



ncg PORTSMOUTH SUMMER SCHOOL CENTRE HANDBOOK





WELCOME TO NCG JUNIOR SUMMER SCHOOL

Location: University of Portsmouth

Age range groups: 12-17

Age range individuals: 13-17

We are delighted that you have chosen NCG for your English course. Our aim is to give all of our students an enjoyable and safe summer experience while they improve their English, and make friends from across the globe.

Please take the time to read this handbook which provides important information about your stay and will help you prepare for your visit.



info@newcollegigroup.com

PORTSMOUTH



Located on the south coast of England, just 2 hours from London, Portsmouth is home to miles of beautiful beaches, open green spaces and vibrant cultural hotspots. With an intense multicultural offering, the city is an ideal location for international young learners to study and explore.

THE SCHOOL

The University of Portsmouth is a modern, city-centre based university, with about 27,000 students. Our summer school is centrally situated, with accommodation, classrooms, dining room and activity spaces within a 10-minute walk of each other. The school is also ideally situated to take advantage of all that Portsmouth has to offer such as the Gunwharf Quays designer outlet, the Naval Dockyards and the beach.



OUR STAFF

Every Centre has a team made up of the following

- Director of Studies – responsible for testing and making sure you are in the right class.
- Activity Manager - responsible for organising activities and excursions.
- Welfare Officer - responsible for making sure you feel safe and happy.
- Night Warden - responsible for your safety after you have gone to bed.
- Teachers – responsible for providing interesting and enjoyable classes where you will become a confident speaker and user of English.
- Activity Leaders – responsible for running amazing and fun activities and excursions.

Our friendly team are here to help you and make you feel safe and comfortable during your time at summer school. If you have any questions or problems, please speak to a member of the team.

CAMPUS INFORMATION

Breakfast, lunch and dinner are provided every day in the canteen, except at weekends when you will receive a packed lunch to take with you on excursions.

Breakfast is continental and includes pastries, cereal, toast and yoghurt.

Lunch and dinner consists of a choice of hot dishes (meat, fish, vegetarian) with potatoes, rice or pasta, vegetables, salad, bread and a variety of desserts, such as cake, fruit, ice cream or trifle.

Water and squash will be served at every meal, with tea and coffee also at breakfast.
Meals are at the following times:



Breakfast: 07:30 - 08:45 Lunch: 12:30 - 13:45 Diner: 18:00 - 19:30

ACCOMMODATION

- You will be accommodated in a spacious, single en-suite room.
- Rooms are arranged along corridors, and there will be separate corridors for boys and girls.
- There are kitchens on all corridors which can be used for socialising, but cooking is not permitted. It is your responsibility to keep the kitchen clean and tidy.
- Rooms are cleaned and linen is changed once a week. Please keep your room tidy, otherwise the cleaners will not be able to enter to clean.
- Towels are provided but you need to bring your own toiletries (toothpaste, shampoo etc) and a towel for swimming.
- You will be given a swipecard to enter the accommodation. If you lose/damage it, you will need to pay £10 to replace the swipecard.



DAMAGE DEPOSIT

A damage deposit of £60/€70 is payable in cash on arrival at the school. This is to cover the cost of anything you might break or damage while you are there. When you leave, if you have not broken or damaged anything and you have returned your key, the money will be returned to you.

LAUNDRY

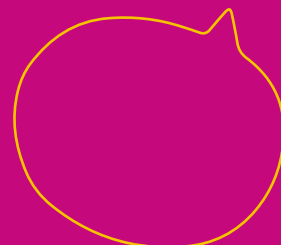
There is a laundrette in the accommodation block. The cost of a wash and dry is about £5. NCG staff will help you to do your laundry during the designated laundry times.

FACILITIES



The University of Portsmouth has great facilities which include:

- Swimming pool and indoor sports centre
- Nearby park for outdoor sports
- Large spaces for daytime and evening activities
- Classrooms with computer and projector
- Wifi available in designated areas



TEACHING

• 15 hours of English classes per week, which may be in the morning or the afternoon. If you stay for two weeks you will generally have one week of morning and one week of afternoon lessons.

• Placement test on your first day.

• Friendly, knowledgeable teachers.

• Maximum 18 students in a class.

• NCG course material and notebook provided.

• Classes based on a different theme each week: eg. the environment and global travel. The topics have been specially chosen to appeal to teenagers.

















• Group work, pair work, interactive tasks, games, communicative methodology.

• Project work and excursion preparation included each week.

• End of course certificate.



A TYPICAL WEEK

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--|--|---|--|--|--|--|
|  ARRIVALS |  INDUCTION & TESTING | BREAKFAST | | | |  |
| | |  ENGLISH LESSONS | | | | |
| | LUNCH | | | | | |
| |  PORTSMOUTH WALKING TOUR |  SWIMMING AND INDOOR SPORTS |  VISIT TO CHICHESTER |  BEACH / OUTDOOR SPORTS |  SPINNAKER TOWER | |
| | DINNER | | | | | |
|  GAMES IN THE PARK |  QUIZ |  ARTS AND CRAFTS |  CHILLOUT EVENING |  CONVERSATION CLUB |  DISCO |  MOVIE NIGHT |



ACTIVITIES & EXCURSIONS

ACTIVITIES

You will have daytime activities on:

- Monday to Friday, either morning or afternoon (depending on when your classes are)
- Sunday, if you do not go on an optional excursion

Examples of daytime activities include:

- Swimming
- Indoor and outdoor sports
- Visit to the beach

You will have evening activities every day except Saturday, and these may include:

- Talent show
- Fashion show
- Disco
- Outdoor sports

EXCURSIONS

During the week you will visit local attractions such as the Spinnaker Tower or Gunwharf Quays, as well as taking part in indoor/outdoor sports and visiting the beach. One half-day a week you will visit another nearby town such as Chichester.

On Saturdays you will have a full day excursion to another city such as Brighton or London.

On Sundays there will be optional excursions to attractions such as Thorpe Park or Windsor. These optional excursions must be paid for in advance.

There will be activities every evening. Evening activities include quizzes, outdoor games, discos and fashion shows.



GETTING ACTIVE



LONDON



THORPE PARK

WELFARE

We take our responsibilities towards our students very seriously and work hard to ensure you stay safe while learning and having fun.

- All of our staff undergo background checks to ensure their suitability to work with children.
- All staff, students and Group Leaders wear colour-coded lanyards – black for staff, yellow for students and purple for Group Leaders.
- Students and Group Leaders are given an emergency number which can be contacted 24 hours a day.
- Management staff and Activity Leaders wear NCG t-shirts in addition to their lanyard, so they are easily recognisable on campus.
- Names and job roles of all NCG staff are displayed on a board so that students know who to go to if they need help.
- We follow a 1:15 supervision ratio (1:18 in class).
- We have qualified first-aiders on site.
- On your first day you will receive an induction which will provide you with information regarding rules and behaviour, fire procedures and staying safe both on and off campus.
- We have a Welfare Officer who is introduced to the students on arrival/at induction.



LEAVING CAMPUS

- You may not leave campus unless you are accompanied by a Group Leader or a member of NCG staff (not applicable to students living off campus).
- Students aged 14 and over are allowed to be unaccompanied at specific times on excursions with permission. They must, however, remain in groups of three or more.
- Parents, family and friends wishing to visit and/or remove a student from campus, either temporarily or for the remainder of the stay, must provide valid photo ID to a senior member of NCG staff before access is granted. Advance notice in writing is required, and if the person is not the parent or guardian, written permission from the parent or guardian is required.



PARENTAL CONSENT FORM

A Parental Consent Form must be sent to NCG at least two weeks before arrival. Any student who arrives before the Parental Consent Form has been sent will not be allowed to participate in any activities or classes until it is received by NCG.

HEALTH & MEDICAL

- Please bring the name and address of your family doctor.
- Please inform NCG of any allergies or medical conditions before you arrive.
- We have first aid trained staff on site. They can deal with minor injuries, such as bruises and cuts.
- For more serious injuries or illnesses, we can arrange a visit to a doctor, dentist or hospital.
- Please be aware it is unusual for doctors to visit patients in the UK. If you need to see a doctor, you will have to visit a surgery, clinic, or hospital and you will be responsible for paying any costs involved, including transport.
- If you do have to pay for any treatment, you may be able to claim it back on your insurance.
- For the latest information on our Covid-19 protocols, please visit our website.

SMOKING, ALCOHOL & DRUGS

It is illegal in the UK:

- To smoke in any enclosed space (such as a waiting room, shop, cafe, bus shelter etc).
- For anyone under the age of 18 to buy cigarettes or alcohol.
- For anyone over the age of 18 to buy cigarettes or alcohol with the intention of supplying to a minor (anyone under the age of 18).
- To be in possession of drugs such as cannabis and cocaine.



NCG Summer Schools operate a no smoking policy and smoking is not permitted anywhere on the campus or during excursions. Any student who smokes inside a building risks being sent home immediately at the parents' expense. This includes the use of e-cigarettes.

INSURANCE

All students must have travel and medical insurance, which can be arranged by NCG at an additional cost. If you do not wish to arrange insurance through NCG, proof of other insurance must be provided before you arrive.

ARRIVAL & DEPARTURE

ARRIVAL AT AIRPORT

Distance from Heathrow - 1 hour and 45 minutes

Distance from Gatwick - 1 hour and 30 minutes

- Individuals and groups who have booked a transfer will be met at the airport by an NCG staff member or representative.
- If you have not booked an NCG transfer, please arrive at the school between 15.00 and 17.00.
- All transfers will be in private coaches, minibuses or taxis. However, NCG does reserve the right, in special circumstances, to transport students on public transport accompanied by NCG staff if necessary.
- Please check your luggage allowance with your airline, but in any case, do not bring more than one suitcase and one piece of hand luggage.



ARRIVAL ON CAMPUS

On arrival at campus you will be met by a member of the NCG summer school management staff. You will be given a lanyard and the 24-hour emergency phone number as well as information regarding your stay, before being taken to your accommodation. You will also be asked to pay your damage deposit.

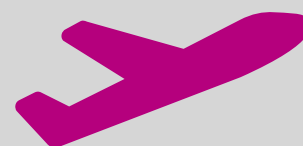
INDUCTION DAY

On your first day, you will take a placement test and will be given a thorough and informative induction, which includes important information on how to stay safe while you are in the UK.

DEPARTURE

- If you have booked a departure transfer, you will be advised in advance of the departure time, and transport will be organised to take you to the airport. If you have not booked a departure transfer, please advise NCG management what time you will be leaving.
- Rooms must be vacated before checkout time (10:00am) and your luggage will be stored if necessary.
- Damage deposits will be returned once all students have checked out and returned their keys, and all rooms have been checked*.

*Unless there has been cause to retain the deposit.



GENERAL INFORMATION

- You must show respect and listen to all members of NCG staff, Group Leaders and people who work on campus.
- You must keep your rooms tidy. Untidy rooms will not be cleaned.
- Bedtime is at 22:30 with lights out/quiet from 23:00.
- Please do not bring spray (aerosol) deodorants or hair products with you. These can set off fire alarms and you will be liable for any fines incurred.
- Please do not bring laptops or other expensive items/devices. NCG cannot be held responsible for any damage/loss or theft of such items.
- You must not bring or buy anything which could be dangerous to yourself or others, e.g. knife, pellet gun etc. The school reserves the right to confiscate any such item until the end of the course.
- NCG reserves the right to send home, at the parents' expense, any student who behaves in an abusive, violent or threatening manner (including bullying, physical violence or fighting); displays a bad attitude towards other people because of their gender, ethnicity, sexual orientation, political or religious beliefs; steals anything from a student, member of staff or the university; causes damage to property or other people's personal belongings; is found in possession of illegal drugs or alcohol or smokes on campus; or repeatedly breaches NCG rules.
- A damage deposit of £60/€70 is payable on arrival at the University of Portsmouth. The cost of repairing wilful or accidental damage to property belonging to the college, staff, students or NCG Summer School, including graffiti, will be taken from the damage deposit. If the amount exceeds the deposit, the agent or parent will be required to pay for it.
- Wifi is available to students in designated areas.

SAFETY

- Voltage in the UK is 230V and 50hz. We use fused plugs with three square pins so please bring appropriate adapters.
- Road safety: remember that we drive on the left in the UK , so please be extra careful crossing the road. Always cross at traffic lights or a zebra crossing.
- You must wear a seatbelt when you are travelling by coach or taxi.
- If you are travelling by train, do not move around the carriage when the train is moving, and always know which stop you are getting off at.

LIFE IN THE UK

Manners are important in every country, but they are different for everyone. Please read the information below about how to behave in the UK.

- In the UK men and women are seen as equals so everybody should be treated with respect.
- We stand in line (queue), for example in shops, getting onto public transport and in the canteen. It is very rude to push in front of people who are already waiting.
- We say please and thank you a lot. British people will think you are very rude if you do not say these words.
- Say 'excuse me' if you want somebody to move out of the way or if you want to attract their attention.
- You should cover your mouth when yawning, coughing or sneezing.
- You must be punctual for all of your classes, activities and excursions. In England we do not like people being late.
- You should say sorry if you accidentally bump into someone. They will probably say sorry too, even if it isn't their fault.
- You should not stare at people in public or ask personal questions, for example about religion or how much they earn.
- You should not spit in the street. This is considered extremely rude.
- You should not speak with your mouth full or put your knife in your mouth.
- When you are on an excursion you should not walk in the road, but always stay on the pavement. However, you must be considerate of other people and make sure you leave space on the pavement for members of the public to get past.
- Try not to talk very loudly, especially on public transport or in the street. British people will find this very annoying.



REMEMBER TO BRING

- Passport
- Travel ticket and/or full details of departure transport
- Any medication for existing medical conditions or allergies
- Family doctor's name and address of clinic/surgery
- Mask and hand sanitiser
- Damage deposit £60/€70
- Pocket money in £ sterling and/or debit card
- Hat, suncream, waterproof jacket and umbrella
- Plug adaptor
- Training shoes and sportswear for sport activities
- One-piece swimming costume for females and long swimming shorts for males
- Towel for swimming
- Reusable water bottle
- Book/music/games for bus journeys
- Pen and pencil

LOCAL INFORMATION

Medical facilities

St Mary's Treatment Centre, Milton Road, Portsmouth

Queen Alexandra Hospital (A&E and minor injuries clinic), Southwick Hill Road, Portsmouth

Southside Dental Practice, 63 Victoria Road South, Portsmouth

Clarendon Dental Practice, 23 Clarendon Road, Portsmouth

Places of worship

Central Mosque, Somers Road, Portsmouth

All Saints Church, 388 Commercial Road, Portsmouth (Church of England)

St John's Catholic Cathedral, Bishop Crispian Way, Portsmouth

COMPLAINTS AND FEEDBACK

- If you are not happy with something during your stay please speak to one of the management staff, who will do their best to resolve the issue. If the issue cannot be resolved, please contact Sharon Buck, the Junior Summer School Operations Manager, by emailing sbuck@newcollegegroup.com.
- At the end of your stay you will be asked to complete a feedback form. Your feedback is important to help us know what we are doing well and what needs improving.

CONTACT DETAILS

Portsmouth Summer School Emergency Number: 07469 275 261

Address: University of Portsmouth
University House
Winston Churchill
Avenue
PO1 2UP

Postal address: Harry Law Hall
University of Portsmouth
Alec Rose Lane
Portsmouth
PO1 2SP

If sending mail to a student, please address it to the name of the student c/o
NCG Summer School and use the postal address.

We hope you have a great summer!



Portsmouth Summer School Centre Handbook

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