



Stafford House Study Holidays



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About Stafford House

Stafford House College and School of English was founded in Kensington, London, in 1952 and moved to its present location in the beautiful cathedral city of Canterbury in 1974. The School of English moved to Canterbury in September 1987 and is now based in refurbished buildings near the city centre. With its extensive and innovative range of courses, Stafford House attracts students from all over the world.

Stafford House Study Holidays

Stafford House Study Holidays provides high quality summer courses in the UK for juniors. We currently offer programmes at 18 centres throughout the UK and these are based either on university campuses or in private boarding schools.

We enjoy a reputation for running well organised activities and effective, yet fun, English lessons – all in a friendly and safe environment. We also include excursions to places of cultural or contemporary importance.

Orientation and Testing

On arrival, students are provided with a student file and an ID card. As part of their Orientation, students meet the staff, go on a familiarisation tour of the campus and the local area, and are given helpful guidelines on staying in the UK and British customs. All students take an initial written and oral Placement Test in English. They are then assigned to classes based on their English level. These classes are multi-national whenever possible.

Special Lessons

Where a group has special educational requirements (ie, EAP or Language Playschool) these can be accommodated if booked in advance. These groups are always taught in 'closed' classes.

The Levels

Classes are offered at six levels, according to the Placement Test results. These are: Elementary, Pre-Intermediate, Intermediate, Upper Intermediate, Advanced and Proficiency.

The Lessons

Tuition is provided by qualified teachers, who work in pairs so that each class can experience and benefit from at least two teaching styles. Teachers have access to a wide range of materials and resources, including audio-visual facilities, and students are given study booklets to work on and take home. Each Centre has a Director of Studies, an experienced EFL specialist, who ensures that the quality of teaching and learning is maintained to the highest standards.

Teaching sessions usually consist of four lessons of 45 minutes each and a half-hour break; Intensive Courses have additional lessons. All classes are tested weekly. Classes may take place in the mornings or afternoons and are usually limited to a maximum of 16 students.

Examinations

Stafford House Study Holidays is an accredited centre for Trinity College, London, Examinations in Spoken English. These must be booked at least 6 weeks in advance of the start of the course.

End of Course Certificates and Reports

All students receive a personalised End-of-Course Certificate recording the course attended and the level. Students also receive a Progress Report, outlining their linguistic achievements and advising on how to progress in their studies.

Accommodation

Host Families

Host Families are carefully selected by our Family Organisers, based as much on the warmth of their welcome and caring attitude as on the quality of their accommodation. Students are considered as part of the family, and evening meals are taken together. All our Host Families live within 30 minutes of the Centre, by bus or on foot, as students attend evening activities three times a week (specified in the programme).

Families accommodate a maximum of four students. To encourage the use of English at all times, students are placed with different nationalities, but in certain circumstances we may accept requests by students from the same country who want to stay together. Students are accommodated in single or twin rooms with proper divan beds. Single rooms are available at a supplement.

Residential

Stafford House Study Holidays provides residential accommodation in schools and colleges. All accommodation – including the bathroom and toilet facilities – is regularly inspected. For Juniors, a maximum of six students per room is allowed, and adult students are always placed in single or twin rooms. Rooms with washbasins are available in many Centres. Bedrooms are cleaned five days per week, and the public areas every day. Students are required to make their own beds. Bed linen is provided and changed every week, but students should bring their own towels as these are not provided.

Food and Meals

For students staying in residential accommodation, full board consists of the following:

- Continental breakfast, with fruit juice, tea, coffee or chocolate.
- 2-course lunch, with choice of main course and dessert
- 2 or 3-course dinner, with choice of main course and dessert

A salad bar and bread is provided at both lunch and dinner, and fresh fruit is always one of the dessert choices. On days when a full day excursion has been organised, students are given a cooked breakfast and provided with a packed lunch. Students staying with a Host Family are given a hot lunch every weekday with the residential students. In Canterbury, cooked breakfasts are not provided.

Courses at Stafford House Study Holidays

Classic

- 20 lessons per week – mornings when possible, but can be afternoons
- Full board accommodation, either in college or with a family
- Fully inclusive programme of excursions, sports and activities
- Courses of 2, 3 and 4 weeks' duration

The Course uses materials appropriate to the age and level of the students, and classroom activities include role plays and theme work. The excursions and activities are tailored to meet student interests.

Choice

- 20 lessons per week (can be afternoons)
- Full board accommodation, either in college or with a family
- Two guided walks per week plus games afternoon
- Evening programme provided to include two Video Nights and a Disco Night
- Group Leaders are free to organise their own excursions and activities with advice from our staff
- Courses of 2 and 3 weeks' duration

This is only available to groups looking for a less inclusive programme. For example, they may wish to use their own coach for excursions. Advice can be given to Group Leaders to design a programme which suits their needs and budget. Although it is a 'no frills' package, the tuition, accommodation and evening programme are all of a high standard.

Language Playschool

Available at Felsted and York Centres only for groups of 15 students minimum

- 20 lessons per week (in short lessons)
- Fully inclusive programme of games, activities and excursions
- Full board residential accommodation
- Very high level of supervision
- For children aged 7 to 9

This programme is designed to introduce children to English and Britain. The emphasis is on learning whilst playing, and the greatest care attention is given to the children's welfare and supervision.

English *plus* Sports

Classic Programme plus a choice of:

- Football
- Golf
- Adventure Sports
- Horse Riding

Students follow the Classic programme for lessons, excursions and activities. As a supplement, instruction at various levels is available for individuals or groups.

The Leisure Programme

Excursions

Most programmes run a full-day organised excursion every Saturday, except for arrival and departure weekends. These excursions are always accompanied by a member of staff and transport is provided in private coaches, which are all modern and well-maintained. The programme includes one paid entrance per week on average. Not all excursions will involve an entrance fee. Most programmes also include an organised half-day excursion, which takes place on a weekday afternoon.

The Activities Programme

On Classic Courses, the programme includes four daytime sessions a week of animated sports and cultural activities, and one half-day excursion.

Evening Activities

A full programme of activities is provided for students on inclusive programmes. These activities include barbecues, discos, theme parties, film evenings, treasure hunts, quiz nights, and talent shows.

Optional Activities and Excursions

Stafford House Study Holidays offers a supplementary programme of optional outings and excursions. Some, such as weekends in London, or Highland tours in Scotland, must be booked in advance. Others, such as the optional excursions on Sundays, and visits to the theatre can be booked during the course. Optional excursions booked at the Centres must be paid for before they can be confirmed.



Welfare and Supervision

It is Stafford House policy that all junior students are supervised and cared for in line with industry standards. Working alongside Group Leaders, we provide organised activities and round the clock supervision. Our staff are trained to obtain first aid help, and a 24-hour back-up service is available in the case of an emergency.

The residential staff and the Family Organiser constantly check that all students are happy, and Group Leaders are encouraged to report any problem immediately, Juniors are expected to be in their rooms by 11.00pm (2300 hrs). Students and Group Leaders staying with Host Families are expected to be home by 10.30pm.

Medical and General Insurance

We strongly recommend that all students arrange their own travel insurance to cover cancellation or curtailment of the course due to illness or accident, medical expenses, repatriation, etc.

Stafford House can take no responsibility for the loss of or damage to personal possessions at our centres. We strongly advise students to take out individual insurance to cover personal belongings, etc., before they come to the UK.

Immigration Formalities

We, or our agents overseas, will be pleased to help students from outside the European Union with visa formalities.

Arrival Arrangements

Stafford House can arrange a full transfer service (for an extra charge) for individuals and groups. Stafford House representatives meet students on arrival at the airport, and the students are taken to their chosen centre by coach, minibus or private hire car. At the Centre, they are welcomed by our staff who check them in to their accommodation.

Staffing structure at Centres

Centre Director. An experienced person who is in overall charge of the Centre.

Welfare Supervisor. An assistant to the Centre Director, responsible for accommodation, welfare and administration.

Director of Studies. An experienced EFL (English as a Foreign Language) specialist who leads the teaching team and supervises the academic programme.

Teachers. Trained EFL teachers who are also employed for their ability to help with student activities.

Activities Manager. The person responsible for organising student activities and excursions.

Activity Leaders. Lively assistants to the Activities Manager who lead and animate activities.

Family Organiser. The person responsible for selecting the Host Families which provide accommodation for students.

Stafford House Study Holidays also has an experienced Advisor who visits Centres regularly, assisting, assessing and supporting the people who run the Centres and meeting visiting Group Leaders.

Residential Centre management and staff work with Group Leaders to ensure the smooth running of the Centre at all times. Our Centre offices are open every day until 20.00 hours, and Group Leaders are provided with telephone and fax numbers for each Centre as well as 24-hour emergency contact numbers.

Groups

We are very happy to welcome groups on our courses. All Group Leaders are required to assist in the supervision of students in their (and our) care and to help make sure that students comply with Stafford House rules and regulations. Group Leaders are also expected to assist our staff in supervising activity and excursion programmes. On the Classic programme, where possible, students are totally integrated with those from other countries for their lessons, excursions and activities.

The Group Leader is responsible for the implementation of the Activity Programme on the Choice programme, which is available to groups only. We can provide the details of a full programme in advance, so that the group can consider it before they come to England. Daily meetings are held between Group Leaders and our staff in all Stafford House Centres, and we rely on Group Leaders to notify us immediately should any problem arise. Group Leaders are always accommodated in single rooms. In order to help Group Leaders benefit even more from the time they spend in

the UK, we include some teaching methodology sessions each week. These are organised by the Director of Studies upon request.

We are always happy to welcome visits from Group Leaders wishing to inspect our Centres in advance in order to decide which would best suit the needs of their students.

If you are booking as a Group at short notice, it is always worth getting in touch with us, as we sometimes have late availability at a reduced rate.

How to Book

For full details on prices and programme dates, please see the separate price list. Bookings can be made using email, letter or fax to include the following information for each group member:

- Name and address
- Telephone number
- Date of Birth
- Sex
- Number of years of English
- Course applied for
- Starting date
- Number of weeks
- Centre
- Flight from
- Flight to (UK airport)
- Arrival date
- Are insurance details required?
- Arrival time
- Is a transfer required?
- Departure date
- Flight from (UK airport)
- Flight to
- Departure time
- Residential or Host Family accommodation
- Single room required (supplement payable)
- Smoker/non-smoker
- Allergies or health problems requiring special attention

Reservations will be confirmed as soon as possible, and the Host Family or College address will be sent before departure.

A deposit is required to secure a booking. The invoice is sent out with the accommodation address, accompanied by the Certificate of Enrolment.

Booking note for groups

It is essential to make an early reservation if you wish to bring a Group to a Stafford House Centre. This can be in the form of a No-Commitment Option complete with release date, at which time we will ask you to release your option or confirm your reservation by paying a deposit.

Please note that all courses must be paid for in advance.



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