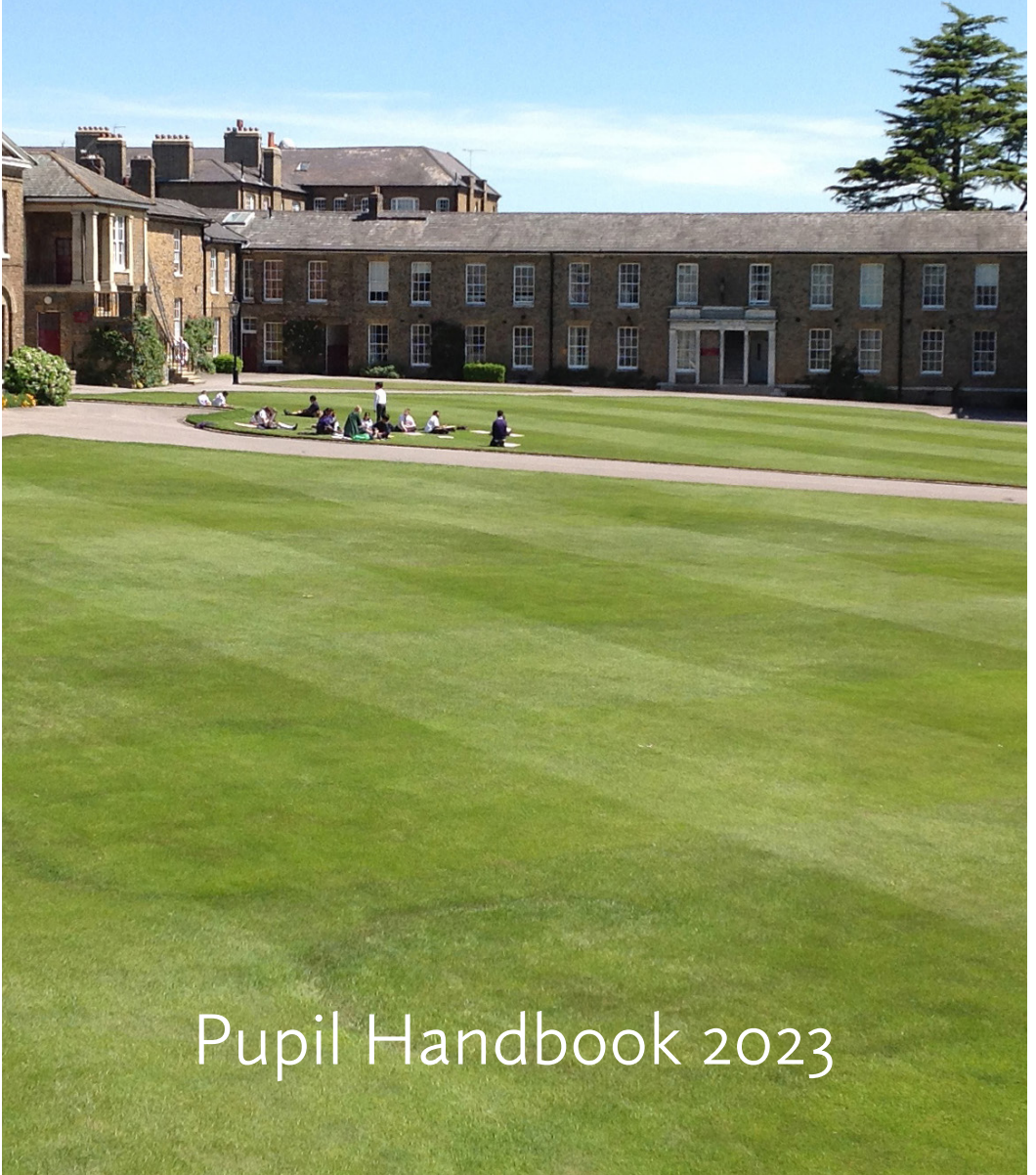




Haileybury International Summer School



Pupil Handbook 2023



Welcome to
Haileybury International Summer School,
we are very happy
that you are coming to Haileybury.

This handbook contains a lot of important
information about your course and the School.
Please read it carefully and contact us
if you have any questions.

We hope that you find the information useful.

We are looking forward to meeting you
and we hope that you have a wonderful time
at Haileybury and in England.

What to expect

A very warm welcome.

A beautiful, historic boarding school with lovely gardens and brilliant sports facilities.

A safe, comfortable environment where you can make new friends from many different countries.

Interesting lessons that will challenge you to use and improve your English language skills, and your subject and cultural knowledge.

A wide range of interesting activities – you will be able to do some old favourites and enjoy some new experiences.

Wonderful excursions to places such as London, Greenwich, Oxford and Cambridge. You will enjoy active learning workshops in museums and galleries, experience different attractions and see some famous British landmarks.

Staff who are here to help and support you, and make sure you have a memorable time.

What to bring

Remember that England can be quite cool in the summer, but it can also be very hot.

Casual clothes

Jeans, shorts, skirts, dresses, T-shirts, shirts, swimming costume/trunks, sports clothes, loose comfortable clothing for drama and Krav Maga, light sweater, light rain jacket, pyjamas, socks/underwear.

Footwear

Trainers and other comfortable shoes – you may have to do a lot of walking on some excursions. If you are doing the Great British Bake Off, you cannot wear sandals or open shoes in the kitchen. For indoor sports, trainers must not have black soles.

Toiletries

Soap, shampoo, comb, toothpaste, tooth brush, deodorant, sunscreen etc.

General items

Towels x 2 (one for the swimming pool and one for the bathroom), an adaptor for British electrical sockets.

And the most important items

Passport, ticket, insurance document, any medicines you take (they must be prescribed by a Doctor and labels/instructions must be in English), pocket money for souvenirs, gifts and snacks; a credit card is best but if you bring cash, we recommend £50-£100 per week. Cash must be in GBP.

What not to bring

We suggest that you leave any valuable items at home. Haileybury cannot accept any responsibility for any damaged or lost personal items. If you do bring expensive items (jewellery, iPad, laptop etc.), we ask you to give them to the Summer School Administrator who will store them safely and give them back to you on the day you return home.

Please do not bring an all-in-one adaptor for multiple electrical items, hair straighteners or hair tongs.



When you arrive

at the airport and school



A member of the Haileybury team will meet you at the Arrivals gate. They will be wearing a Haileybury shirt and will be holding a sign with your name on it. You will then travel to the school in a Haileybury minibus. Water and snacks will be available on the minibus.

If your parents need to contact the member of staff at the airport, the telephone numbers are:

Haileybury Staff at London Heathrow Airport:
07432 379159

Haileybury Staff at London Stansted Airport:
07432 370215

For any other airport, your parents can call the Summer School office: 01992 706413

When you arrive at the school, you will meet the Summer School Director, Elizabeth, some of the Teachers, Mentors and Activity Leaders, and your House Parent. You will register, collect your ID badge and course information, be shown to your bedroom and have time to wash and relax.

There will be a range of activities for you to join so you can get to know some other pupils and members of staff, and learn something about the school. Haileybury staff will be here to help you settle in and answer any questions.

You will give your passport, tickets, pocket money and any valuables to the Summer School Administrator and these things will be locked safely away until the end of the course. You will have the opportunity to request some of your pocket money at arranged times.

You will be given an ID badge when you arrive. You must wear this at all times.



Your first day

You were tested when you enrolled, so class lists will be available when you arrive. After breakfast and assembly, you can go straight to your classroom to meet your new teacher and classmates, and begin your lessons. Your teacher will explain the academic programme and the excursions you will go on.

The lists for the afternoon activities will be in your accommodation and will tell you where to go. If you have any questions, any member of staff will be happy to help.



Accommodation and meals

Girls and boys are allocated separate boarding houses. There are some single rooms for older pupils but you will probably be sharing a room with at least one other pupil and they will usually be from other countries. This will give you the chance to make friends and speak as much English as possible. Your House Parent will be responsible for the boarding house and will be available to help and support you. He or she will explain the rules of the boarding house and help you to find your way around and settle in.

The boarding houses have small kitchens and older pupils (13 and over) will be able to make a hot drink.

Boarding houses have secure entry systems and CCTV in the lobby areas. You may not visit another boarding house without the permission of the Centre Director.

Bedrooms do not have locks but you will have a lockable space to store small items.

Bathroom facilities are all shared with other pupils on a corridor.

Your clothes will be washed once a week. Please make sure your name is on your clothes. We cannot take responsibility for any lost or damaged laundry.

All meals are provided. You will eat most meals in our beautiful Dining Hall, but on excursion days, a packed lunch will be provided. We provide a number of healthy choices at each mealtime and although the food may be different to the food you eat at home, we are sure you will find something that you like. Remember that eating new and different food is part of exploring another country and you will have the chance to try some traditional British dishes.

Dishes will be labelled so you can see what is in each dish. This will help you if you have any allergies or religious requirements, but please do ask if you are not sure.

At break times, snacks will be available (fruit or biscuits), and there are water dispensers all over the site where you can fill your Haileybury refillable water bottle.



Damage

When you arrive you will be asked to sign a form confirming what is in your bedroom and its condition. We expect you to keep your bedroom and shared areas clean and tidy.

If you cause any damage to Haileybury property, something belonging to another pupil or something on an excursion, you or your parents will have to pay the cost.



Welfare

Mobile phones

You have come to Haileybury to make new friends, have new experiences, learn new things and improve your English. For this reason, the use of electronic devices is limited. Of course you want to speak with your family, but you may only use your mobile/laptop/iPad/games console during breaks, R and R (rest and relaxation) time and house time, unless there is an emergency. It is strictly forbidden to use these devices in classrooms, in the Dining Hall, during activities and on excursions. You should take your mobile phone with you on excursions but only use it in an emergency or if told to do so by a member of staff.

If your family need to contact you urgently, they can call the **summer school office number +44 (0)1992 706413** or the **24 hour emergency number +44 (0)7567 754486** and we will pass a message to you.

Wifi in the boarding houses will be switched off at 10.00 pm and switched on again at 7.00 am. This is so you can have a good sleep.



Medicine and illness

If you bring any medicine, it must be labelled in English with clear instructions. You must give all medicine to your House Parent. They will keep it safe and give it to you when you need to take it. The only medicines you can keep with you are epi-pens, insulin and inhalers, but you must tell us about them and you must not let any other pupil use them.

If you feel sick or have an accident, tell your Houseparent, Teacher, Activity leader or any member of staff and they will help you. Some staff are qualified First Aiders and there are First Aid boxes all over the school.

If your parents have signed the form to agree, your House Parent or the Pupil Services Manager may be able to give you basic medication such as paracetamol, cough syrup or a throat sweet. They cannot provide anything stronger.

We have a school nurse and we can arrange for you to see her if necessary, and for more serious matters, there is a local Doctors' surgery nearby. Your course fee includes everything (lessons, activities, excursions, and transfers to/from Heathrow Airport or Stansted Airport, accommodation, food) but it does NOT include insurance so you should make sure that you have this and that you bring the insurance document. If you do need to see a Doctor, you may have to pay and then contact your insurance company afterwards.



Fire

When you hear a fire alarm, you must leave the building immediately. We will show you where to go and wait. You cannot go back inside until a member of staff tells you to.

If you see a fire, use the alarms and go to the safe space.

If you use a fire alarm or extinguisher without good reason, you will have to pay a fine (up to £500) and you may be sent home.



Bullying

We want all pupils to have a safe, fun, learning experience at Haileybury. We will not tolerate bullying.

Bullying is when you cause physical or emotional hurt to another person.

Examples of bullying are:

- Calling people names
- Spreading gossip
- Making threats
- Writing horrible things on social media
- Telling people to ignore or not be friends with someone
- Taking somebody's belongings
- Embarrassing somebody
- Hitting, pushing or tripping another person



Safety and security

On your ID badge is the summer school emergency telephone number which you can call at any time. Do remember that this is for emergencies.

All Haileybury staff and visitors wear ID badges. If you see somebody at school who is not wearing a badge, please tell a member of staff. When you enrol, you will be asked to provide a contact number for an English speaking parent, guardian or family member who can be called if there is an emergency.

When you enrol or when you arrive, if you bring a mobile phone, we will ask for your telephone number. This will be used in an emergency and so we can send you some course questionnaires.

Registers will be taken regularly throughout the day so we know that everybody is present and safe.

The School and its beautiful grounds are very safe. We have a 24 hour security team and CCTV on site, and all boarding houses have secure keypad access.



Safeguarding

The safety of children and young people is of the most importance, and Haileybury is fully committed to the rigorous implementation of a Safer Recruitment Policy.

If at any time you feel unsafe, you can speak to a member of staff or call the school's Designated Safeguarding Lead, Dr. Laura Pugsley, or a member of her team.

Dr. Laura Pugsley and the Safeguarding Team:
01992 706445

Lessons

We map classes to the Common European Framework for Languages (CEFR)

A0	Complete Beginner
A1	Beginner- Elementary
A2	Elementary - Pre-Intermediate
B1	Intermediate
B2	Upper Intermediate
C1	Advanced
C2	Proficient

n.b. Haileybury Summer School does not accept pupils at A0 or A1 levels.

You will take a test when you enrol so you will know your level and which programme you are doing. You will make 1st and 2nd choices for your Focus Activity classes.

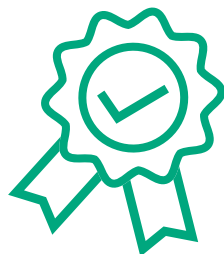
If you are taking the Academic English+ programme, you will also choose your pathway and the project for your Expert class.

We will send your schedule before you arrive and this will confirm your classes.

All pupils will take the Trinity GESE exam. Your teacher will use your placement test and your class performance to decide which level you will take. You will do some preparation for this in your morning classes.

In the afternoon on some weekdays, you will have the chance to go to our beautiful library for some self-study or extra Trinity exam practice. A teacher will be there to help you.

We do not use course books. Our teachers work hard to create appropriate lessons and materials which will help you learn English through interesting and varied topics and activities. There will be lots of chances to speak English, and use it meaningfully while engaging in hands-on tasks. We think you will find the classes enjoyable and that you will feel more confident when you use English inside and outside the classrooms.



Activities & excursions



Activities

In the afternoons, you will join the Focus Activities that you have chosen. During these activities you will use an activity journal to record your learning and achievements.

In the evenings, you will join a variety of fun activities with new friends.

Some activities will be for the whole school, but on some evenings you will be able to choose from a variety of activities including sport and crafts. You must join in the activities – sitting in your room is not an option.

During activities, it is very important that you listen to the leaders and follow instructions.



Excursions

Excursions are part of the course. On Wednesdays you will have a half day trip and on Saturdays you will have a full day trip to explore British culture and learn more about topics related to your course. We will decide which classes will go to the varied destinations and this will depend on age, level of English and your chosen pathway.

On Sundays, there will be a trip to an adventure park or studio tour.

During excursions it is important that you wear comfortable shoes because there may be a lot of walking. You must also listen to your teachers

and follow instructions. If you are 14 or older, you may be allowed some free shopping time without your Teacher or Activity Leader. If you are 13 or under, you must stay with your Teacher or Activity Leader at all times.

We will give you a Haileybury backpack as a welcome gift. We expect you to carry this at all times on excursions as it helps us to identify pupils. Teachers and Activity Leaders will also carry backpacks so that you can identify them.



Religion and worship

If you would like to attend a religious service or have a room to pray in, please speak the Pupil Service Manager or your House Parent who will help you.

Rules



So that we can all live, study and socialise together in a safe and enjoyable way, we need school rules:

- You must wear your ID badge at all times
- You must never leave the campus without a member of staff and permission from the Centre Director
- You must attend all classes, activities, meetings and meal times punctually
- You must follow the classroom rules and the rules of each activity and excursion
- You must respect other people and buildings inside and outside the School. Politeness is very important
- You must respect the property of other people and the School
- You must follow all instructions; they are there for everyone's safety and benefit
- You must be in your bedroom room and be quite at bedtime. You must not leave your house after this time. Pupils aged 14 and over may stay up later to read or talk quietly if their House Parent agrees
- You must follow the sustainability policy to protect the environment
- You must not enter another boarding house without the Centre Director's permission
- You must not buy or take/use alcohol, drugs, cigarettes, vaping equipment. Drinking alcohol, smoking, and drugs are strictly forbidden at Haileybury. In the UK all drugs are illegal and it is illegal for anyone under 18 to drink alcohol and buy cigarettes
- You must not bully anyone in any way

- You must not steal or take anything which is not yours
- You can only use wifi at certain times and you must not access, download or send any offensive things
- You must not leave the site without a member of staff at any time

If you do not follow the rules we will follow our warning system:

First Warning

You will receive a warning from a senior member of staff and you will sign a document to say that you understand the warning.

Second Warning

You will receive a warning from the Summer School Director, you will sign a document to say that you understand the warning and what you will do to improve your behaviour and your parents will be informed. You may have to miss an activity or excursion as a sanction.

Third Warning

You will have a meeting with the Summer School Director to discuss your behaviour and your parents will be invited to join by Zoom. You will sign a document to say that you understand the warning and to detail what you will do to improve your behaviour. You will miss activities and excursions as a sanction. If the Summer School Director and the Bursar feel that this is a very serious series of offences, you may be sent home.

Exclusion

Final breach of the rules or unacceptable behaviour – you will be sent home immediately and your parents will have to pay for any costs involved.

For any serious incidents involving bullying, stealing, alcohol, drugs or smoking, we may not use the 1st, 2nd or 3rd warnings; we may go straight to a final warning or exclusion and send you home immediately.

If you are unhappy or have a problem

We want you to be happy at Haileybury and to enjoy your course. If you have any worries at all, please speak with a member of staff.



<i>If you are unhappy about:</i>	<i>Speak to:</i>
Your room or accommodation	Your House Parent or the Pupil Services Manager
Your lessons	The Director of Studies
Your activities	The Activities Manager
The food or drinks	The Pupil Services Manager
You don't feel well or comfortable	Your House Parent or the Pupil Services Manager
You are homesick or feeling lonely	A Pupil Mentor, your House Parent or the Pupil Services Manager
A very serious problem	The Summer School Director

If you would just like to chat and practise your English, the **Pupil Mentors** are always happy to help.

Your voice matters

We want to know how you are feeling, if you are happy and if you are enjoying the course, activities, food etc. There will be questionnaires during the first week, and at the end of the course so you can tell us about your experience.

Each class will choose a pupil representative who will attend the weekly council meeting with the Summer School Director. This is your chance to discuss any questions and make any suggestions about the course.

Departure



We will be sorry to say goodbye, but we hope that you will go home with good memories and that we might see you again.

On your last day, or the day before if your flight is early, make sure you pack all your belongings in your suitcase.

Leave your room in a good condition and don't forget to collect your passport, ticket, insurance document, any remaining pocket money and any medicines.

We will take you to the airport and check you in and see you go through to the departure side. If you are travelling as an Unaccompanied Minor, you will then stay with an airline representative. Do remember that if you have been shopping and bought a lot of things that make your bags heavy, you will have to pay the extra fee.

If your parents want to collect you from the School, or they want somebody else to collect you, they will need to contact our office to discuss arrangements.



Contact numbers

Summer school office

01992 706 413

Haileybury staff at London Heathrow Airport

07432 379 159

Haileybury staff at London Stansted Airport

07432 370 215

Dr Laura Pugsley and the Safeguarding Team

01992 706 445

24 hour emergency number

07467 754 486



01992 706 413 [haileybury.com/summerschool](https://www.haileybury.com/summerschool)

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