

INFORMATION FOR PARENTS (English and Science programmes)

Concord College Summer School

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summer.course@concordcollege.org.uk www.concordcollegeuk.com

THE FLIGHT

- We recommend that children under the age of 12 years should fly as *Unaccompanied Minors*. This should be booked with the airline who may charge for this service. We do not charge a fee for *Unaccompanied Minor* service.
- We offer complimentary airport transfers from London Heathrow, Manchester and Birmingham (terms and conditions* apply).
- We have a team of trained and experienced staff at the airports who will ensure the safety of your child.
- We will meet and greet your child in their arrival terminal after they have collected their luggage and passed through Immigration/Customs. Our representatives will be wearing a Concord College T-Shirt, have a Concord College sign, identification and a letter of authority. They will then escort your child to a College meeting point before boarding the transfer coach.
- This complimentary service is only available on flights in line with our terms and conditions.
- We will encourage your son or daughter to contact you on arrival to tell you that all is well.
- For flights arriving outside of the terms and conditions detailed above we can provide details of our preferred and trusted taxi supplier. Approximate costs of private, taxi transfers are detailed below:

Airport	Distance (km)	Transfer time (Approximate)	Cost £GBP (based on 2017 taxi fares)
Birmingham	100	1 hour 25 minutes	£160
Liverpool	120	1 hours 40 minutes	£160
London Gatwick	320	3 hours 15 minutes	£290
London Heathrow	260	3 hours	£260
London Stansted	275	3 hours	£290
Manchester	137	1 hour 40 minutes	£160

We cannot accept or accommodate any students before the course start date of 3 July 2018

POCKET MONEY

- We would recommend between £30.00 and £50.00 per week, depending on age and maturity.
- Pocket money can be sent by bank transfer with the fees, or with the child.
- Pocket money can be deposited in the College Bank on arrival.
- The College Bank opens to students, twice a week, Tuesday and Friday, 10:30-11:00 and 15:00-15:30.
- It is a good idea to plan for money for gifts or optional excursions or activities that may carry a small charge. Illustrative prices can be found on the website.

CONTACTING CHILDREN

- Parents should be aware that students are very busy and spend a lot of time out on activities.
- Children usually return to their rooms just before bedtime (2130 for under 12s, 2230 for over 12s).
- Mobiles are turned off during timetabled activities.
- Our Summer School students have a fantastic time and rarely feel homesick once they have settled into their daily routine. Too much contact from home can spoil a child's natural ability to fit in and enjoy themselves.
- It is probably best to wait for your child to contact **you** during the course and not call them.
- If you have no contact during the course – don't worry, experience tells us that this is a good sign that your son or daughter is having a good time and is fully occupied with all the activities on offer!
- However, if you are worried about anything or would like a brief report on your child, do contact the Summer School using the details at the top of this information leaflet.
- You may send email messages to your child at the address above and your child will have access to the internet between 0600-2359.

CHECK LIST FOR PARENTS

BAGGAGE

- One lockable suitcase which is not too big for the child to manage
- One small bag suitable for carrying a packed lunch and shopping

CLOTHES

It is useful to name clothing.

- Holiday/summer wear
- A light weight waterproof jacket
- A jumper for cooler days/evenings
- Swimwear/goggles/cap.
- Comfortable walking shoes/trainers
- Pyjamas/bath robe

There is a laundry service once a week and clothes are cleaned and returned on the same day so you only need to have enough clothes for just over one week.

PERSONAL ITEMS

- One swimming towel, one bath towel and one hand towel.
- Hairdryer, straighteners etc (if required).
- Adapter for 240 volt - 3 pin plug (if required).
- Camera
- Shower bag and toilet kit (toothbrush, toothpaste, shampoo, soap)

All materials for academic study are provided.

CAUTION

- It is recommended that students do not bring very expensive items as they have a busy programme and things are easily mislaid. We advise against expensive mobile phones for this reason.
- Any medicines/pharmaceuticals sent with the child must be handed in to our Medical Team on arrival – *please refer to the Medication – Guidance for Students and Parents leaflet available on the website*. If any medicines are prescription drugs, they must be in their original packaging and sealed with details from the prescribing doctor on the dosage requirements in English. Over the counter medication such as pain relief tablets, stomach upset tablets etc must also be handed in to the Medical Team.
- **You must disclose any medical conditions or previous medical history.**

BEHAVIOUR

We take very good care of your children and have a robust Safeguarding Policy. Our Summer School is a very safe and happy place and, to encourage good behaviour we do have a set of rules for students to adhere to: All students must:

- Be friendly, kind, helpful and polite to everyone by showing consideration and respect to all members of the Summer School community. Abusive behaviour of any kind will be investigated.
- Not use bad language (in any language).
- Speak English in all classes and activities.
- Follow the instructions of your house parent, teacher or other member of staff.
- Work well with your house parent, teachers and other students.
- Keep the college surroundings nice, not cause damage to college property or litter in college grounds, vehicles and classrooms and keep your bedroom tidy, no litter or graffiti.
- Be on time for lessons, excursions and bed.
- Respect the property of others. This includes taking, moving or using other people's belongings.
- Remain within the college campus at all times, unless given permission by a member of staff to do otherwise.
- Remain within the Boarding Residence at bed time (2130 for under 12s, 2230 for 12+), unless given permission by a member of staff to do otherwise or bed time has been extended due to a specific event.
- Not bully other members of the college community.
- Not consume or possess cigarettes (this includes e-cigarettes and vaping), alcohol or illegal substances whilst on the college's premises or during off-site activities and excursions.
- Not enter into the accommodation of the opposite sex. No girls in boys' accommodation and no boys in girls' accommodation.
- Not put the college community in danger or damage the good reputation of Concord College.

Health and Safety instructions for students using transport on College excursions:

- Arrive on time and wait for the coach in a safe place.
- Do not rush towards the coach when it arrives.
- Wear your seatbelt and stay seated whilst travelling on the coach.
- Never touch any of the vehicle's equipment or controls.
- Bags must not block aisles.
- Never attempt to get on or off the moving coach.
- Never lean out of or throw things from the window of the coach.
- Never kneel or stand on seats.
- Never distract or disturb the driver or block the driver's vision.
- Stay clear of doors after boarding or leaving the coach.
- After leaving the coach, always stop, look and listen before crossing the road.
- If you feel unwell, tell a teacher.

Please make sure that your son or daughter understands the College Rules before departure and understands that any students with unacceptable behaviour will be sent home. We will issue these rules separately prior to arrival.

LANYARD & WRISTBANDS

All students will be given a Lanyard holding their Identification Badge and a wristband that has the College number printed on it. They must wear these items at all times.

VISITORS & VISITING THE COLLEGE

For your peace of mind the College has thorough safety and security systems (CCTV) to protect your child during their stay. Parents who wish to visit their child during the summer programme should first contact the Summer School with details of the date and time to ensure that their son/daughter will be on campus. All visitors should check in on arrival where further details will be provided about the visiting procedure.

ADDITIONAL QUESTIONS?

If you have any questions that are not answered on this sheet please contact the Summer Course team at summer.course@concordcollege.org.uk .