FOR PARENTS

During your child's stay with us at Kirkley Hall we will do everything to ensure his/her happiness and security at all times. Our staff are provided with guidelines clearly setting out their responsibilities and obligations. They are required to report any refusal to comply with school regulations or timekeeping which may compromise a student guest's safety. Please read our *Code of Behaviour* above which sets out in detail the rules we expect students to observe.

On arrival at the centres, all students will be given a Students' Handbook, which will list all centre rules. On the first morning at the centre, these will be explained fully to all students. These rules are designed for the safety of **all** students and staff.

**Students who break any of these rules may be sent home, without refund, at the discretion of International House. The cost of this early return will be the responsibility of the parents.**

**Please complete, sign and send to the school or give to the student to bring to school on the first day.**

### CHECKLIST:

**Please check that your child has the following before departing for Newcastle:**

- ✓ The emergency contact number for IH Newcastle.
- ✓ Emergency contact details for their parents.
- ✓ Their passport and travel documents.
- ✓ Their acceptance letter from IH Newcastle.
- ✓ Suitable clothing- warm clothes, rainwear, sportswear, a towel.
- ✓ Two passport photographs
- ✓ Pocket money
- ✓ Any necessary medication, clearly labeled
- ✓ Information about any medical conditions or allergies
- ✓ Travel insurance and a photocopy of this for the school.
- ✓ Signed parental consent form (page 11/12)

**Student Information and Parental Consent Form**  
**Course Centre: International House, Newcastle at Kirkley Hall**

**STUDENT DETAILS:**

Full Name of child: .....

Date of birth: .....

**EMERGENCY CONTACT DETAILS**

Name and address, email and emergency contact number while child is in England:

Parent or Guardian's Name: .....

Address:.....

.....

Email: .....

Emergency telephone:.....

**MEDICAL INFORMATION**

Date of your child's last tetanus vaccination?

**Has your child ever:**

- suffered from any serious ailments or conditions? Yes/No
- had any mental, physical or behavioural problems we should know about? Yes/No
- had an allergic reaction to medication or anaesthetic? Yes/No

***If so please supply details including medication your child is currently using.***

**TRAVEL INSURANCE**

All course participants are required to have adequate personal travel insurance covering medical expenses and repatriation, loss or theft of property and cancellation or curtailment of course for whatever reason.

If a student is found to be without insurance you will be asked to take out IH insurance and be charged £9.50 per week.

***Name and policy details of insurance:***

***Insurance Emergency Numbers:***

**We have read and understood the points stated in the Junior Course Handbook and agree to abide by the regulations.**

**Signed..... Parent**

**Signed..... Student**