

ROYAL HOLLOWAY EGHAM



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 ROYAL HOLLOWAY UNIVERSITY:

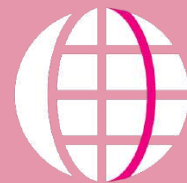
Royal Holloway is a public research university and a college of the University of London. It has 19 academic departments and approximately 10,140 undergraduate and postgraduate students from over 100 countries. The Egham campus was founded in 1879 by the Victorian entrepreneur and philanthropist Thomas Holloway. It was officially opened by Queen Victoria as an all women college in 1886. By 1945 the college admitted male postgraduates and in 1965 around 100 of the first male undergraduates.

The Founder's Building, at the centre of the campus, was completed in 1881 by William Henry Crossland and was inspired by the Chateau de Chambord in France. A statue of Queen Victoria sits in the centre of the north quadrangle. The centre of the south quadrangle contains a statue of Thomas Holloway and his wife Jane. The Founder's Building houses the Picture Gallery, containing a collection of over 70 pieces of Victoria Era art, purchased by Thomas Holloway during the 1880's, and it was given to the college at the time of its foundation.



David Brown and Robert Darell with
HRH The Prince of Wales

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

Onsite Activity Co-ordinator

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 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 ROYAL HOLLOWAY

When students arrive at Royal Holloway they will be shown to their accommodation.

At Royal Holloway the accommodation for the Football Programme is largely based in the Founders Building. These bedrooms are single and twin rooms with shared bathroom facilities arranged along corridors. Most of the accommodation has large common areas/kitchens where the students can relax in the evenings and during break times.

At Oxford International Junior Programmes we aim to room students in line with their needs. All students will be supervised by a member of Oxford International Junior Programmes staff. Once at the accommodation students will be shown their bedrooms and shown how to access the accommodation block. One of the Oxford International Junior Programmes staff will escort them on a tour of the campus and highlight all the key locations they will use during their stay.

Please note if they arrive on campus during the morning there may be a possibility that their room is still being cleaned. If this is the case we will show them to the nearest common room where students can relax.



THE CENTRE

Postal Address:

Oxford International Junior Programmes
c/o Royal Holloway University, Egham Hill, Egham, Surrey, TW20 0EX
Please ensure the letter/package is clearly labelled with Oxford International Junior Programmes

Laundry:

The laundry is located in the Hub reception and is open until late each night. A wash costs £2.90 and a dry is £1.40. Pre-loaded cards will be distributed to Group Leaders as required. Bed linen will be washed once a week by the University.

Computer Access:

Every group leader and student will be issued with a WiFi code on arrival. This operates across the entire campus. There is also a computer centre onsite which is available to group leaders throughout the day.

Shop/Café:

The Student Union Shop is the campus shop; a mini supermarket selling snacks, drinks, campus souvenirs and toiletries. There is a Starbucks within the Cafe on the Square, which is open from 7am to 7pm.

Security:

The University has a 24 hour onsite security team, who maintain a constant patrol. There is also campus-wide CCTV and all rooms have their own keycard for entry. There are no safes in their bedrooms but the OIEG centre Manager will have a safe for passport storage.

Food:

Breakfast: 07:00-08:45
Lunch: 12:30 - 13:45
Dinner: 18:00-20:00
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:

The students will have access to the common rooms based in the accommodation during break times and in the evening. Each flat has a kitchen or a living space where groups can meet. There is also an outdoor social area located at the back of The Hub.

Local Transport:

Egham train station is just a short 20 minute walk from the campus:
Train to Waterloo (40mins)
Train to Richmond (20mins)
Buses at the campus entrance:
Bus 71 direct to Windsor
Bus 441 direct to Staines

Fitness Suite:

There is a fully equipped gym available for group leader use. There will be a small fee to use the gym and a short induction session will be required.

Bank/Post Office:

There is a Santander bank and ATM in the Davison building and 2 further ATM's outside the SU and outside the shop. There are approx. 4 banks located in Egham. The nearest Post Office is located on Egham High Street.

Sports Facilities:

Royal Holloway has a fantastic sports centre where you can play badminton, basketball and table tennis. There are also an extensive number of sports pitches available for football, volleyball and team games.

Hospital/Doctors:

Nearest Hospital:
St Peter's Hospital, Guildford Road, Chertsey, KT16 0PJ
Nearest Doctor's Surgery:
Ashford Health Centre, London Rd, Stanwell, Ashford TW15 3FE
First aid trained staff are available on site.

Religious Centres:

Anglican:
St Jude's United Church, Englefield Green
Roman Catholic: Our Lady of the Assumption, 91 Harvest Road, Englefield Green
Jewish: Staines and District Synagogue, Westbrook Road, Staines

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 #roho2019 #rohosummer #oxfordinternational #oxfordinternationaljuniors Don't forget to follow us @oiegroho



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/hairstyle
- Sleepwear, socks and underwear
- Glasses/contact lens equipment
- Water bottle
- Plastic bags for dirty laundry or wet items

FOOTBALL KIT BAG:

- Football socks and shin pads/guards
- Water bottle
- Football boots suitable for Astro turf (3G pitches)
- Football boots/cleats suitable for soft ground (grass)
- Football kit for training (shorts, socks, tops)
- Warm clothing and waterproof tops for training and break times
- Goalkeeping gear/gloves (if a goalkeeper)
- Trainers/indoor training shoes

EXCURSIONS

LONDON

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

- 9am -4pm (depart London) for one of the excursions
- 2pm - 8pm (depart London) for the River Boat Disco excursion

During the London excursions, students will receive our Politics and Royalty walking tour followed by a visit to the National Gallery. They will also go on an exciting River Boat Disco on the Thames!

If you would like to visit any other location please let us know, through your agency, emailing us directly or once you arrive on campus.



LUNCHES

At Royal Holloway you will receive:

- Packed lunches during the full day excursions to London, Brighton/Portsmouth and Oxford. You will also have packed lunch on your Optional Day.

ENTRANCES IN LONDON

During the excursions to London, students will visit Wembley Stadium, home to the English national team, and they will get a self-guided tour of the site.

Students will also have the opportunity to visit the new Tottenham Hotspur stadium, opening this year!

OTHER EXCURSIONS

All students will also visit Windsor for half a day and will be given a walking tour by one of our Activity Leaders. They will also visit Windsor Castle, one of the Queen's royal residence. All students on the football programme will also enjoy a full day to Thorpe Park at the end of the programme. Students will also go on a full day excursion to Oxford and will have the opportunity to visit an Oxford College.

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 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, 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.



THE PROGRAMME

ENGLISH LESSONS

The students will have a placement test on arrival. This is both a written and oral exam so we can place the student in the most appropriate class. We place the students by English level, ensuring there is a good nationality mix in each class. We split each lesson block into 2x 90 minute sessions.

DAILY MEETINGS

Individual students will have daily meetings with the Football Coordinator and the Activity Manager to plan their day. These are the perfect time to raise any issues you may have. On your first evening at the centre, there will be a meeting where you will receive all the essential information about the first few days and will be introduced to all members of staff.

During this meeting, you will also receive:

Centre specific contact details

Meeting times and points

Programme details

Lunch and dinner rota



FOOTBALL COORDINATOR

At Royal Holloway, there is someone who is employed to look after the football students. Their role is to welcome the students on arrival to the campus; they may even pick up the students from the airport. They look after the welfare of the students; making sure their passports and pocket money are secure, ensuring the student records are up to date, sharing any medical information as well as looking after them in the accommodation. They will meet with the students every day to give announcements so they know what is coming up in the programme.



FOOTBALL COACHING

The Tottenham Hotspur Football Club Academy staff have created the player development syllabus.

It focuses on developing the right environment to help the players improve.

Sessions will include; goal scoring, defending, possession and domination. Each session is themed around a specific element of the game and the FA and UEFA-qualified coaches use inspiration from the current First Team and Academy at THFC to help develop the young players on our programmes.

They will monitor each player individually to ensure they train with players of similar abilities and ages with the aim to progress every player through the ability levels.



FOOTBALL SEMINARS

On two evenings during the programme, the coaches stay on campus and have a classroom session with the students.

They last approx. 90 minutes and during the sessions, the students will learn more about nutrition, tactics and what it is like to live as a professional football player. The sessions are very interactive and include discussions about favourite players and the best players in the world.



SAMPLE PROGRAMME

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

Sample Programme - Royal Holloway A



Group Name				
Students				
Group Leaders				
Date	Days	Morning	Afternoon	Evening
1-Jul	Mon	Breakfast Airport: Flight Number: Time:	Lunch Airport: Flight Number: Time:	Dinner Campus tour and ice-breaker activities
2-Jul	Tue	Placement Test and Lesson 1	Football Coaching	Welcome Disco
3-Jul	Wed	Lesson 2	Full day excursion to London with entrance to Wembley Stadium	Sunset Boat Disco on the River Thames
4-Jul	Thu	Lesson 3	Lesson 4	Onsite Activities
5-Jul	Fri	Full day excursion to London with Politics and Royalty walking tour	Entrance to The Tottenham Hotspur Stadium*	Onsite Activities
6-Jul	Sat	Lesson 5	Football Coaching	Football Seminar then Themed Disco
7-Jul	Sun	Football Coaching	Half day to Windsor with walking tour and entrance to the Castle	Onsite Activities
8-Jul	Mon	Football Coaching	Lesson 6	International Evening
9-Jul	Tue	Football Coaching	Lesson 7	Onsite Activities
10-Jul	Wed	Football Coaching	Football Coaching	Football Seminar then Karaoke/Lip Sync Battle
11-Jul	Thu	Lesson 8	Lesson 9	Onsite Activities
12-Jul	Fri	Football Coaching	Lesson 10	Talent Show
13-Jul	Sat	Full day excursion to Oxford	Walking tour of the city centre and entrance to an Oxford College	Farewell Disco
14-Jul	Sun	Full day excursion to Thorpe Park	Full day excursion to Thorpe Park	Onsite Activities
15-Jul	Mon	Airport: Flight Number: Time:	Airport: Flight Number: Time:	Airport: Flight Number: Time:

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



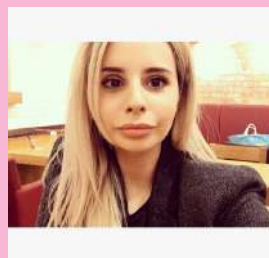
Paul

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?

Yes. At Royal Holloway students will be able to lock their room. Corridors can be accessed by individual secure key cards. We ask that students take particular care of their keys/key cards as room 'lockouts' take a significant amount of time to rectify. If a key is lost, there will be a charge for its replacement.

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 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 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 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, 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

Academic locations As of 7 February 2017

- | | | |
|--|---|-----------------------|
| Biological Sciences | 31 Bourne Laboratory | 32 Wolfson Laboratory |
| Classics | 32 EMU | |
| Clinical Psychology | 15 International Building | |
| Computer Science | 40 John Bowyer Building | |
| Drama & Theatre | 74 McCrea Building | |
| | 74 Katharine Worth Building | |
| | 79 Caryl Churchill Theatre | |
| | 25 Hilda Noh Theatre | |
| Earth Sciences | 44 Boilerhouse Complex | |
| | 35 Queen's Building | |
| | 40 John Bowyer Building | |
| Economics | 17 McCrea Building (ground floor) | |
| English | 20 Horton Building | |
| Geography | 19 International Building | |
| | 35 Queen's Building | |
| | 37 EMU | |
| Hellenic Institute | 19 International Building | |
| History | 17 McCrea Building | |
| Information Security Group | 17 McCrea Building | |
| Law, Criminology & Sociology | 16 Arts Building (first floor) | |
| Management | 12 Moore Building | |
| | 13 Moore Annexe | |
| | 1 Founder's Building (east first floor) | |
| Mathematics | 17 McCrea Building | |
| Media Arts | 11 Williams Building | |
| | 16 Arts Building (ground floor) | |
| Modern Languages, Literatures & Cultures | 15 International Building | |
| Music | 63 Wetton's Terrace | |
| | 65 Woodlands | |
| Physics | 1 Founder's Building | |
| | 22 Wilson Laboratories | |
| Politics & International Relations (including European Studies & Philosophy) | 1 Founder's Building (west first floor) | |
| Psychology | 34 Wolfson Laboratory | |
| | 30 Bourne Annexe | |
| Social Work | 16 Arts Building | |



*Please note: The ongoing development of our estate may result in further temporary work sites and alteration of routes and access points on campus. Where this is necessary, updates will be issued in advance to campus users.



OXFORD INTERNATIONAL JUNIOR PROGRAMMES

2019

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