



BROOKE HOUSE COLLEGE

## Summer School

### Notes for Parents

These notes are designed to help you prepare for sending your son or daughter to Brooke House College Summer School. Their purpose is also to inform you of the most important arrangements in place for the safety and wellbeing of your child whilst they are with us at Brooke House. Please contact us, if you need any further clarification of this information.

#### Items to Bring

- **An adaptor (to convert plugs to UK standard three pin 220v system)**
- A lockable suitcase is recommended
- An umbrella (essential!)
- A light waterproof jacket (essential!)
- A water bottle
- Towel
- Swimming suit
- A little pocket money for souvenirs and occasional drinks and snacks (£25-£60 per week recommended)
- Sports clothing
- Sports equipment (students are welcome to bring their own tennis racquet if they wish, though all sport equipment is provided at Brooke House)
- **A debit/credit card – The United Kingdom is an increasingly cashless country, and many places won't take cash. If you do bring cash, please ensure it is the current currency – please see [link](#) for details**

#### English Plus Riding - Equipment and Clothing

- Jodhpurs or tight fitting trousers (not jeans)
- Shoes or boots with a heel (riding boots)
- Back protector (may be provided by riding school)
- Riding hat (may be provided by riding school)
- For further information about the riding centre, please visit [www.somerbyequestriancentre.co.uk](http://www.somerbyequestriancentre.co.uk)

#### Medical Treatment

In the event that your son or daughter requires medical treatment whilst at Brooke House, the college staff will arrange appointments at the local medical practice or hospital and he or she will be accompanied by a member of Brooke House College staff to the appointment. As visitors to the UK, nationals of **some** countries are entitled to **free** emergency treatment on the NHS (National Health Service). However, where the condition is deemed to be *pre-existing*, the NHS always reserves the right to charge for treatment. Charges can be expensive and so **we advise that your insurance includes comprehensive medical cover (See below under Insurance)**. Please ensure that our Medical Consent Form has been submitted to us prior to your child's arrival.

#### Medication

All students are asked to hand-in any oral medication they may have with them. Oral medication will only be administered to students with parental consent or that of the guardian.

#### Known Medical Conditions, Allergies and Dietary Requirements

If you have not already done so, please inform us of any medical conditions or special dietary requirements, relating to your son or daughter, which we should be aware of. Please include details of any medications in the information you supply.

#### Insurance

Brooke House does not arrange comprehensive or any other travel insurance for Summer School students. Please make sure you obtain the necessary insurance cover for your son or daughter in your own country to cover personal possessions and medical expenses. Once you have these details, please send them to us.

### Transfers

If you have requested that we organise a transfer, please inform us of your son or daughter's flight details. The arrangements for that transfer will be confirmed with you by email. Please note that the transfer is only confirmed once you are in receipt of the written confirmation of the arrangements. We recommend that the Consent to Travel form is completed and printed out to show to airport officials, if required.

### Accommodation

Boys and girls sleep in separate houses. Most rooms are single and twin and there are a few rooms available for three students. A pillow, duvet and all bedding is provided. Each house possesses a common room and kitchen, with a fridge and snack preparation facilities, which students may use after activities in the evenings. All houses are supervised at night by a residential leader. Students are shown the location of the residential leader so that they know where to go if they require help in the night.

### Laundry

Brooke House launders all bed sheets once a week. All houses possess a washing machine and a drying machine. There is also a central laundry on campus which is available for student use until 10.00pm each night. Students may do their own washing and members of staff are available to assist any students who require help. Brooke House will assist in laundering the clothes of all students who are under the age of 14 and who do not have a leader accompanying them. This will be explained to students at their induction and welcome meeting.

### Meals

All meals are taken in the college dining room. Meals are always hot and there is always a salad bar available. A full English breakfast is on offer every day and there is a continental option. There is an unlimited amount of food available at all mealtimes. Packed lunches will be provided on full-day excursions. Refreshments are provided at break time each morning.

### Pocket Money and safekeeping of passports, tickets and valuables

We ask all students to hand-in their pocket money and credit cards upon arrival at the college. The pocket

money is kept in the college safe and students may withdraw cash from the summer school office during lunchtime Monday to Friday and Friday/Saturday evening, for the following full day excursion. In so doing, we are able to keep student pocket money safe and informally monitor student expenditure. Students will have the opportunity to do a little shopping whilst they are at Brooke House. **We recommend a maximum of £50 pocket money per week.** We ask all students to hand-in their passports and air tickets upon arrival at the college. These are kept in the college safe until the day of departure. We would advise students not to bring expensive items of jewellery with them to Brooke House. Students in possession of expensive jewellery or other valuables are offered the chance to keep those items in the college safe.

### Laptop Computers and Smartphones

Brooke House possesses a wireless internet connection, which is available in all the main college buildings and accommodation areas. The system is filtered so that students cannot access inappropriate content and it is turned off each night at 22:30.

### Contacting Your Child

**By Email** - All students have the opportunity to access the internet during their stay. However, please feel free to write to your son or daughter at any of the email address overleaf. Emails sent to these addresses will be printed and delivered to the student bedrooms.

**By Telephone** - Students are welcome to carry mobile telephones with them during their stay. They may not, however, make or receive calls during classes. UK SIM cards - complete with call credit - are available for purchase by students at Brooke House. Students may be contacted on the main Brooke House telephone at lunchtimes (12:30 – 13:30) during the week. At other times students will be in classes, on activities or on excursions and so may not be reachable.

**By Post** - Experience tells us that students enjoy receiving letters from their families whilst with us at Brooke House. Please feel free to write a letter to your son or daughter, using the address below. Letters will be delivered to student bedrooms.

### Photographs

We take photographs of the students regularly throughout the Summer School and we record a video

of the course every week. The photographs are displayed internally during the course to the students themselves and the videos are presented to students before they leave. Occasionally we use these photographs and videos in our external publicity material. If you would prefer for images of your child not to be used for such purposes, please make us aware of this in writing prior to the commencement of the course.

### **Summer School Social Media & Website**

For photographs and video updates throughout the course please visit:

- [www.facebook.com/BrookeHouseColl](http://www.facebook.com/BrookeHouseColl)
- Twitter - @BrookeHouseCol
- Instagram – brookehousecollege
- [www.brookehousecollege.co.uk/summerschool](http://www.brookehousecollege.co.uk/summerschool)

### **Brooke House College Bank Details**

Payment Options – *Please include the student name with all payments.*

Brooke House College bank details are below. Parents should transfer any outstanding fees to this account prior to their child's arrival at the college. If students require additional pocket money, parents may use this account to transfer the funds.

Brooke House College Limited, Yorkshire Bank PLC, 29 Horsefair Street, Leicester, LE1 5BL, UK

#### International Bank Transfer

IBAN GB42 YORK 050560 29681762  
BIC YORK GB21560  
SWIFT YORKGB22

#### Online Payments

[www.brookehousecollege.co.uk/admissions/fee-payments](http://www.brookehousecollege.co.uk/admissions/fee-payments)

#### UK Bank Transfer:

Account Number 29681762 / Sort Code 05 05 60

### **General Contact Details and Emergency Telephone Numbers**

Brooke House College Summer School  
Leicester Road  
Market Harborough  
Leicestershire  
LE16 7AU  
England

**Tel** +44 (0)1858 462452 (Reception)  
+44 (0)1858 810014 (Summer Office)

**Fax** +44 (0)1858 462487

**Email** [summerschool@brookehouse.com](mailto:summerschool@brookehouse.com)

#### **Emergency Mobile Telephone Numbers**

Duty Mobile (24 hours) +44 (0)7852948805  
Wylie Wright (Director – Until 10pm) +44 (0)7808091451

### Arrival at the College

Upon arrival at Brooke House College we will:

- Meet you and bring you in to the college. The person meeting you will normally be a senior member of staff or a member of the residential team
- Collect your pocket money, any tickets and your passport from you, keep these safe and remind you how you can access them during your stay
- Give you a team wristband and a Summer School backpack
- Offer you a drink and a snack
- Let you know when the next meal is and where you need to go for it
- Give you information on what your timetable is for the period of time between your arrival and your Welcome and Induction meeting
- Give you the basic and essential rules which you must follow between your arrival and your Welcome and Induction meeting
- Show you to your bedroom, give you time to unpack, settle and rest

### English Language Test

On the first Monday morning after your child's arrival, they will sit an English language test. Students are placed in class according to the score they achieve in this test. All students also attend a Welcome and Induction meeting on the first Monday morning after arrival, delivered by the Summer School Director. In this meeting:

- Students are formally welcomed to Brooke House
- The daily routine and timetable is explained (weekdays and weekends)
- The layout of the campus is explained
- The rules, regulations, safety procedures and policies are explained

Please ask any member of staff for help if you have any questions or if you are worried about anything when you arrive. We want you to be as happy as possible while you are with us on the Brooke House College Summer School.

### Market Harborough Town Centre / Excursion

#### Supervision

On excursions in city and town locations all students will be supervised all of the time. However, on city or town visits there is usually a small amount of time available for shopping. Students may also have small amounts of time at lunch time and before evening activities to visit the town centre. Brooke House puts the following supervisory arrangements in place for students during shopping times:

- All students under the age of 14 are supervised by a member of staff / Group Leader in small groups
- Students of 14 or above are allowed free, unsupervised time to shop
- All students (over 14) are in groups of at least three students. No-one is allowed to be on his or her own
- Students wishing to visit Market Harborough town centre must have staff permission in addition to the rules above
- Students are given a card with the permission. This is returned to the member of staff on return
- All students are issued with a Team Wristband that contains an 'I am lost' message overleaf, containing the telephone numbers of the college
- Students are instructed to hand the 'I am lost' message to police officers or shopkeepers in the event that they are lost
- All students are informed of a meeting place and time
- Unbroken shopping time in cities or towns would normally never be longer than two hours

#### Road Safety

In the UK cars drive on the **left** and it is therefore important that students looks right and then left when crossing the road. In the UK, school children are taught to "Stop, Look and Listen". During the student welcome talk and first day orientation tour, staff will cover this approach in detail. You might find it useful to discuss this topic with your child before they arrive. The following links are particularly useful for students:

- [YouTube](#)
- [Think Education](#)
- [British Council](#)

### **Opt-out Letter**

If your son or daughter is aged 14 or above and you do **not** wish for them to be allowed shopping time in small groups without the supervision of an adult when they

are on town and city excursions then please write to the Director, Wylie Wright, prior to the commencement of the course.

### **Important Rules**

**General** - Summer School students will be expected to show courtesy to all Brooke House College staff and to behave in a civilised manner both on and off the campus.

**Smoking** - Smoking is not allowed at any time or in any place and it is a **criminal offence to smoke** in any building at Brooke House. Students should note that it is a criminal offence for any person under the age of 18 to buy or to attempt to buy cigarettes in UK.

**Damage** - Brooke House will charge any student who causes damage to college property. If they cause damage accidentally, he or she should report it to the Summer School Director to avoid being charged.

**Accommodation Rules** - Girls and boys may only mix in the communal areas of Brooke House. They may not enter each other's boarding houses and bedrooms. Students must be present in their accommodation and silent at a certain designated time each night. Students must not leave their accommodation after that time.

**Bullying** - Brooke House College exercises a Bullying Policy. Bullying in any form is not tolerated. Bullying is explained to all students as part of the induction and all students are told to report bullying wherever they see it. In certain circumstances, bullying may result in expulsion from the course.

**Alcohol** - No matter what their age, no student is permitted to drink alcohol whilst attending the Summer School. Parents and representatives will be informed immediately in the event that a student is found to be under the influence of alcohol, or where a student is found to be in possession of alcohol.

**Drugs** - Any student found to be in the possession of illegal substances will be expelled from the college. His/her agent and parents will be informed and he/she will then be placed on the next available flight back to his/her country of origin.

**Brooke House reserves the right to request to test the urine of any student who it suspects of taking illegal substances.** Where the decision is taken to expel a student from the course, they will be removed from the college at their own expense and without refund.

NB: We have never had reason to suspect any Summer School student of taking illegal substances and we have never had reason to expel any student from the course for such a reason.