

BENENDEN SCHOOL KENT

SUMMER 2019 - CENTRE GUIDEBOOK



JUNIOR
PROGRAMMES

 Oxford
International

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 programmes have grown steadily in size and popularity and we now run 13 centres in the UK and 6 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 BENENDEN SCHOOL:

Benenden has been one of the leading boarding schools in Britain for the last 90 years. There just over 550 girls in the school, aged 11-18, with approximately 180 of those in the Sixth Form.

Nestled in an idyllic location in the middle of the Garden of England, at Benenden students are fortunate to live in 240 acres of beautiful parkland.

The School is also within easy reach of London, with the capital less than an hour by train from nearby Staplehurst Station.

The bustling modern town of Royal Tunbridge Wells is a short drive away, and students here are lucky to be just an hour from the seaside and from Bluewater shopping centre.

The School has all weather sports pitch and pavilion, swimming pool, gym, theatre, science centre, music wing, state of the art teaching facilities, dining room, café and much more.



David Brown and Robert Darell with
HRH The Prince of Wales

STAFF AT YOUR SUMMER CENTRE



Centre Manager (CM)

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 (AM)

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 okay with your programme. They will also be able to help arrange optional excursions and make additional bookings for you.

Assistant Activity Manager

They assist the AM with all aspects of the activity programme, ensuring the onsite activities are inspiring, dynamic focused and enjoyable, they also assist the AM with the excursion itineraries.

Activity Leaders (AL)

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

Welfare Manager (WM)

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 OIJP 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 BENENDEN

When you arrive at Benenden you will be shown to your accommodation. At Benenden there is a mix of bedroom configurations ranging from single rooms to multi-bedded rooms. Bedrooms include a bed, cupboard, desk, chair and a lamp for each student. Bedrooms are cleaned every day between Monday and Friday including communal areas.

We aim to ensure students are split by genders (either by corridor, floor or boarding house). 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 OIEG staff.

Once at the accommodation you will be shown your bedrooms and given the door code for the accommodation block. One of the OIEG staff will then 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 early in 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 Education Group
Benenden School
Cranbrook Road, Benenden
Kent, TN17 4AA, UK
Please ensure the letter/package is clearly labelled with the student's name and school name.

Laundry:

Laundry facilities are available during your stay. OIEG will provide soap powder and laundry conditioner. Bed linen will be washed once a week by the school laundry. We strongly recommend that any clothes placed in the laundry are clearly labelled with your name.

Computer Access:

WiFi internet is available throughout the campus. Please speak to your Centre Manager for access codes. Computers are available for use but under timetables access.

Shop/Café:

There is an onsite shop where you can purchase every day essentials and campus branded goods. For snacks, there is a local village shop which you can visit. Ask the Centre Manager for more information on how to get there.

Security:

There are no safes in the bedrooms, however OIEG will have a safe in their office, which can be used to store money/passports. A door code is required to access accommodation. Security patrol until midnight and our staff are onsite 24/7.

Food:

Breakfast: 07:30 - 08:30
Lunch: 12:30 - 14:00
Dinner: 18:15-20:00
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:

Each boarding house has its own common room for student use. These can be used for relaxing and socialising in the evening. Often groups use this area as a rehearsal space in the evenings. There is also the Founders Common Room which has a pool table.

Local Transport:

Rail: Direct trains from Staplehurst to London Charing Cross (1h).
Bus: Bus 297 goes between Tenterden and Tunbridge Wells via Benenden.
Taxis: MTC - 01622 890003
Anita Meekins: 01580 240713

Chapel

You will probably notice that Benenden has a Chapel onsite. This can be used for private prayer and reflection. However, the Chapel is host to a number of events, services and concerts so please check with the CM before accessing the Chapel.

Bank/Post Office:

A Post Office is located in Benenden Village: TN17 4DB
Bank: Many can be found in Cranbrook and Tenterden.
Currency should be exchanged whilst on excursions to London, Cambridge or Canterbury.

Sports Facilities:

Benenden School has a range of sports facilities including a large sports centre, outdoor tennis courts, basketball courts, an astro pitch and a swimming pool. Swimming is always a very popular activity and is typically a sign-up activity.

Hospital/Doctors:

Nearest Hospital:
Tonbridge Rd, Penbury, Royal Tunbridge Wells, TN2 4QJ
Nearest Doctor's Surgery:
Wish Valley Surgery, Talbot Rd, Hawkhurst, Cranbrook, TN18 4NB
First aid trained staff are available on site.

Religious Centres:

Church of England: St George Church, Benenden
Catholic: Roman Catholic Church, New pond road, Benenden
Catholic: St Theodore Church, Cranbrook

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.

STUDENT CODE OF CONDUCT

- Speak English at all times
- Be polite and friendly and respect other groups and individuals from other backgrounds
- Listen to all instructions
- Be on time
- Always ask if you need help
- Respect other people's possessions, cultures and customs
- No alcohol. It is illegal for anyone under 18 to purchase alcohol in the UK
- No smoking. It is illegal for anyone under 18 to purchase cigarettes in the UK
- No chewing gum
- No swearing or foul language
- No vandalism. Any damage to property will be charged for
- No bullying or violence. There is a zero-tolerance policy for this kind of behaviour

If you upload photos to social media don't forget to tag us and use the hashtags #benenden2019 #benendensummer #oxfordinternational #oijuniorprogrammes Don't forget to follow us @oiegbenenden



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)
- 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
- Swimming Costume and Towel

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

EXCURSIONS

LONDON

During your programme there are three excursions to London. Timings for these excursions are:

- 9am - 8pm (depart from London)

Typically groups will start their excursion with our Politics and Royalty walking tour. This tour ensures groups get to see the most iconic London landmarks. Groups will then visit the British Museum and have some free time for shopping. If you would like to visit any other location please speak to the AM in advance.



LUNCHES

At Benenden you will receive:

- A combination of packed lunches and lunch vouchers for the excursions to Brighton, Canterbury, London and the Optional day.

CULTURAL EXCURSIONS

From Benenden School you will visit Brighton and Canterbury. During these excursions you will be taken on a specially designed walking tour by one of our activity leaders and given time to explore the city centre. You will also enter Brighton Sea Life and the well-known Canterbury Cathedral!

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

WALKING TOURS

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.

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!



ONSITE ACTIVITIES

NEW FOR 2019: To ensure students take part in onsite activities, they will now need to sign-up in advance and register will be taken at the beginning of each activity.

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 designed 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, basketball, dodgeball, etc. It is important that students wear suitable sports clothes and footwear for the sports sessions .

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 Union Jack disco, festival 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!

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.



GROUP LEADERS



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
- Lessons and excursion procedures

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 Benenden it will be made up of 8 different events throughout the two weeks. Each leader will be invited to a traditional English afternoon tea within the first few days, allowing them some time to chat with each other and the centre staff, while enjoying a classic British experience. There will be a cheese and wine night organised at your centre.

When students are taking part in a daytime on-site activities or lessons, 3 half-day trips to Tunbridge Wells, Tenterden and Ashford Outlet Mall will also be arranged. The highlight of the Group Leader Programme is a 9-hour Teacher Training Course. Group Leaders will be able to access this course during their stay (3 x 3 hour sessions). The training is for practicing teachers of English who work with teenagers and want to experience new and enjoyable techniques, materials and activities to help teach the language more creatively. The training will include games that teach, making grammar fun, and utilising drama and role-play. All teachers who complete the course will receive a certificate from Oxford International.

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 a 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!

LOCAL EXCURSIONS FROM BENENDEN

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 a range of activities from horse riding next to the school, to bowling in Tunbridge Wells! 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.



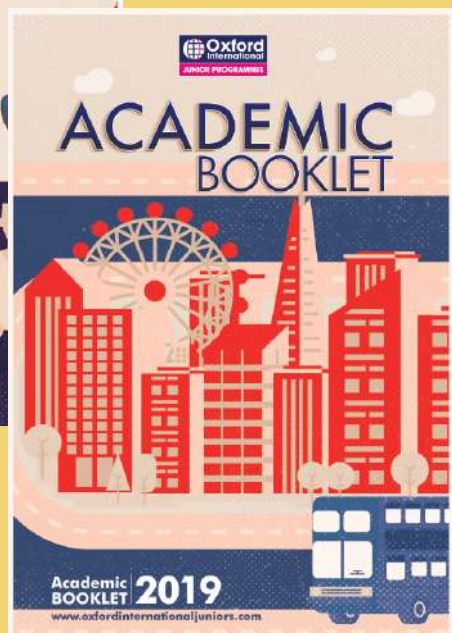
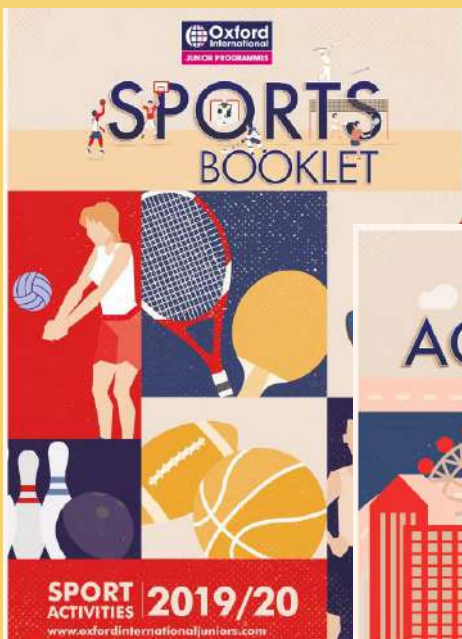
NEW FOR 2019 - SPORTS AND ACADEMIC BOOKLETS

We have two new exciting booklets for 2019. You can book any of the activities for your London excursion or on your optional day.

The sports booklet has a range of exciting activities in London. You can chose to swim at the Olympic swimming pool or climb the O2! The booklet also includes a wide range of center specific sports optionals.

The academic booklet contains a list of educational visits and workshops for international students! You can chose from a Wildlife lesson at the London Zoo to a Business Workshop at Wimbledon.

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.



SAMPLE PROGRAMME



JUNIOR PROGRAMMES

Sample Programme- Benenden A

Group Name				
Students				
Group Leaders				
Date	Days	Morning	Afternoon	Evening
8-Jul	Mon	Airport: Flight Number: Time:	Lunch Airport: Flight Number: Time:	Dinner Campus tour and ice-breaker activities
9-Jul	Tue	Placement Test and Lesson 1	Half day excursion to Royal Tunbridge Wells	Onsite Activities
10-Jul	Wed	Lesson 2	Onsite Activities	Welcome Disco
11-Jul	Thu	Lesson 3	iPad Treasure Hunt	Karaoke/Lip Sync Battle
12-Jul	Fri	Lesson 4	Onsite Activities	Onsite Activities
13-Jul	Sat	Lesson 5	Onsite Activities	International Evening
14-Jul	Sun	Full day excursion to Canterbury	Entrance to Canterbury Cathedral	Onsite Activities
15-Jul	Mon	Onsite Activities	Lesson 6	Disco
16-Jul	Tue	Full day excursion to Brighton	Entrance to Sea Life Centre	Onsite Activities
17-Jul	Wed	Lesson 7	Lesson 8	Onsite Activities
18-Jul	Thu	Onsite Activities	Lesson 9	Onsite Activities
19-Jul	Fri	Onsite Activities	Lesson 10	Talent Show
20-Jul	Sat	Full day excursion to London by coach with Politics and Royalty walking tour	Entrance to British Museum and with shopping in Covent Garden/Piccadilly	Evening in London with late return to campus
21-Jul	Sun	Optional Excursion	Optional Excursion	Onsite Activities
22-Jul	Mon	Airport: Flight Number: Time:	Airport: Flight Number: Time:	Airport: Flight Number: Time:

Please note this is a sample programme. Please refer to your Welcome Pack for your personalised itinerary.

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 different optional books available. These booklets contain 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 Excursions Booklet in your Welcome Pack; if not please also refer to your Activity Manager for more information.

New for 2019 there is also an Academic extras booklet and a Sports extras booklet, in which we offer a variety of academic and sports activities to add to your programme.

MEET THE TEAM AT HEAD OFFICE



The Oxford International team, based in London, will be visiting the centre 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

Operations Director



Berta

Operations Manager



Frances

Operations Coordinator



Theo

Operations Coordinator



Bob

Recruitment Development
Manager



Jon

HR Officer



Kamila

Academic Director



Diana

Academic Coordinator



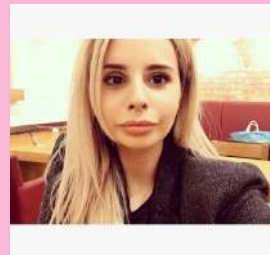
Paul

Business Development
Director



Sophie

Head of Junior
Admissions



Zarina

Student Enrolments
Administrator



Veronica

Student Enrolments
Administrator



Tina

Team Leader Year-Round
Group Admissions



Sarah

Year-Round Admissions
Administrator



Natercia

Student Enrolments
Administrator

FREQUENTLY ASKED QUESTIONS

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. To ensure students take part in onsite activities they will now need to sign-up in advance and register will be taken at the beginning of each activity.

Can students lock their room?

Unfortunately not. All of the campuses run as boarding schools during term time and it is their policy not to provide students with keys for their rooms. We recommend that if this is the case, students keep any valuables in the group leader's bedroom.

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.

Is there a 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.

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 they 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 email 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 students' 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, these should be notified 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!

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

CAMPUS MAP



OXFORD INTERNATIONAL JUNIOR PROGRAMMES

2019



HEAD OFFICE 277 GREENWICH HIGH ROAD SE10 8NB, LONDON

+44 (0)208 312 8072

@OIJUNIORPROGRAMMES



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