OXFORD INTERNATIONAL EDUCATION GROUP

Dear Group Leader, thank you for joining us in the UK this summer. At Oxford International Junior Programmes, our aim is to provide young students from all over the world with a safe, fun, friendly and structured environment in which to improve their knowledge of the English language. We are one of the top providers of junior programmes in the UK and a unique British Council accredited education provider. Oxford International Junior Programmes is part of the Oxford International Education Group (OIEG) which was founded in 1991 as ISIS Education and Travel by David Brown and Robert Darell. Oxford International has grown to be one of the top 10 businesses sponsored by the Prince’s Trust after it provided OIEG with a £5,000 loan.

OIEG now offers a huge range of university pathways, spring, summer and year round academic programmes and educational tours.

Our summer programmes have grown steadily in size and popularity and we now run 12 centres in the UK and 4 centres in North America welcoming over 10,000 students. We create life enhancing learning experiences that help students worldwide to develop personally and professionally and that enrich their future opportunities.

ABOUT THE UNIVERSITY OF GREENWICH:

The University of Greenwich dates back to 1890, when Woolwich Polytechnic was founded as the second-oldest polytechnic in the UK. In 1992, it was granted a university status and renamed University of Greenwich. The area of Greenwich is notable for its maritime history and for giving its name to the Greenwich Meridian and Greenwich Mean Time. The Greenwich campus is located in the Old Royal Naval College on the south bank of the Thames, in Greenwich, the Old Royal Naval College is the architectural centrepiece of Maritime Greenwich and a World Heritage site.

It was originally the site of a Royal Palace named the Palace of Placentia, and was the birthplace of Henry VIII and Elizabeth I. After falling into disrepair during the English Civil War, it was rebuilt by Sir Christopher Wren and his assistant as the Royal Naval Hospital for sailors. The site is regularly used for filming television programmes, advertisements and feature films. Notable productions include Four Weddings and a Funeral, The Mummy Returns, The Avengers, Lara Croft: Tomb Raider, Sherlock Holmes, Pirates of the Caribbean, The King’s Speech, The Dark Knight Rises and Les Miserables!
STAFF AT YOUR SUMMER CENTRE

Centre Manager
The Centre Manager is responsible for the smooth running of the centre. Our Centre Managers are chosen for their experience, professionalism and personalities, and you will have daily contact with them.

Activity Manager
Responsible for all aspects of the Activity Programme. You should meet with them at least 2 or 3 times a week to ensure everything is going well with your programme. They will also be able to help arrange optional excursions and make additional bookings for you.

Onsite Activity Coordinator
Responsible for planning, organising and implementing an inspiring, dynamic, focused and enjoyable onsite programme.

Activity Leaders
The Activity Leaders are responsible for running everything outside the lessons! This includes onsite activities, excursions, meal duty supervision and airport transfers.

Welfare Manager
Welfare Managers look after all of the safeguarding and welfare of the people on-site, including you. They are first aid trained and have knowledge of the local medical services. You will meet with them a few times a week to discuss any concerns.

Director of Studies (DoS)
Responsible for the academic management of the centre and ensuring the teaching and learning component of the programme is delivered to the highest possible standards.

EFL Teacher/ Senior EFL Teacher
Teaching staff are responsible for planning and delivering lessons from the OJJP Syllabus. Some centres will also have 1/2 Senior Teachers who teach 50% of the time and spend the remainder of their time providing academic support to the teachers and DoS.
THE AIRPORT

On arrival at the airport, you will be met by one of our Activity Leaders who will welcome you to the UK. The Activity Leaders will be wearing a red T-shirt or hoodie with the Oxford International Junior Programmes logo so you can easily recognise them.

The Activity Leader will accompany you by coach to your centre. During the journey to your centre, the Activity Leader will give you a welcome pack with your specific programme, a welcome letter from the management team, registration forms, lanyards, student ID cards and the optional booklet. You will also receive the rooming configuration allocated to your group on the coach so you can begin to organise the students into bedrooms. When you arrive at your centre, a member of the management team will be waiting to greet you.

ARRIVING AT GREENWICH

When you arrive at Greenwich you will be shown to your accommodation.

Students will stay in the Daniel Defoe residence, next to Greenwich DLR station. All the bedrooms are en-suite and split into apartments. There is a large common area on the ground floor where students can relax in the evenings.

At Oxford International Junior Programmes we aim to room your students in line with your needs. If you would like to keep your group together (regardless of gender) please let us know in advance. It may also be possible to keep your group together in the same building but split the group across different floors/corridors by gender. If there are students in your group who are a different gender to yourself but you are the only group leader, those students will be supervised by a member of Oxford International Junior Programmes staff.

Once at the accommodation you will be shown your bedrooms and shown how to access the accommodation block. One of the OIJP staff will escort your group on a tour of the campus and highlight all the key locations you will use during your stay. Please note if you arrive on campus during the morning there may be the possibility that your room is still being cleaned. If this is the case we will show you to the nearest common room where your group can relax.
### The Centre

**Postal Address:**
Oxford International Junior Programmes  
Daniel Defoe Hall  
10 Lovibond Lane  
London, SE10 9FY  
Please ensure the letter/package is clearly labelled with Oxford International Juniors

**Laundry:**
The laundry room in Daniel Defoe is open from 8am to 10pm. A wash is between £2.00-£3.00 and a dry between £1.00-£2.00. The laundry is self-service. Bedlinen is changed every Tuesday by the university (no access to rooms during this day 9am-5pm).

**Computer Access:**
Wi-Fi is available throughout the accommodation. A username and password will be given on arrival to Group Leaders and students. There is also Wi-Fi in the classrooms and university common areas.

**Shop/Café:**
The Maritime Campus is located a 3min walk away from the famous Greenwich Market. Near the residences is a Sainsbury’s Local and Co-Op Food that sell most essential groceries and products.

**Security:**
There is 24 hour security in the Daniel Defoe residence. There is a reception which is staffed Monday to Friday between 9am and 5pm. Access to the building, individual apartments and bedrooms is via fob.

**Food:**
Breakfast: 7:45-8:45  
Lunch: 12:30-13:30  
Dinner: 18:00-19:30  
Students should clear away their food trays at the end of their meal. There will be a lunch/dinner rota for all groups.

**Social Spaces:**
There is a large social space within the accommodation for evening activities. Discos will be held at Greenwich Student Union, called Bar Latitude.

**Local Transport:**
The Maritime campus has a wealth of transportation options. From Greenwich station overground trains run to London Bridge and Cannon Street, the DLR operates to Canary Wharf and Bank, and local buses run into central London and North Greenwich.

**Classrooms:**
All lessons take place in the Stephen Lawrence building. Based within the historic Maritime campus, students have access to large, modern classrooms while being able to relax within the campus during breaks.

**Bank/Post Office:**
The nearest banks to campus are:  
TSB, 6 Crescent Arcade  
NatWest, 2 Greenwich Church Street  
The nearest Post Office is:  
261 Greenwich High Road

**Sports Facilities:**
With the iconic Royal Park of Greenwich just minutes from the accommodation, sports activities take place during the evening and are supervised by our team of Activity Leaders and Welfare staff.

**Hospital/Doctors:**
Hospital: Lewisham Hospital,  
Accident and Emergency, Lewisham High St, SE13 6LH  
Doctors: NHS Walk in Centre, Suite 3 - Waldron Health centre, Amersham Vale, SE14 6LD  
First aid trained staff are available on site.

**Religious Centres:**
Anglican: St Alfege Church,  
Greenwich Church Street, SE10 9BJ  
Roman Catholic: Our Lady Star of the Sea, 68 Crooms Hill, SE10 8HG  
The nearest Mosque to Greenwich is in Lewisham and Synagogue in Catford.

**Fire Drills + Fire Safety:**
It is a requirement that at any residential centre fire drills must take place. During the fire drill, students should leave all their belongings behind and evacuate the building as quickly as possible. Please ensure that all of your students have left their rooms and stand at the designated evacuation point outside. There will then be a roll call. If any students are unaccounted for or the evacuation is too slow, the fire drill will be classed as a ‘failure’ and will need to be repeated at a later date.

**In the case of a fire:**
Raise the alarm  
Use the stairs (not the lift)  
Ensure your students do not run out of the building  
Find the nearest fire exit (follow the exit signs) and leave the building safely  
Go to the nearest fire safety point  
Do not re-enter (or encourage your students) to re-enter the building until authorised to do so.

**Curfew:**
Evening curfew is 10:30pm. All students must be in their accommodation by this time. They must be in bed with lights off by 11:00pm. We ask that you monitor your own students. If you are on a corridor with other students making noise after this time please report it to the CM.
If you upload photos to social media don’t forget to use the hashtags #greenwich2018 #greenwichsummer #oxfordinternational #oijuniorprogrammes
STUDENT PACKING LIST

Summer weather can be very unpredictable in the UK. Average daily temperature is 15°C but can go as low as 10°C or as high as 35°C. For this reason we recommend you encourage your students to come prepared for all occasions and check the predicted weather before departure!

DOCUmENTS
- Passport and copy of it (email copy to yourself) - Passports/IDs will be checked by the university upon arrival.
- Visa document and copy of it (if required)
- Insurance documents (including EHIC card if from EU)
- A copy of any medication prescriptions in case of emergencies
- UK Currency (Pound sterling)

TECHNOLOGY
- Phone/iPod/iPad/ Tablet + chargers (we recommend you only bring one of these items)
- Headphones
- Camera and camera charger
- Plug converter/travel adapter (UK 3 pin, 13A, 220V-240V)

EXCURSIONS
- Casual, comfortable clothing
- Umbrella
- Sun protection (cream, spray, lotion)
- Quality rain/wind-proof jacket
- Secure handbag/backpack/travellers wallet
- Sunglasses
- Appropriate footwear for walking

WHAT NOT TO PACK:
We can only guarantee the carriage of one suitcase and one small carry on luggage (not suitcase) for airport transfers. If you anticipate that you will need to bring more suitcases than this, please let us know in advance.
- Bedding (bed sheets, pillows)
- Expensive electronics/valuables
- Travel iron (an iron and ironing board will be available)
- Too many clothes

EVERYDAY ESSENTIALS:
- Medication
- Toiletries, washing and sanitary essentials
- Toothbrush and toothpaste
- Towel
- Hairbrush/comb/hairdryer
- Sleepwear, socks and underwear
- Glasses/contact lens equipment
- Water bottle
- Plastic bags for dirty laundry or wet items

ONSITE ACTIVITIES:
- Tracksuit/jogging pants for sport and trainers
- Costumes for discos

Don’t forget your costumes and equipment for the discos and the talent show!
EXCURSIONS

FULL DAY EXCURSIONS TO LONDON
During your programme there are two full day London excursions. These excursion will depart campus at 9am and be back for dinner at 6pm.

Groups typically go on a walking tour to explore the city. All walking tours are delivered by our Activity Leaders. Groups then visit a museum such as the National Gallery or TATE Modern and have some free time for shopping.

You will be provided with Travelcards for all of the London excursions which can be used on all Transports for London buses and underground trains (Zone 1-2). Please speak to your Activity Manager to build a personalised itinerary for the day.

LUNCHES
At Greenwich you will receive:

- Lunch Vouchers during the two London excursions and the Optional Day (if visiting a city).
- Packed Lunches during the Brighton and Cambridge excursions.

WALKING TOUR
During one of your excursions to London you will be treated to an exciting and educational walking tour by one of our Activity Leaders. The tour will include historic, cultural and fun facts about Westminster and the surrounding area. Our specially designed Politics and Royalty walking tour includes views of the Houses of Parliament, Westminster Abbey, Downing Street, Trafalgar Square and Horse Guards Parade.

If you would then like to carry onto Buckingham Palace please speak to your Activity Manager/Leader.

CULTURAL EXCURSIONS
From Greenwich you will visit Brighton and Cambridge. During this excursions you will be taken on a specially designed walking tour delivered by one of our activity leaders. You will also have time to explore the city centre. This excursions include an entrance to Sea Life, while in Brighton, and a visit to King’s College while in Cambridge.

This excursions will run from 9am to 4pm (depart from destination).

OUR ACTIVITY LEADERS ASK YOU TO...
- Only take photos when advised to do so
- Keep together as a group
- Don’t stop for toilet or food breaks
- Stay vigilant of on-coming traffic
- Don’t block the pavement
- Walk at a brisk pace
- Don’t talk over the guides
- Wear your lanyard at all times
- Ask lots of questions!
ONLINE ACTIVITIES

CHALLENGES
Challenges are great exercises that encourage students to work in teams. All challenges are stimulating problem-solving tasks designed to help group members develop their capacity to work effectively together. Challenges at your centre will be Egg Drop Challenge, Team Challenges, Photo Challenge, etc. Unfortunately, as challenges are a mystery before running the activity, not much information can be revealed in advance!

SPORTS
Sports sessions are designated for all students to have a good time. The structure of most of the sessions will include a warm-up, improving skills and final games. Otherwise, a tournament structure will be followed. Sports will include Running Club, Football, Dodgeball, etc. It is important that students wear suitable sports clothes and footwear for the sports sessions.

WORKSHOPS
Workshops are alternative activities for those students who prefer more creative and relaxing sessions. These workshops are focused on specific skills, so each session will be based on a particular theme. Students will be able to participate in a Group Mural, a Drama workshop and a Self-Portraits workshop amongst others; these activities will encourage students to be creative and improve their artistic skills as well as learning specific vocabulary.

WHOLE CAMPUS
These activities will involve all students at the centre to participate; it will be a great opportunity for students to get to know each other and learn about other cultures. Discos are usually the most popular night with the students and they will be themed as British Disco, Neon Disco and the last Disco theme will be decided at the centre; it’s up to the students! The Talent Show is the perfect opportunity for students to show off their music, dance and drama skills. This activity is incredibly popular and even staff may prepare an act to display on the night! Don’t forget the International Night, where you will be able to share your culture and background with all other students!
GROUP LEADER MEETINGS

Group Leader meetings are essential for the smooth running of a residential centre; these are the perfect time to raise any issues you may have. There will be a meeting on your first evening at the centre (or the day after arrival) where you will receive all the essential information about the first few days and will be introduced to all members of Senior Staff.

Information we will need from you at this meeting:

- Student registration forms (a requirement by the British Council)
- Student rooming list (exact room numbers of each child)

Information we will give to you at this meeting:

- Centre specific contact details
- Meeting times and points
- GL programme details
- Lunch and dinner rota
- Competition and excursion procedures

AS GROUP LEADERS WE PROMISE TO...

- Attend all meetings with OIEG staff
- Ensure that our students are punctual and attend all lessons, excursions and activity sessions
- Supervise students on excursions, in their accommodation and during meal times
- Report any allergies/medical issues to the Centre Manager on arrival at centre
- Maintain lively, courteous and friendly atmosphere throughout the whole programme
- Report any issues with the programme/campus whilst in the UK rather than waiting until we are home! This way OIEG can work together to fix it as soon as possible
- Have fun!

GROUP LEADER PROGRAMME

We appreciate how much work each Group Leader puts into a visit to the UK, and it is important for them to have some time to relax and meet other leaders. With so much history at all of our campuses, we want leaders to know more about their location, and the rich heritage of each site.

The group leader programmes are tailored to each centre, and at Greenwich it will be made up of 5 different events throughout the two weeks. Each leader will be invited to a traditional English afternoon tea in the Cutty Sark within the first few days, allowing them some time to chat with each other and the centre staff, while enjoying a classic British experience in an exclusive venue.

A tour of the campus will take place later in the programme along with a cheese and wine evening organised by Oxford International. There will also be an Academic Presentation from a member of OIEG Staff.

Group Leaders will also be taken on a special and exciting walking tour, delivered by a professional guide. This tour will start from Waterloo station and a member of staff will accompany all group leaders.
LOCAL EXCURSIONS FROM GREENWICH

NEW for 2018, we have selected some excursions for you and your group to enhance your experience in the UK. These half day trips are designed to take place during on-site activities for those groups who prefer to spend more time off campus.

You can choose from excursions into London to indoor climbing or even a flight on the Emirates Cable Car, your group will definitely have fun!

Please let us know in advance if you wish to arrange any of these extra trips for your group or speak to your Activity Manager when you arrive on campus.

GREENWICH MARITIME

Greenwich is one of the most famous boroughs of London, containing a host of historical sites, along with the beautiful Greenwich Park which has one of the great views of London on your way to the Royal Observatory. Along with the bustling Greenwich market, Greenwich is a fantastic place to spend a day exploring during your time in London.

Take advantage of your campus location and visit the Royal Observatory, the Cutty Sark or the National Maritime Museum.

NEW for 2018, we are also offering a traditional Fish and Chips meal at the Maritime Museum, please refer to the Optional excursions booklet for costs and more information.

Please let us know in advance if you wish to arrange a visit to any of these locations.
### SAMPLE PROGRAMME

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<th>PM</th>
<th>EVE</th>
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<td>Arrivals</td>
<td>Ice-breakers</td>
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<td>Testing and Lesson 1</td>
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<tr>
<td>Day 4</td>
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<td>London: City Cruise</td>
<td>Onsite Activities</td>
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<tr>
<td>Day 6</td>
<td>Lesson 5</td>
<td>Entrance to British Museum</td>
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<tr>
<td>Day 7</td>
<td>Excursion to Cambridge</td>
<td>Entrance to King's College</td>
<td>Onsite Activities</td>
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<tr>
<td>Day 8</td>
<td>London: Camden Town</td>
<td>Lesson 6</td>
<td>Onsite Activities</td>
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<tr>
<td>Day 9</td>
<td>Kensington Museums</td>
<td>Lesson 7</td>
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<td>Lesson 9</td>
<td>Onsite Activities</td>
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<tr>
<td>Day 12</td>
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<td>Day 13</td>
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<td>Optional Excursion</td>
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<td>Day 15</td>
<td>Departures</td>
<td>Departures</td>
<td>Departures</td>
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### OPTIONAL EXTRAS

We love our summer programmes and think they are brilliant as they are, but we also know that for some students it is a mammoth journey to travel to the UK. For this reason we have created an Optionals Booklet. This booklet contains information about destinations across the whole of the UK and attractions you can visit there. If you would like to supplement your programme by purchasing one of these entrances/excursions (and haven’t organised this prior to arriving in the UK) please speak to your Activity Manager. You should have received the Optional Booklet in your Welcome Pack; if not please also refer to your Activity Manager for more information.
MEET THE TEAM AT HEAD OFFICE

The Oxford International team, based in London, will be visiting the centres on a regular basis. Here are some bits about them; if you see any of them on campus, don't forget to say hi!

Gary
Gary is the Operations Director and he oversees all the programmes. He is always looking for a new tennis rival!

Berta
Berta is the Operations Coordinator and she takes care of the excursions. She loves travelling!

Kamila
Kamila is the Academic Director and she has written the Syllabus. She loves yoga and travel adventures!

Theo
Theo is the Operations Development Coordinator and works in the operations team. He loves visiting all the campuses!

Diana
Diana is the Academic Coordinator and she has created some exciting academic projects for all students!

Bob
Bob is the Recruitment Development Manager and he selects all the staff. He loves skiing!

Jon
Jon is the Recruitment Operations Coordinator. He loves travelling, cycling and meeting new people!

Khalil
Khalil is the Activity Recruitment Coordinator and he is responsible for interviewing and hiring Activity Leaders.

Ash
Ash is the Academic Recruitment Coordinator and he is responsible for interviewing and hiring teachers.

Paul
Paul is the Business Development Director and he takes care of all our agencies.

Daniel
Daniel is the Admissions Manager, he looks after all the bookings. Daniel enjoys singing and playing guitar.

Sophie
Sophie deals with European agencies. She loves trying new recipies and always tries to cook up a storm!

Zarina
Zarina works in the booking department and helps groups through the booking process.
What happens if someone loses their passport? We strongly advise that passports are stored safely and not carried around with them. If a passport is lost, the Group Leader will need to accompany the student to the embassy of their home country where they will be issued with a temporary replacement or a permit to travel. The Centre Manager will be able to help locate the embassy and print any forms that might be helpful. We recommend that you have a photocopy of every student’s passport as a backup.

What happens if a student is lost on an excursion? The first thing to do is to contact their mobile. If this is possible then a member of OIEG staff will collect the student whilst you wait with the rest of the group. If they are uncontactable, the Activity Leader will get hold of the Centre Manager who will in turn contact Head Office. Every student is issued with an ‘Emergency Number’ lanyard and ID Card. Students should call this number if lost and it will be answered by a member of Head Office.

How do students participate in onsite activities? In most centres a meeting point is set for activities. All activities and excursions will be advertised on the Activity Noticeboards and during mealtimes. Students can choose which activity they want to participate in. For some activities the Activity Manager may need to know in advance how many students want to participate i.e. swimming. In this instance there will be a sign-up sheet advertised on the noticeboard.

Can students lock their room? Yes, all rooms are operated by a fob unique to that room. The fob opens the bedroom door, apartment door and main entrance to the accommodation. Despite this, we still recommend students do not bring any unnecessary items of value.

What happens on departure day? Prior to your final day on campus, Group Leaders will be invited to attend a departure meeting where the full procedure is explained. At this point Centre Managers will indicate the time the group needs to be at the coach (which will arrive at the airport with at least 3 hours to check-in, go through security and reach your gate). A member of OIEG staff will accompany you to the check-in desks to assist you.

Can my students be taken off campus/programme by a member of their family? We are happy to have parents or relatives visit the centre, as long as you contact the centre in advance to arrange this. It is also possible to have a parent or relative take a student out of the programme for a short time. Parental approval must be sent to the centre Gmail in advance. Original ID of the adult taking them from the centre will be photocopied on arrival. Relatives who accompany the student away from the centre will be asked to sign an “ Unscheduled Activity” form and will need to leave a contact number in case of an emergency.

What should we do if there is a problem with a bedroom? All accommodation blocks are checked prior to the student’s arrival. However, if you do notice a problem when you get to the centre it is essential you report this straight away. All group leaders will be issued with a ‘maintenance report card’ where they can submit all their students’ room problems. If the report card is submitted to the Centre Manager by 10am, the CM will ensure the request is passed onto the maintenance staff that same day.

What do I do if a member of my group has food allergies/dietary requirements? The campus catering staff are very experienced in catering for all kinds of allergies or dietary requirements. During our 27 years of operation we have never had a problem with allergic reactions to food prepared on campus. In order for this to continue to be the case we ask that you alert us to any allergies/requirements as early as possible or preferably before arrival in the UK.

What happens if a student is sick? All sick students should be referred to the Welfare Manager or Centre Manager. If deemed necessary a member of OIEG staff will escort the student to a GP or hospital. If this does happen, the student must take their ID and any medical insurance documents (or EHIC Card) with them in the instance that they may be required.

Do you have any other questions? Please do not hesitate to contact the sales team or our OIEG staff if you are on campus!

Is there a key deposit? Please be aware that a £20 deposit will be collected upon arrival which will be returned at the end of the programme if there is no damage to the rooms or loss of keys etc.

Emergency number: +44 (0) 203 318 3007 - monitored 24/7. Please use only in real emergencies.
OXFORD INTERNATIONAL JUNIOR PROGRAMMES

2018