

Student Guide



WSE Juniors at Lord Wandsworth College Summer Centre 2023



Contents

Welcome!	2
Lord Wandsworth College	2
You as an ambassador	2
Travelling in Covid Times (and Brexit)	2
Your arrival in the UK	2
Arriving at the Centre	3
Safety	5
Your House	5
Staff at the centre	6
The Centre Management Office	7
Your day	7
Meals	11
House Time, Chill-out time, and Free Time	11
Lights Out	11
Not Feeling Well?	12
Notice boards	12
Internet Access	12
Tuck shop	12
Merch	12
Laundry	12
Culture and Religion	12
Dealing with Problems	13
Mobile Phones	13
School Rules	13
If you break the rules	16
While in Britain	16
At the end of your course	16
What to bring with you	17
Anything you are unsure about?	18
Emergency contact information	18



Welcome!

We can't wait to welcome you to the WSE Juniors Summer Centre 2023 at Lord Wandsworth College – we hope it will be your best summer ever! You probably have lots of questions about your course or the centre, and this guide is designed to answer some of those questions. The information in this guide will also help you to have an amazing time with us next summer, making sure you

have fun and keep safe while you're with us.

Lord Wandsworth College

The summer school takes place at Lord Wandsworth College, in the south-east English county of Hampshire. With more than 500 hectares of land, Lord Wandsworth College is one of the largest private schools in the UK, and there's a great mix of green fields, trees, and some really modern facilities like a heated swimming pool, computer rooms and theatres. It is one of the safest places in England, but still just 1 hour from London, easily accessible from the major British airports, and close to many of England's most well-known tourist destinations.



You as an ambassador

Our summer centres are international places. In our last summer at Lord Wandsworth College, we had students from more than 20 different countries and we expect this summer to be similar. For your schoolmates, you might be the first person from your country that they have ever met. Make a good impression. Give your classmates the idea that you and other people from your country are kind and interesting and the kind of person others want to be around. Treat others as you would like to be treated and they will respect you. If you're mean and rude, you might find it difficult to make new friends.

Travelling to the UK

Something that we've all learnt in the past couple of years is that it's necessary to have all the correct paperwork when we travel, and that these things change very quickly. A few weeks before you travel, we will let you know exactly what you need to have to enter the UK. You can also check out this website for up-to-date information <https://www.gov.uk/guidance/travel-to-england-from-another-country-during-coronavirus-covid-19>.

One other thing to remember is that now **you cannot travel to the UK on an EU identity card** – you will need a passport with at least 6 months remaining before it expires.

Your arrival in the UK



The wheels of your aeroplane touch down on the runway, or your train pulls into St Pancras station, and you're about to begin your summer adventure with WSE Juniors. You probably feel nervous and excited at the same time. As you leave the plane or train, you'll surely feel a little anxious about what happens next. Then you come through the gate, into the Arrivals Hall, you see someone holding a sign for WSE Juniors, or your name, and now you're with us!

What happens next depends on what time you arrive and what type of transfer you have booked.

Shared transfer service

For flights arriving on a Sunday between 10.00 & 17.00

You arrive at Heathrow or Gatwick airport, or St Pancras station, come through passport control and customs, and you will be met by a staff member from WSE Juniors. They will have a list of all the arriving students so they will be expecting you.

You might have to wait with our staff member for a little while for other students to arrive, but don't worry, it won't be for too long. WSE Juniors staff will help you get a drink or a snack if you want one.

Then you'll get on a minibus or a taxi to the WSE Juniors Summer Centre.

Individual transfer service

For all flights / trains arriving at any other time

If you are not arriving at London Gatwick/Heathrow/ St Pancras between 10.00 and 17.00 on the Sunday, and if you're not being dropped off at the site by family or friends, **your parents must book and pay for an airport transfer**, plus assisted check-in if your airline requires it. You should tell us the flight details, arrival airport, and expected time of arrival as soon as possible, but no later than **2 weeks** before the arrival date, so we can organise the transfer.

You will find the type of transfer service you have booked on the confirmation email you received when you booked your course. Make sure you know what to expect!

Arriving at the Centre

Welcome

When you arrive at the centre, you will go to the student welcome area, which is in one of the boarding houses. There you'll meet the Centre Manager and/or your House Parent. They will welcome you, ask about your journey and if you need anything immediately (like a glass of water or the toilet). They'll then check you into the school.

Checking in

When you check in, we will take a few things from you to keep them safe – this includes your return flight ticket (if you have a paper ticket), your passport, and your pocket money. We will keep your passport safe because you don't need it in the UK and it will be a really big problem if you lose it. We will also look after any other money you bring with you and you should show us any valuable items you have with you too. If you don't need these items every day, we will keep them safe for you. Please remember – it's better to leave valuable items at home. We cannot be responsible for the loss of any valuable items.



We recommend that you don't bring handheld gaming devices with you, as there are plenty of other things to do at the Centre.

Pocket Money

At check-in, we'll collect any pocket money you have brought, to keep it safe. This will be like your own personal bank, and you can take out money later when you need it. To do this, before every excursion you'll have the opportunity to tell your House Parent or member of the

Centre Management Team how much you'd like to take out, and you'll be told a time and a place to collect your pocket money. You may also request your foreign currency notes, if you plan to change them for pounds when you are on an excursion. In the first few days, before you go out on excursion, you won't need more than about £15 to spend at the tuck shop.

Please don't spend all your money before your last day at the centre. You might want to buy a drink or some snacks at the airport when you leave. If you have a lot of coins left over you can ask the Centre Manager to swap these for notes. If you take coins back to your own country you might not be able to change them to your own currency.

It is the Centre Manager's responsibility to keep your money safe, but when you receive your money, it becomes your responsibility to look after it. **Keep it safely locked away or on your person at all times.**

Deposit

All students pay a £50 damage/lock deposit in cash when they check in. This is in case you damage anything during your stay or you lose the padlock we give you. The £50 damage deposit will be returned in full at the end of the course as long as you've caused no damage and you haven't lost the padlock. If you are found responsible for any major damage to WSE Juniors / Lord Wandsworth College property or equipment, or to the personal property of another student, the full cost of repairing any damage will be charged to your parents. If you or your parents prefer to pay the deposit in another currency, then we can accept €60 or US\$60 instead of £50. We're sorry, but we can't accept any other currency.

Student Card and Lanyard

When you check in, you will receive your WSE student card. You must wear the student card at all times on the lanyard that we give you with the card. You cannot go on any excursions without your ID card, so please try not to lose it. If you *do* lose it, tell the Centre Manager or your House Parent as soon as possible.

Choosing your Afternoon Activities

On your arrival day, you will also be asked to choose which afternoon activities you would like to take part in during your first week. You will be given a list of all the activities that are available each day and asked to mark your first and second preference. We will try to make sure everyone gets their first choice, but if one particular activity is very popular we may ask you to accept your second choice for that day. However, if this happens, we will make sure you get to do your first choice on another day. If it's raining heavily one day, we might have to cancel any outdoor activities, but we will have a fun indoors activity ready instead. It might be possible to change your activities, but if you want to, please let the Social Activities Manager know as soon as you can.

English Level Testing

When you sign up for our course, you will receive a link to our online placement test. You can't pass or fail this test, it's just to help us decide which level of class to put you in. You should try your best in this test but if there are some questions you can't answer, don't worry. It's important you don't cheat so that you go into the class that's best for you. The test lasts about half an hour, and you will have a short speaking test with a teacher on your first Monday at the centre. Again, you can't pass or fail this test. This test is to help us understand what level you are in speaking and listening skills.

Safety

The safety of you, your classmates, and all other people on site is a big priority for us at WSE Juniors. We assess all activities for risk before anyone is allowed to take part, and our staff are briefed in advance about what they can expect from an activity and what risks they should be aware of. However, safety is something we are all responsible for. We will remind you and all our other students regularly to think about your actions and how they might affect your safety and that of the people around you. If a staff member asks you to stop doing something because it isn't safe, please stop doing it.

Fire

You can expect a fire drill (practice) within 48 hours of your arrival on-site, and you will probably have to do more than one fire drill while you're with us – they may be early in the morning, during the day, or late at night. The fire drill is not something to worry about. We will ask you to stop whatever you're doing to leave the building and line up in an outside area. There might be someone from the fire brigade timing this, and if we're too slow we might have to do it again. Move quickly but don't run.

If you see a fire, sound the alarm. If you hear the fire alarm, go directly to the fire meeting point which you will have been shown on your first day. Do not leave the fire meeting point until told to do so.

Remember that it is against the law to set off a fire alarm for no reason or to play with fire safety equipment. This is against the law and we will have to take disciplinary action if anyone does this.

Do not open fire doors unless in an emergency, as this will set off an alarm and you might have to pay a fine.

Electrical testing for safety

Under British law, we have to make sure that all electrical appliances are safe, including anything you bring to the Centre. To ensure that it is safe we use a PAT test. WSE Juniors will test your appliance(s) (i.e., your phone charger, a tablet computer, or your electric toothbrush) that you bring to the school. **We strongly advise you to bring only one appliance.** Please note that any appliance that does not pass the test will be confiscated by the Centre Manager and returned to you when you leave the school. This is to ensure it is not used and to reduce the risk of fire.

Your House

Our Houses are split between boys and girls, either one house is only for boys and one house only for girls, or if we are using just one house, they are split by floors (i.e. the boys on the first floor and the girls on the second). Our staff stay in the houses to make sure students keep separated.

After you have finished checking in, your House Parent will show you to your room. You'll probably be sharing your room with two or three other students who are about the same age as you but who speak different languages, so you get to practise English with your roommates too. We want you to try and speak English as much as you can while you're with us, and not just in the classroom.



Your House Parent will also show you the other parts of your house, such as where the bathrooms are, the Common Room, and where the notice board for important information is. You will learn some of the rules in the House too, so please listen to your House Parent when they tell you about the rules. If you don't understand something, ask your House Parent to explain.

After you arrive, you'll have some time to unpack and relax. Your House Parent will have some activities organised to help you get to know the other people in your House, so don't stay in your room. Afterwards, all the students from every house will meet outside and the House Parents will show you around the Centre, so you know where everything is.

Don't forget to call or message your parents to tell them that you have arrived safely. You don't want them to worry!

House Meetings

House meetings are the time when all the students in your house meet with your House Parent. Your House Parent will have some important information to give you in your House Meetings, so it's important you listen carefully to what he/she says. If there is something you don't understand, please ask. This is also the time for you to tell your House Parent if there is anything that is worrying you or if you are unsure/unhappy about something. That said, your House Parent is available to talk at any time, so please don't feel you need to wait until the House Meeting to tell them something! If you have to discuss something private, it's probably best to speak to your House Parent individually and not in the meeting.

Staff at the centre

All our staff are here to make sure you have a fun and safe time while you are with us. It's important that you know who all the staff are, what they do, and who to speak to about a particular issue. When you get to the centre, you'll see photos of all our staff with their job titles. These are:

House Parents

The boys' and girls' houses each have their own House Parent. If you need anything, if you feel homesick or you just need to talk to someone, your House Parent is there for you. Your House Parent is responsible for you, your housemates, and your house. He/She is the staff member who you will probably get to know the best.

Your Main Teacher

This is the teacher that you'll see most often. He/She will teach your first and second lessons each day and is responsible for your English learning and your class. You will find out who your main teacher is on your first Monday. Every week, your main teacher might change or they might stay the same. Your main teacher will lead your class around on the Wednesday excursions.

Your Project Work Teacher

You will have another teacher for your third lesson. This teacher is also responsible for your English learning but will focus on project work, communication skills, and work related to the Wednesday excursions.

Your Skills Workshop Teacher

This might be the one of your other teachers or a completely different teacher. It just depends on which Skills Workshops you have chosen.

Social Activities Leaders

These are the people who you will lead your afternoon activities and evening entertainment. They are here to make sure you have a safe and enjoyable time on your activities. Social Activities Leaders will lead your excursions on Saturdays and Sundays, and might be there on Wednesdays too to help.

The Social Activities Manager

This person is in charge of the Activities, Entertainment, and Excursions Programme. Please speak to him or her if you have any comments about the Social Activities Programme or if you want to change your activities for the week. He/She is the manager of the Social Activities Leaders, so if you have any comments, questions, or requests about your activities, come to see the Social Activities Manager.

The Welfare & Student Services Manager

This person is in charge of making sure everyone on the site (kids *and* adults) is safe and happy. The Head of Welfare works with the other managers in the Centre Management Office. He/She is the manager of the House Parents, and they meet every day.

The Director of Studies

This person is in charge of all the lessons and learning. He/she decides which level of class is best for you after your test and is always happy to talk to you if you want to say something about your class. He/She is the manager of the teachers.

The Centre Manager

You will see the Centre Manager everywhere, making sure that everyone is having a good time. The Centre Manager is responsible for making sure everything at the Summer Centre runs smoothly and that everyone is enjoying their time with us. You'll probably meet the Centre Manager on your first day, but if you don't, you'll see him/her when they deliver the Welcome Talk on your first Monday.

The Centre Management Office

The Centre Manager, Director of Studies, Social Activities Manager, and Head of Welfare make up your Centre Management Team. They can normally be found in the same office, which you'll be shown on your first day. Although sometimes you'll find the Director of Studies or Social Activities Manager in their own rooms, the Centre Management Team will generally be based together so you know where to find them.

Your day

The Timetable

This is the basic timetable for your course. It doesn't include your arrival and departure days.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY DEPARTURE DAY	SUNDAY ARRIVAL DAY	
08:00-08:45	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	09:00-9:50	
08:45-09:00	ASSEMBLY	ASSEMBLY	ASSEMBLY	ASSEMBLY	ASSEMBLY	09.00-17.30 FULL DAY EXCURSION <i>London Eye plus walking tour including Big Ben, Westminster and Trafalgar Square</i>	HOUSE TIME	
09:00-10:00	LESSON 1: Green Leaders or General English	LESSON 1: Green Leaders or General English	09.00-17.30 FULL DAY EXCURSION	LESSON 1: Green Leaders or General English	LESSON 1: Green Leaders or General English		10.00-10.30 BRUNCH	
10:00-10:20	BREAK	BREAK	<i>Language Experience Day</i> Oxford <i>Tour of the famous sights of Oxford followed by shopping</i>	BREAK	BREAK		11.00-17.00 LOCAL EXCURSION <i>Bowling and shopping in Basingstoke</i>	
10:20-11:20	LESSON 2: Green Leaders or General English	LESSON 2: Green Leaders or General English		LESSON 2: Green Leaders or General English	LESSON 2: Green Leaders or General English			
11:20-11:35	BREAK	BREAK		BREAK	BREAK			
11:35-12:35	LESSON 3: Green Leaders or General English	LESSON 3: Green Leaders or General English		LESSON 3: Green Leaders or General English	LESSON 3: Green Leaders or General English			
12:45-13:30	LUNCH	LUNCH		LUNCH	LUNCH			
13:30-15:00	Skills Workshop	Skills Workshop		Skills Workshop	Skills Workshop			
15:00-15:45	HOUSE TIME	HOUSE TIME		HOUSE TIME	HOUSE TIME			
15:45-17:30	Sports & Cultural Clubs	Sports & Cultural Clubs OR Tennis Academy		Sports & Cultural Clubs OR Tennis Academy	Sports & Cultural Clubs			
17:30-18:15	HOUSE TIME	HOUSE TIME		HOUSE TIME	HOUSE TIME	HOUSE TIME		17.15-17.45 DINNER
18:15-19:15	DINNER	DINNER		DINNER	DINNER	DINNER		17.45-19.15 HOUSE TIME
19:15-20:30/ 21.00	Evening Entertainment	Evening Entertainment	Evening Entertainment	Evening Entertainment	Evening Entertainment	Evening Entertainment		
20.30/ 21.00-22.00	HOUSE TIME	HOUSE TIME	HOUSE TIME	HOUSE TIME	HOUSE TIME	HOUSE TIME		
21:30-22:15	Prepare for bed	Prepare for bed	Prepare for bed	Prepare for bed	Prepare for bed	Prepare for bed		
22:15-22:30	Retire to bedroom	Retire to bedroom	Retire to bedroom	Retire to bedroom	Retire to bedroom	Retire to bedroom		
	Lights out	Lights out	Lights out	Lights out	Lights out	Lights out		

Timings are approximate and may change.

Assembly

At 8:45am every weekday, all students at school meet for assembly. You should be on time for this because we will have some important information to tell you each day about your activities and your excursions. You'll also do some light exercise that's designed to get your brain ready for learning. You should arrive at assemblies with everything you need for your lessons (pens, notepads, etc) because you will go straight to class afterwards. The Centre Manager will normally lead the assemblies but some days it might be another member of staff. If you want to lead an assembly, let the Centre Manager know.

Classes

After assembly, your classes begin. This is your chance to learn as much English as you can, so try to speak English as much as possible in class. We want your lessons to be lively, interactive, enjoyable and useful so please come to class with lots of energy and enthusiasm. This is also your chance to make mistakes and ask questions – there are no stupid questions in our school, and we want you to make mistakes in class because this is one of the best ways of learning a language.

If you think your class is too easy or too difficult, please talk to your teacher who will discuss the matter with the Director of Studies.

General English or Green Leaders?

Your main classes will be one of two different types of courses. If you're under 13 and your English level is A2 or lower, you'll go into a General English class which will teach you all sorts of useful things, from improving your speaking and listening skills to writing interesting pieces or learning about different grammar points, our expert teachers will help you to improve your English.



If you are older than 13 and your English is B1 or above, you may join the Green Leaders course. This is a different type of learning where you'll get a problem on the Monday and you'll have a week of working in a group to come up with a solution. This problem-based approach will challenge you to think in different ways and to take control of your own learning. This course, the Skills Workshops, and General English classes have been designed around WSE's five Cs of 21st Century learning.

WSE's five Cs of 21st Century learning

We see education as much more than learning individual school subjects to pass exams. For this reason, we have developed our 'five Cs' and all lessons are planned to include at least one of them. They are: Critical Thinking, Communication, Collaboration, Creativity, and Confidence.

Skills Workshops

We ask all students to choose their skills workshops before they arrive. At Lord Wandsworth College this year, you can improve your confidence in speaking with our Debating, Presentations and Public Speaking Workshop. Budding newspaper or TV news reporters might like to try the Junior Journalist Workshop. If you want to learn about filming techniques and make your own short videos, you should sign up for the workshop on Film Making. If you want to find and practise some effective ways of being more environmentally friendly, choose the Skills for Environmentalists Workshop. Anyone thinking of studying at university soon might be interested in the Examination Techniques Workshop. And anyone who's crazy about football should sign up for the Football Academy course, where you'll learn from some professional coaches

Afternoon Activities

Every Monday, Tuesday, Thursday, and Friday afternoon, you get to choose which activities you'd like to do – you can choose two per day. We will ask you for your choices for your first week when you check in. It will sometimes be possible to change to a different activity if you change your mind, but you'll have to speak to the Social Activities Manager first to see if that's ok. All students go to afternoon activities, and there will be enough choice that everyone will be able to find an activity that they like.



Optional Extra Activity

Instead of the choice of afternoon activities, you can spend a couple of afternoons per week receiving professional tennis coaching. There's an extra charge for this optional afternoon activity, and if you want to take part, it's best if you book in advance. However, if you decide when you're at the centre that you'd like to take part in the professional tennis coaching, talk to the Social Activities Manager and he/she will try to arrange it for you.

Evening Entertainment

Every evening, the whole school comes together for that day's entertainment. You will be able to find out about the programme of activities and entertainment on the notice boards, and the Centre Manager will also tell you about that day's evening programme during the morning assembly. This will be a good chance for you to get to know other students on the course,



especially the ones who you haven't met yet because they were out on an excursion on your first day. The activities are designed to be fun and interactive so that you can practice your English and have a good time too.

Before you leave the centre, let us know which activities and entertainment you liked the most (and the least). We're always trying to make our courses better and your feedback is super important for that!

Excursions

Wednesdays

Your first excursion will be on a Wednesday. These Wednesday trips are led by your teachers as academic excursions, so you'll spend some time with your third-lesson teacher preparing for this. You'll have some tasks to do while on the excursion and on Thursday you'll probably need to tell your class about some of the things you have learned while out on the excursion. The Teachers and Social Activities Leaders on the excursion will be able to help you and guide you if you need.

Saturdays

Every Saturday there's a full-day excursion led by the Social Activities Leaders. These excursions are a bit more 'fun' than the Wednesday trips, and will almost always involve time for shopping, so make sure you request pocket money in advance.



Sundays

The excursion on Sundays is to a local area of interest including bowling and then shopping, trip to the local cinema or to a local adventure park.

Important Information for all excursions

Before you leave for an excursion, the Social Activities Manager or another member of the Centre Management Team will tell you all the basic details you need to know about the trip. It's really important that you know the meeting times and places for excursions and that you're ready to go then, otherwise you might make everyone else late.

You'll need your WSE Juniors student card to go on any excursion. This is so we can identify you easily and so we're sure you have the emergency phone number, just in case. Staff members will not let you on the coach without your card. If you've lost your student card, you should tell your House Parent or the Centre Manager as soon as possible. Don't wait until the excursion's about to leave!

You'll get a packed lunch whenever you go on an excursion, but you don't eat it as soon as you get on the coach or you'll be hungry later. WSE Juniors staff members will have a plan for

a good place for lunch, and they'll tell you when it's time to eat. If you bring some snacks with you onto the coach, please check with a staff member if it's ok to eat it on the coach. Some drivers don't allow you to eat anything on their coach, other might allow snacks if they're not too messy or smelly.

When you are on the coach, you must put your seatbelt on and not take it off again until you've arrived – it's the law! The coach will not move until everyone is wearing their seatbelts. You should stay in your seat until the coach has reached its destination and a member of staff has told you that you can stand up and get off the coach.

When you get off the coach, stay with your group and listen to instructions from members of staff. You shouldn't go anywhere by yourself. However, if for some reason you get lost, you should call the excursion or emergency numbers that you have been given and a member of staff will come and find you.

Meals

Apart from when you're out on excursion, we provide all your meals (breakfast, lunch, and dinner) in the Dining Hall. The food in the UK may be a bit different to what you are used to or what you normally eat in your own country. There will always be a few different choices available. You should try all the different food as you might discover something new that you really like.

All students in the Dining Hall wait in line until it is their turn to be served. There will be plenty of time for everyone to get their food and eat it, so don't hurry or push in – if you do, you might have to go to the back of the queue.



Remember to clear your table at the end of your meal and to tell a member of staff if anything has been spilt because it's important to get it cleaned up as soon as possible.



If you have special dietary requirements such as vegetarian, gluten-free, kosher, or halal, it is important that you or your parents tell us this **BEFORE** you arrive. We can cater to certain requirements but only if we know in advance.

House Time, Chill-out time, and Free Time

You'll have free time at various times throughout the day. You should use this time to get to know your schoolmates better, and to prepare for activities and excursions, for meals and for bed, depending on the time of day. During free time your House Parent and other members of staff will be around to help you or talk to you. At certain times, you'll also have access to the Wi-Fi, so you can use this time to keep in touch with your friends and family back home.

Lights Out

Lights out is between 10:15 and 10:30pm. You'll have plenty of time to get ready for bed during your chill-out time, and your House Parent will expect you to be ready for bed by 10:30pm. After lights out, you shouldn't make any noise or try to talk to your roommates because they might want to sleep. Staff will be on duty well after lights out, so please don't leave your room after 10:30pm unless it's an emergency. If you do need to talk to someone during the night – if you're not feeling well, for example – speak to the member of staff on Night Duty. Your House Parent will have told you who this person is and how to contact them. That information

will also be on the house notice board. If you can't find anyone, don't worry. There's someone with the emergency phone (see below) 24 hours a day during the summer.

Not Feeling Well?

If you're not feeling well, please tell your House Parent or another member of staff as soon as possible. There will always be a trained first aider to help if necessary, and someone to take you to the doctor or the hospital if you really need to see a professional.

Notice boards

There are notice boards in every house, but the main school notice board will be next to the Centre Management Office. There you'll be able to find emergency telephone numbers, photos of all WSE Juniors staff members, instructions on what to do in an emergency, and the plan for activities, excursions, and evening entertainment for that week. Check the notice boards regularly as they'll change often.

Internet Access

You will be able to connect to the school Wi-Fi during certain times of the day. If you have difficulty connecting to it please speak to your House Parent or the Centre Manager and they will help you. The Wi-Fi may be turned off at certain times of the day when it is better that you are doing other things rather than checking social media. There is no internet access for students during the night.

Tuck shop

The tuck shop is the only place in the Centre where you can spend money. It is open during the morning breaks for you to buy snacks and drinks. Please don't ask to buy lots of snacks at once because the tuck shop staff will only sell you a limited amount at one time. However, if there is a particular snack that you like and you can't find it in your own country, you may request to buy a larger quantity on your last day to bring home with you.

Merch

As well as snacks and drinks, at the Tuck Shop you can also buy WSE Juniors T-shirts, hoodies, and water bottles to wear or use at the Centre and to bring home as a souvenir or present. You can pay by cash or card at the Tuck Shop.

Laundry

You can get your clothes washed every week. Your House Parent will tell you when this happens. Please make sure you have your dirty clothes ready for your House Parent in good time. You'll need to put your laundry in the special washing bag provided. **Please make sure your clothes are marked with your name.**

Culture and Religion

Staff and students at WSE Juniors come from many different countries and backgrounds, and this is something we are really proud about. The United Kingdom is a very diverse country. Please respect the differences we have and use your time to mix with different students to find out more about life and culture outside your own country. This is a great opportunity for you to learn about different cultures and make friendships that can continue long after the Summer School ends.

Dealing with Problems

At WSE Juniors, there are no problems, only solutions. If you find that you're not happy or you have a problem, make sure to tell a member of our staff as soon as possible so we can find the best solution. Your welfare is our number one priority and we want you to have a great time when you are here. There will always be staff members around, and their job it is to take care of you. Speak to us at any time with any problem - don't wait until you're at home and then tell your parents that you didn't like something. It'll be too late then! The sooner you tell us about something, the sooner we can do something about it. Don't worry if you think your English isn't so good, we will still be able to help you.

Mobile Phones

We want all our students to make the most of their time with WSE Juniors and to make friends with people from around the world. For that reason, we limit the amount of time that students have access to their mobile phones. You will be able to use your phone for a short time in the mornings and before going to bed, as well as when you arrive to let your parents know that you are safe. But during the day and night we will ask you to leave your phone locked in your room unless your teacher requests that you have it with you for a specific lesson or workshop. You will, however, be able to take your phone on excursions so you can take lots of photos to show your family and friends at home.

School Rules

We want everyone on the course, both students and staff, to have a great time. For that reason, we have a few rules to make sure everyone gets the most out of their time with us. It's important to follow them. When you arrive on site, the Centre Manager will remind you of the rules. If there's anything that you don't understand, ask a member of staff to explain.

Things you should ALWAYS do:

Give all your money and valuables to the Centre Manager on arrival

We ask you to do this so your valuable items are safe. You can keep your mobile phone and/or tablet computer, but you must show it to us when you arrive, and you should keep it locked in your suitcase when you're not using it.



Be on time for all classes, meals, and activities

We don't want you to miss any part of your lessons or activities. If you are late for them it will disrupt your classmates. You should be on time for meals because we don't want you to go hungry!

Take an active part in lessons and all activities

The course will be at its most enjoyable if you try your best in all your lessons and activities. You'll also find your English will get better quicker if you try to use it as much as possible.

Be kind and friendly to other students and staff

Treat people as you want them to treat you.



Be careful not to endanger yourself or others

Your safety is our highest priority. Sometimes something might not appear to be dangerous but our staff are trained to know what can cause you or other students harm, so please listen to them.

Stay in your room and be quiet after bedtime

We all need a good night's sleep. Even if you aren't feeling very sleepy, your roommates or others in the same house probably are, so please respect their wishes.



Keep your room tidy and make your own bed

Remember it's not only your room. You are sharing it with other students, so please keep them happy by keeping your part of the room clean and tidy.

Look after your belongings and the school

We will give you a combination padlock, if you haven't brought one, to lock your valuable belongings away when you aren't using them. Please don't leave your valuable belongings lying around. The school is used by many students, so it is everyone's responsibility to keep it looking nice. Don't do anything that might damage or break anything belonging to the school.

Speak English

We want you to speak English as much as possible, because this helps you to improve your communication skills in English. Speaking English in class and during the activities is especially important.



Always wear your WSE lanyard and name badge

Both staff and students wear lanyards with ID cards that include their names and photos. This is so we can identify each other easily. It also has important information about what to do in an emergency.

Things you should NEVER do:

The safety and wellbeing of our students is the most important thing for us. Rules and laws are there for everyone's safety. Students who break the law, do not obey the course rules, who repeatedly misbehave, do not follow the instructions of course staff or otherwise disrupt or adversely affect the smooth running of the course will be asked to leave the course immediately at their own expense.

Bullying

We do not accept bullying at WSE. Bullying can be causing physical harm to another person, but it can also be emotional, like making fun of someone in public or online. If you are being bullied, or if you witness someone being bullied, please tell a member of staff and we will deal with it.



Go away on your own without permission

To keep you safe, we need to know where you are at all times. On excursions, students aged 13 or over are allowed some free time to go shopping. If you're under 13, you'll stay with a staff member who'll take you around the shops. There are no shops near the Centre. If we find anyone off campus or outside their House after lights out, we will take disciplinary action (see the section 'If you break the rules' below)

Obtain or use alcohol, drugs, or smoke

Drugs are illegal and you can be in serious trouble with the police! Smoking and drinking alcohol is illegal if you are under 18. If you are found with cigarettes or alcohol they will be taken from you and destroyed. The same applies to vapes. Any kind of smoking is strictly forbidden on the campus.

Steal or shoplift.

As well as being morally wrong, you can get into serious trouble with the police. We will investigate all allegations of stealing, and will take action against anyone we believe to be responsible.



Bring or buy knives, weapons, or toy guns

British police can stop and search you to check if you are carry any knives or weapons. If they catch you with any weapons, you could be in serious trouble. Toy guns that fire pellets are also illegal in the UK.



Use bad language or fight with anyone

Fighting and bad language (including in your own language) spoils the fun for everyone. If you have a disagreement with another student, try and work it out calmly or ask a staff member to help you. Conflict is something people have to deal with every day, but violence is not an acceptable response.

Use your mobile phone when you shouldn't

Unless a member of staff tells you otherwise, mobile phones are not allowed in classrooms, meetings, activities, or after lights out (bedtime). This applies to any handheld electronic device. You'll have plenty of time to stay in contact with your friends and family, but you'll get a lot more out of your time with us if you put your phone away and engage with your lesson, activity, or just being around the other students.

Access illegal/inappropriate sites or images

For the safety and wellbeing of you and other students, we will not let you view any sites that are not appropriate for your age. This is the same whether you're using your own device, someone else's, or the school's equipment.

Go into a different House

Girls' houses are for girls only, and boys' houses are only for boys. Boys sometimes need privacy from girls and girls sometimes need privacy from boys. This is why you are not allowed to go into houses that aren't yours unless you have special permission from the Centre Manager and are accompanied by a member of staff.

Chew gum or drop litter

We need to keep the school clean. Disposing of chewing gum can be messy so that is why chewing gum isn't allowed. Please use the bins provided for all rubbish.



Damage school property

Equipment costs money to repair or replace. You or your parents will be billed for any school property that is damaged deliberately or through misuse. This includes using fire extinguishers if there is no fire. If you break something accidentally, don't worry, these things happen. Make sure to tell a member of staff if that happens, and we'll deal with it from there.

Swim without a lifeguard being present

Even if you are a strong swimmer, for your own safety you are not allowed in the swimming pool without a lifeguard being present. You can only swim during designated times.

Use fire escapes, unless in an emergency



Some fire exits are designed only to be used in an emergency. Your House Parent and other members of staff will tell you which exits you can use. Opening a fire exit might set off an alarm.

Break any British law

If you break the law, we might have to call the Police. Please ask any member of staff if you are unsure if anything is allowed.

If you break the rules

WSE Juniors has a well-defined disciplinary procedure as follows:

1. For your first offence, we will talk to you and make sure you realise why your behaviour wasn't acceptable,
2. If your poor behaviour continues, we will give you a second 'written' warning,
3. Further poor behaviour will result in us talking to your parents and agent,
4. We send you home. Your parents will be responsible for any extra costs and you will not get a refund.

The Centre Management Team may impose other, intermediate steps to the process described above. Normally this will involve a student not being allowed to participate in an activity or excursion. The reason for this will be explained to the student(s) when the punishment is given and your parents will be told.

In cases of serious misconduct, we might not go through all of the above steps. However, even if you break the rules, your safety and wellbeing remain our highest priority. For that reason, your agent / parents / guardians might be informed earlier in this procedure.

While in Britain

All our staff have been trained and work to keep you safe. However, if there is an emergency that a member of staff is unable to deal with, the telephone number for the police, fire brigade or ambulance service is **999**. The common European emergency number **112** is also used in the UK, so you can use either.

Please note that our habits and rules in Britain may be different to those in your own country.

Always remember:

- Be polite and join queues.
- Use bins. Do not leave litter anywhere, if you do, you might be fined.
- Do not block paths or walkways. Think of other people who are around you.
- Do not cross roads until you see the green signal. Remember that cars drive on the left so when you cross the road, look right first then left.
- Be quiet when you are in public places unless there's an emergency.
- Always say "hello", "goodbye", "please" and "thank you".
- Everyone is equal in the UK by law, so don't treat people differently because of gender, nationality, religion, sexuality, skin colour, etc.

At the end of your course

When you leave us at the end of your course, you'll take home memories that you'll never forget. Your English will be better and you'll have learnt all sorts of other things too. You'll

have a lot of new friends to keep in touch with, and hopefully you'll be able to see them again soon, maybe on holiday or maybe at next year's WSE Juniors Summer Centre.

You'll also take home a certificate to show that you attended a course at WSE Juniors, a report that says how well you did in class, and a photo of you and your schoolmates all together. Don't forget to show them to your parents when you get home!

What to bring with you

You might want to bring lots of things with you, but remember it's easier to travel light. You'll also want to do some shopping while you're here, so don't forget to leave room in your suitcase for anything you might buy!

The summer weather in the UK is unpredictable. Sometimes it's very warm and sunny, sometimes it's cooler and rainy. So, it's a good idea to bring clothes for all types of weather. We recommend that you bring these clothes:

- **normal clothes** – what you normally wear from day to day
- **sports clothes** – for whatever sports you're interested in – shorts, T-shirts, trainers, swimming trunks or costume
- **smart clothes** – you might want to dress up a bit for some of our evening activities
- **pyjamas** – and a onesie if you have one, to sleep and relax
- **a light jacket** – in case the weather is a bit cooler
- **a waterproof coat and a small umbrella** – in case it rains.



Note: The key to dressing in the UK is layers. Make sure you have plenty of T-shirts and jumpers/sweaters.

- **a lockable suitcase** – to keep any valuable items safe.
- **pocket money** – We recommend you budget to spend about £70, and no more than £100, per week on incidental expenses. Plus, don't forget the £50 damages deposit, we also accept \$60 or 60 EURO and however much you think you'll need for souvenirs. A pre-paid debit card is useful and safer than cash when shopping on excursion.
- **an electrical adaptor** – electric plugs in the UK are probably different to those in your country, so you'll need an adaptor to recharge your mobile phone. It's very dangerous to try and connect plugs without an adaptor. Electricity in the UK is 240 volts.
- **towels** for washing and also if you like swimming, a swimming towel.



WE DO NOT PROVIDE TOWELS

We will give you plenty of materials for your classes and activities, but it's a good idea to bring:

- **some pens and pencils** (including coloured pens and pencils)



There are no currency exchange facilities at the centre. Although most places now accept cards as payment, you should still carry some coins and notes in pounds sterling, just in case. Coins and notes have changed recently, and if you have some left over from a previous trip, they might not be valid anymore. You can check for valid currency online or at a bank before you leave home.

Please note that all **paper £5, £10, and £20** notes have been replaced with **plastic** versions, and the paper notes are no longer valid. One-pound coins from 2015 or earlier (solid gold colour) are no longer valid either. The only £1 coins that are valid have two colours: gold and silver, and are date 2016 or later. **£50** notes are sometimes not accepted for small value purchases, although you shouldn't have any real difficulty in London.

Anything you are unsure about?

If after reading this you still have any important questions, please contact us and tell us. You can email us at info@wimbledon-school.ac.uk and someone will reply to you as soon as possible.

We're looking forward to welcoming you to the WSE Juniors Summer Centre 2023!

Emergency contact information

The emergency phone number for the Summer Centre is:

+44 739 208 5722 if calling from an overseas phone,

or

0739 208 5722 if calling from a UK phone.

This will be available 24 hours a day, seven days a week during the summer.

If you need to call us before the Summer Centre starts, then please call our main school number, which is **+44 20 8947 1921**.

We want all our students to get the most from their stay with us, so we've prepared this checklist to help you ensure they have all the important items with them when they arrive at our centre. Clothes will be washed once a week, but please make sure your child has enough of each for approximately 9 to 10 days.

Item	To buy?	Packed ?
Clothes and accessories		
underwear and socks		
normal clothes for study and non-sports activities		
sports clothes and trainers		
swimming costumer / swimming trunks		
nightwear / pyjamas		
a light jacket		
a waterproof coat		
a small umbrella		
suitable shoes and sandals for walking in town, countryside, & sport		
a hat or baseball cap		
sunglasses		
some smarter clothes for the disco or other evening events		
sandals / slippers for indoor use (if required)		
towels for daily use		
towels for swimming		
Toiletries		
soap / shower gel		
toothbrush and toothpaste		
comb / hairbrush		
deodorant / body spray		
sanitary products (if required)		
Other important things		
pen / pencils		
an electrical adaptor for UK plug sockets		
padlock for suitcase		
pocket money in pounds sterling (check notes are still in use)		
debit or other pre-paid card		
passport / tickets / boarding passes / flight confirmation		
a completed parental travel consent form		
medication (we must be told of any medication your child brings)		
refillable water bottle		
facemasks for travelling and class use		
mobile phone and charger		

Reminder: Valuable items (such as mobile phones, laptops, or jewellery) are the responsibility of the student. Avoid new clothing or expensive brands, and ensure they have comfortable clothes for activities. The school cannot be held responsible in case of lost or stolen items.

Recommendation: Use the above as a guide. Write a complete inventory for *all* items packed.

**We can't wait to
welcome you to Lord
Wandsworth College!**

