

Bradfield College

Summer 2025

Pre-Arrival Guidebook



Summer Camp

Reading, UK



BRADFIELD COLLEGE



Founders David Brown and Robert Darell meeting HM King Charles III again in May 2014



Dear Group Leader, thank you for joining us in the UK this year. 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 12 centres in the UK; 8 Residential and 4 Year Round Schools, plus 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.

The Airport

On arrival at the airport, you will be met by one of our Activity Leaders who will welcome you to the UK. They will be wearing a red T-shirt or hoodie with the OIEG 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 an optional booklet, your activity programme, a welcome letter from the management team, registration forms, lanyards, and student ID cards. 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 Bradfield College

When you arrive at Bradfield College you will be shown to your accommodation.

All boarding houses at Bradfield have a mix of bedroom configurations ranging from single rooms to quad rooms. Bedrooms include a bed, cupboard, desk, chair and lamp for each student. Cleaning is every other day, including rooms and the communal areas. Bed linen will be changed once during your stay if this is over 1 week.

At OIEG 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 and you are the only group leader, those students will be supervised by a member of staff.

Once at the accommodation you will be shown to your bedrooms and given the door code for the accommodation block. One of the OIEG 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 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.



Bradfield College

Bradfield College is a co-educational independent school for boarding and day pupils. The college was founded in 1850 by Thomas Stevens. It has around 750 students in total during term time. Bradfield is renowned for its Greek plays and Greek Theatre. The first Greek play, *Alcestis* was performed in the original language in 1881 in an attempt to save the school from bankruptcy.

The school still performs these plays and the students who act in them receive no formal training in speaking Ancient Greek. They have only nine months to learn the lines and direction while keeping up with their other studies.

The history of Reading will always include the famous Lion. The Maiwand Lion in Forbury Gardens is the unofficial symbol of Reading, commemorating the fallen men of the 66th, the Berkshire Regiment at the Battle of Maiwand in 1880. The first written mention of a settlement in Reading was on 4 January 871 with the battle of Reading fought between the Danes, King Ethelred and his brother Alfred the Great. The town was then known as Readingum. The name probably derives from Readingas, an Anglo-Saxon tribe whose name means "Reada's People."



About the Centre

Bradfield College

Bradfield, Reading RG7 6AU

Postal Address:

Oxford International Education Group
c/o Bradfield College, Reading, RG7 6AU
Please ensure the letter/package is clearly labelled with the student's name and school name.

Wi-Fi access:

Wi-Fi is accessible in certain areas across the campus. Please speak to your centre manager regarding access codes.

Meal Times:

***Subject to confirmation**

Breakfast: 07:15 – 08:15

Lunch: 12:30 – 13:30

Dinner: 18:30–19:30

Students should clear away their food trays at the end of their meal. Meal times may vary before and after excursions.

Shop/Café:

There is a café on site, the Stunt Café, which will be open both mornings and afternoons. There is no shop onsite but there are a few small shops and cafes available in Theale (a short taxi ride away).

The cafe will be accepting cards and contactless payments only.

Security:

Bradfield College has a 24 hour onsite security team who maintain a constant patrol.

Laundry:

***Laundry prices subject to confirmation**

Laundry service is available for students staying more than 2 weeks. Students need to provide their own laundry bags and put their clothes together to make one load.

The washing will be organised and completed by the Group Leaders and SSM. (students are unable to do their own laundry). Laundry cost is £10 per load (approx.)

Local Transport:

From Theale, there are regular trains to Reading and London. A return train ticket to London could be from £26 to £32 (approx.)

If you need a taxi please speak to your CM so this is booked in advance.

Social Spaces:

Every accommodation block has a large common room. (usually on the ground floor). These can be used for relaxing and socialising in the evening. Often group leaders use this area as an evening meeting point or rehearsal space.

Bank/Post Office:

A bank, ATM and post office is located in Theale:

Lloyds Bank, TSB, 40–42 High Street

Post Office, 8 High Street

Currency should be exchanged whilst on excursions to London or Oxford.

Hospital/Doctors:

Nearest Hospital: Royal Berkshire Hospital, Reading, RG1 5AN.

Nearest Doctor's Surgery:

Tilehurst Village Surgery, Tilehurst, RG31 5PP.

First air trained staff are available on site.

Religious Centres:

Anglican: St Mary's Church, Burghfield.

Roman Catholic: St Joseph's Catholic Church, Reading.

Russian Orthodox: St Edward Brotherhood Orthodox Church, Woking.

Fire Drills:

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.

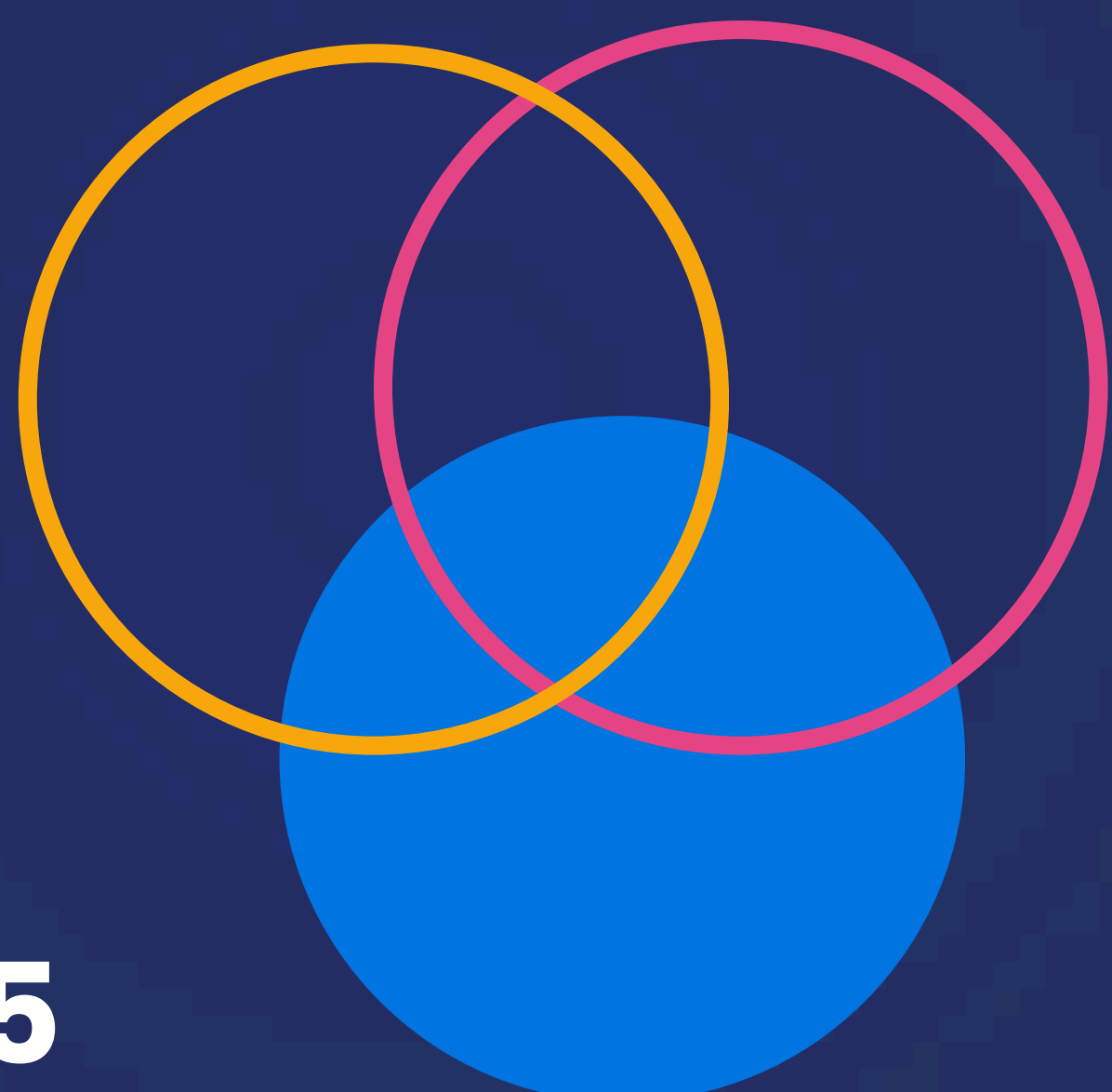
Curfew:

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.

Deposit:

Please be aware that a **£30 deposit per student 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.



Staff at your 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.

Director of Studies (DoS)

The Director of Studies is 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.

Student Support Manager (SSM)

The Student Support 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.

Excursion Manager (ExM)

The Excursion Manager will be responsible for the complete over-sight and smooth running of the excursions at the centre.

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.

Activity Manager (AM)

The Activity Manager is responsible for all aspects of the activity programme, ensuring the onsite activities are inspiring, dynamic focused and enjoyable.

The AM will lead the team of activity staff.

EFL Teacher/ Senior EFL Teacher

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

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.



Excursions

London excursions

During your programme there are two full day excursions to London. Timings for these excursions are from 9am to 8.00pm (depart London).

Groups will do our "Politics and Royalty Photo Tour", visit the National Gallery and shopping in Covent Garden.

On one of the excursions students will do the Thameside walking Tour, followed by an afternoon in the Tate Modern Museum. If you would like to visit any other location please speak to the Excursion Manager in advance.

Travel cards in London are now included

New for 2025! NEW

You will be able to use public transport to move around London (zones 1-6).

Half Day Excursion to Reading

From Bradfield College you will have one half day to Reading where an Activity Leader will deliver an orientation tour of the town and participate in a "Reading Photo Challenge".

Full Day Excursion to Bath

New for 2025! NEW

From Bradfield you will have one full day to Bath, including a walking tour of the city with entrance to Bath Abbey to explore the stunning Gothic architecture

Oxford Excursions

From Bradfield College you will visit Oxford. During this excursion 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 visit one of the colleges.

This excursion will run from 9am to 4pm (depart Oxford at 4 pm).



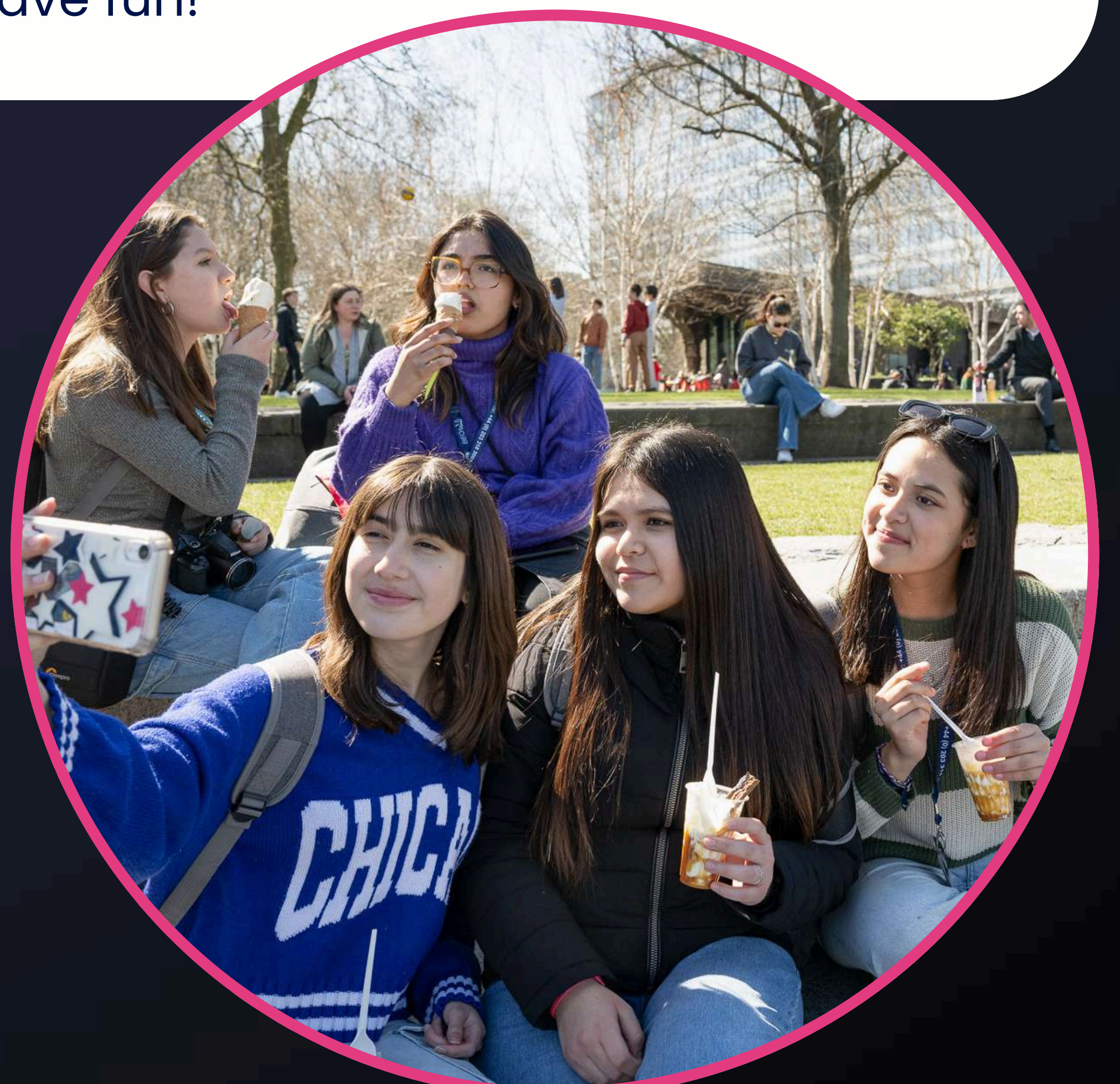
Lunch on excursions

At Bradfield you will receive:

- A mix of packed lunches and meal vouchers during extended excursions to London. Packed lunches for Oxford, Bath and the Optional Day.

What to expect from Group Leaders during excursions:

- Only take photos when advised to do so
- Keep together as a group
- Don't stop for toilet or food breaks without permission
- Stay vigilant of on-coming traffic
- Don't block the pavement or gates
- Walk at a brisk pace
- Don't talk over the guides
- Wear your lanyard at all times
- Ask lots of questions
- Have fun!



Optional Booklet

We love our summer programmes and think they are brilliant as they are but we also know that for some students it is a long journey to travel to the UK.

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 Excursion Manager. You should have received the Optional Booklet in your Welcome Pack; if not please also refer to your ExM for more information.

We highly recommend booking in advance to guarantee we can offer the excursions

England

Optional Excursions 2025/26



Musicals

Come and experience theatrical performances presented in many professional theatres, more commonly known as the West End! Along with New York's Broadway theatres, West End theatres are widely considered to represent the highest level of commercial theatre in the English-speaking world. Recommended musicals for groups are the following:

- Wicked** – prices per person from £30.00
- Hercules (NEW for 2025!)** – prices per person from £35.00
- Harry Potter and the Cursed Child** – prices per person from £35.00 each
- Phantom of the Opera** – prices per person from £45.00
- Matilda** – prices per person from £45.00
- Phantom of the Opera** – prices per person from £50.00

Other musicals available, please enquire for prices: Oliver, The Devil Wears Prada, Mrs Doubtfire, Back to the Future, Hamilton, Hades Town and many more!

Please note group prices vary depending on date and availability and the above are for reference only. Contact our team for more information and specific rates for your group.*

Groups at centres outside of London will need to consider a private coach to return to the centre after the musical. Please check with our team for additional costs.

Wicked Official 2-hour workshop

The Wicked Musical Theatre Workshop is designed to introduce students to the many multi-layered performance techniques crucial to performing in the West End.

Following a comprehensive physical and vocal warm-up, participants learn a specially selected song from Wicked, developing their vocal techniques and acting through song with movement and harmonies that can be adapted depending on the age and/or experience of the group.

From £30.00 per student



Onsite Activities

Our Onsite Activities Programme has been carefully planned and designed with all students in mind. During these sessions, we encourage students to challenge themselves individually, as well as being able to work as part of a team, in a fun and friendly way.

The onsite activities are divided into 5 categories that will allow your students to explore different skills, techniques, and talents throughout the programme.

The categories are:

- ◆ **Whole campus activities**
- ◆ **Sports**
- ◆ **Challenges**
- ◆ **Workshops**
- ◆ **Relaxing activities**

Get ready for an incredible journey filled with laughter, learning, and lasting friendships.

Let the fun begin!

Sign up activities

These sessions will require students to sign up for a specific activity. This process will allow students to choose the activity that best suits them and will help the staff to make sure all students attend the activities. Please make sure you help the team onsite and encourage students to sign up in advance.

Rotation activities

NEW for 2025! NEW

Here, students will participate within a rotation system. This means we will have several engaging activities running at the same time. Divided into groups, students will participate in a few activities for 45 minutes each, therefore experiencing different activities.

What to bring?

We recommend that students bring comfortable sports clothes and trainers for onsite activities. Finally, please ask your group to bring LOTS of energy to participate and engage in all the activities we have to offer!



Sample Programme



Sample Programme - Bradfield A

Group Name							
Students							
Group Leaders							
Date	Days		Morning		Afternoon		Evening
1-Jul	Tue	Breakfast	Airport: Flight Number: Time:	Lunch	Airport: Flight Number: Time:	Dinner	Campus tour and ice-breaker activities
2-Jul	Wed		Student Induction		Onsite Activities		Welcome Disco
			Lesson 1 - Welcome				
3-Jul	Thu		Lesson 2		Half day excursion to Reading with walking tour and photo challenge		Onsite Activities
4-Jul	Fri		Full day excursion to Bath by coach		Walking tour of Bath and entrance to Bath Abbey		Onsite Activities
5-Jul	Sat		Lesson 3		Lesson 4		British Quiz Night
6-Jul	Sun		Lesson 5		Onsite Activities		Onsite Activities
7-Jul	Mon	Onsite Activities	Lesson 6	Karaoke/Lip Sync Battle			
8-Jul	Tue	Full day excursion to London with Politics and Royalty walking tour	Optional entrance to the National Gallery and shopping in Covent Garden	Evening in London with late return to campus			
9-Jul	Wed	Onsite Activities	Lesson 7	Talent Show			
10-Jul	Thu	Lesson 8	Lesson 9	Onsite Activities			
11-Jul	Fri	Full day excursion to Oxford with walking tour of the city	Entrance to an Oxford college	Disco			
12-Jul	Sat	Onsite Activities	Lesson 10	Onsite Activities			
13-Jul	Sun	Full day excursion to London with Thameside walking tour	Optional visit to TATE Modern and shopping in Covent Garden	Evening in London with late return to campus			
14-Jul	Mon	Optional Excursion	Optional Excursion	Onsite Activities			
15-Jul	Tue	Airport: Flight Number: Time:	Airport: Flight Number: Time:	Airport: Flight Number: Time:			
Example activities available at your campus:							
Challenges		Team Challenges, Water Challenges, Build-it Challenge					
Sports		British Sports, Football, Running Club, Summer Olympics, Volleyball, Basketball, Tennis					
Workshops		Self Portrait, Group Mural, Beauty Night, Friendship Bracelets, Fashion Show, Drama					
Relaxing		Movie Night, Conversation Club, Chill Club (board games)					

**Please note this is only a sample and you should receive your personalised programme before arriving to the UK.*

Group Leader Programme

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.

The group leader programme is tailored to each centre, at **Bradfield College** it will be made up of different events throughout the weeks.

With so much history at all of our centres, we want leaders to have a **tour of the campus** to know more about their location and the history of each site.

Group leaders 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.

A **cheese and wine** evening will also be arranged during one of the evenings for group leaders and senior staff only.

There will also be **one half-day trip to Windsor** and a **movie night** on campus organised by the staff.

A **Teacher Training Course** is available to all Group Leaders taking part in the programme. You will be able to attend a 3 hour course during your stay. 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.

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 you at this meeting:

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

Group Leaders' Responsibilities:

- Attend all meetings with the staff
- Ensure their students are punctual and attend all lessons, excursions and onsite activities
- Supervise students on excursions, in their accommodation and during meal times
- Report any allergies/medical issues to the Centre Manager on arrival at the 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 the group is at home. This way the staff can work together to fix it as soon as possible
- **Have fun!**



Student Packing List

Summer weather can be very unpredictable in the UK. The 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
- A copy of any medication prescriptions in case of emergencies
- UK currency (Pound sterling)
- Debit or credit card
- Visa or ETA (NEW for 2025) Check if you can get an electronic travel authorisation (ETA) - GOV.UK NEW

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)

Everyday Essentials

- Medication
- Toiletries, washing and sanitary essentials
- Toothbrush and toothpaste
- Towel
- Hairbrush/comb/hairstyler
- Sleepwear, socks and underwear
- Glasses/contact lens equipment
- Plastic bags for dirty laundry or wet items
- A small padlock to lock valuables
- **MUST BRING Reusable water bottle!**

Onsite Activities

- Tracksuit/jogging pants for sport
- Comfortable trainers
- Swimming costume

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

- Bedding (bed sheets, pillows)
- Expensive electronics/valuables
- Travel iron (an iron and ironing board will be available)
- Too many clothes
- Do not bring NUT products. No sandwiches, granola bars, treats or other food that contain nuts.



We can only guarantee the carriage of one x1 suitcase and one x1 backpack for airport transfers. If you anticipate that you will need to bring more suitcases, let us know in advance. Please note an extra charge might occur if an extra coach needs to be arranged on arrival.

Frequently Asked Questions

What happens if someone loses their passport?

We strongly advise that passports are stored safely in the accommodation and remain there. 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 CM 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 the student on their mobile. If this is possible then a member of the 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 CM 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 a 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).

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 or dietary requirements?

The campus catering staff are very experienced in catering for all kinds of allergies or dietary requirements. During our 30 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 prior to arrival to the UK. The admissions team should be notified before arrival in the UK.

What happens if a student is sick?

All sick students should be referred to the Centre Manager. If deemed necessary, a member of the staff will escort the student to a GP or hospital. If this does happen, the student must take their passport and any medical insurance documents with them in the instance that they may be required.

Is there a deposit?

Please be aware that a £30 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.

Do you have any other questions?

Please do not hesitate to contact the admissions 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.



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