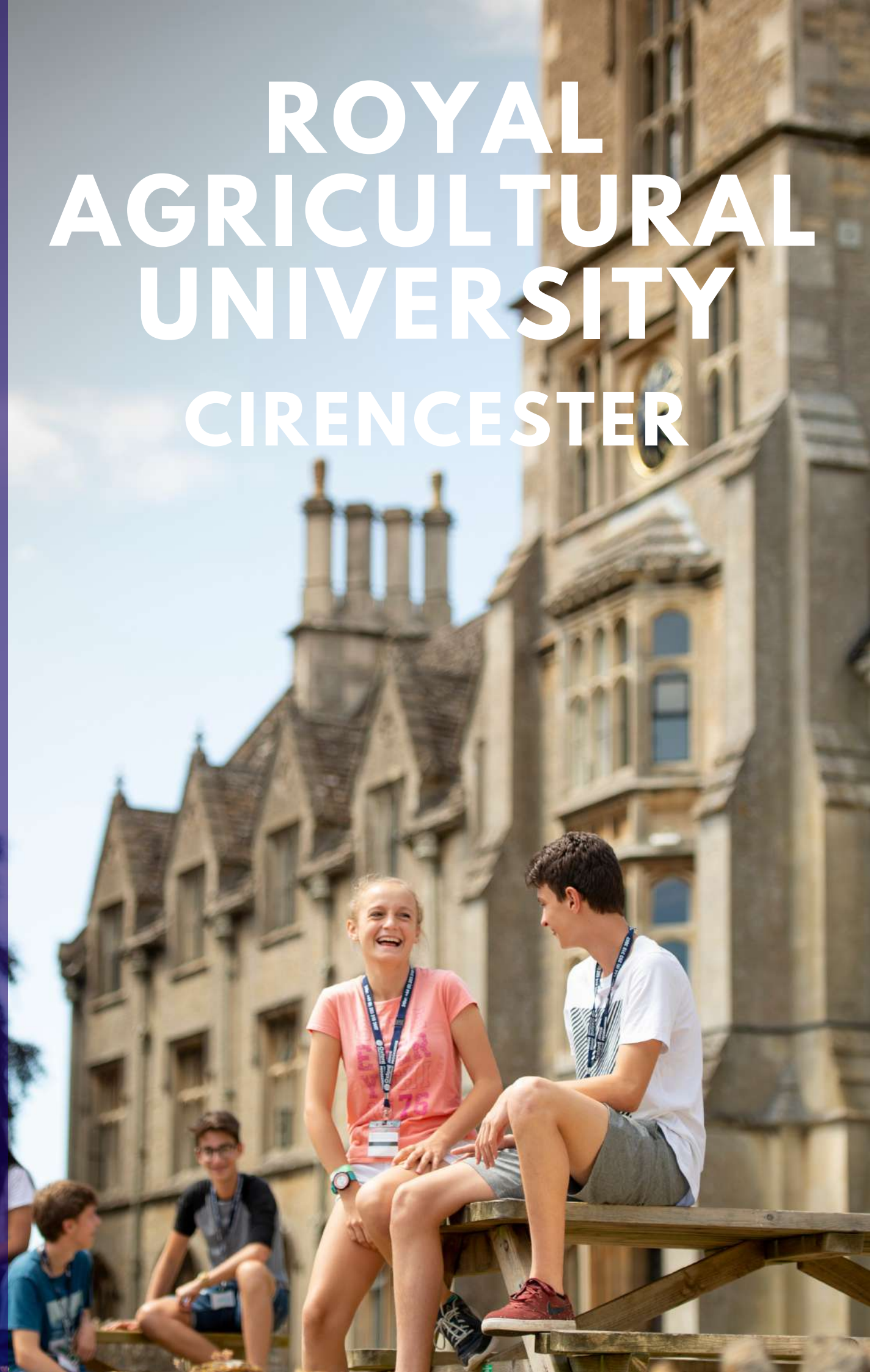


SUMMER 2019 - CENTRE GUIDEBOOK

ROYAL AGRICULTURAL UNIVERSITY CIRENCESTER

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 AGRICULTURAL UNIVERSITY:

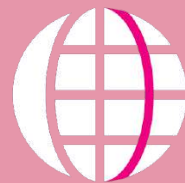
The Royal Agricultural University or RAU was established in 1845 and was the first agricultural college in the English speaking world. When it was founded, funds were raised by public subscription; much of the support came from the wealthy landowners and farmers of the day (due to a lack of support from the Government).

Queen Victoria granted the Royal Charter to the university in 1845 and sovereigns have been patrons ever since. His Royal Highness the Prince of Wales became President in 1982. The college gained full university status in 2013. In the same year, the RAU was named the safest university in the South West and is ranked top in the UK for its facilities. The university now provides more than 30 land-based undergraduate and postgraduate degree programmes. The RAU is one of just three remaining British universities that maintains their own beagle pack who, before the 2004 ban, hunted the countryside around Cirencester.



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 CIRENCESTER

When you arrive at the Royal Agricultural University you will be shown to your accommodation. The majority of the accommodation at the RAU is en suite and is split over a number of accommodation blocks. Most of the blocks also have a communal lounge or kitchen area where the students can relax in the evening. 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 from yourself but you are the only group leader, those students will be supervised by a member of OI staff.

Once at the accommodation you will be shown your bedrooms and shown how to access the accommodation block. One of the Oxford International Junior Programmes 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. 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.



THE CENTRE

Postal Address:

Oxford International Education Group
Royal Agricultural University
Stroud Road
Cirencester, GL7 6JS
Please ensure the letter/package is clearly labelled with Oxford International Junior Programmes.

Laundry:

There is a laundry room located on site. It is £2-£2.50 for a wash and £1 minimum selection for tumble dryers. All of the laundry facilities are selfservice.
Open: 8:00 – 20:00. Bed linen will be washed once a week by the University laundry.

Computer Access:

WiFi is available across the campus. A username and password is available to join the RAU network. A few computers are available for students to use in the evenings in the teaching block.

Shop/Café:

There is a combined shop/Café on campus. The opening hours are: 8am to 10pm. It sells coffee, snacks and pizzas. Otherwise, Cirencester has a number of high street shops.

Security:

There is 24 hour security, with night staff on patrol after working hours. There are no safes in the bedrooms. However, OIJP staff will have a safe in their office, and this can be used to store money/passports.

Food:

Breakfast: 07:45 - 09:00
Lunch: 12:15 - 13:15
Dinner: 18:00-19:00
Students should clear away their food trays at the end of their meal. Meal times may vary before and after excursions. There will be a lunch and dinner rota for all groups.

Social Spaces:

There is a social space with sofas, pool, a projector screen and a television in the Tithe Barn. There is also an additional social space outside the Atrium Café. Films are held in the same building as the café in one of the lecture theatres.

Local Transport:

Cirencester is a short 25 min walk from the University.
There is a bus stop located on Stroud Road by the RAU. The bus routes are the 54 and the 54A. Check with your Activity Manager for times.

Sports Facilities:

Cirencester has outdoor tennis courts, basketball courts and a large sports field for football, volleyball and other outdoor activities. There is a gym onsite that group leaders can use by paying a small fee.

Bank/Post Office:

A bank, ATM and Post Office are located in Cirencester:
Lloyds Bank TSB, 14 Castle Street
Post Office, 12 Castle Street.
All currency exchange should be done whilst on excursions to Cirencester, London, Oxford or Bath.

Boutflour Hall:

The Boutflour Hall is used during whole campus activities such as the disco, talent show, karaoke and presentation ceremonies. The hall is marked at number 17 on your campus map.

Hospital/Doctors:

There is a nurse on campus at programmed times and who operates out of the clinic. The nurse also works at the Phoenix Surgery, 9 Chesterton Lane, Cirencester.
Nearest Hospital: Cheltenham A&E.

Religious Centres:

Anglican:
Church of St John the Baptist,
Market Place, Cirencester.
Roman Catholic:
St Peters, St Peters Road,
Cirencester.

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 #rau2019 #cirencester2019 #oxfordinternational #oijuniorprogrammes Don't forget to follow us @oiegcirencester



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

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

EXCURSIONS

LONDON WEEKEND

At the end of your programme, you will be going to London for a whole weekend. You will depart at 9am from campus and your group will have 2 full days in 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 then will visit the National Gallery and have some free time for shopping. On the second day, you will have some free time during the morning and then visit the British Museum. If you would like to visit any other location please speak to the AM in advance.



LUNCHES

At RAU you will receive:

- Packed lunches for the Oxford and Bath/Salisbury day.
- Lunch vouchers for the London weekend and a hot meal at a restaurant on the Saturday night.

CULTURAL EXCURSION

From RAU you will have the opportunity to visit Oxford for a full day excursion. An Activity Leader will deliver a walking tour of the city and you will have the opportunity to enter an Oxford College. You will also have some free time to explore the city or do some shopping. This excursion will run from 9am to 4pm (depart Oxford).

BATH OR SALISBURY

At RAU, you can choose your excursion destination: Bath or Salisbury for a full day excursion. Activity Leaders will deliver a walking tour of the destination showing the group the most important buildings and monuments. If your group is going to Bath, an entrance to Bath Abbey will be included. Otherwise, if the group is visiting Salisbury, you will enter Salisbury Cathedral.

We ask all groups to decide which excursion they will take by the 24th May 2019.

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



TEACHER TRAINING



AFTERNOON TEA

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!

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 Cirencester it will be made up of 5 different events throughout the two weeks. Each leader will be invited to a traditional English afternoon tea within the first few days, along with a cheese and wine evening. A Group Leader Movie Night will also be arranged on campus exclusively for group leaders.

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.

LOCAL EXCURSIONS FROM CIRENCESTER

As in 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 onsite activities for those groups who prefer to spend more time off campus.

You can choose from excursions into Cirencester, to kayaking and paddleboarding, or even swimming in an open air pool built in 1869!

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.



iPAD CHALLENGE

We are introducing a new and exciting onsite activity - the iPad challenge which uses GPS technology within the campus grounds. These challenges focus on interaction, teamwork and time orientated tasks.



SPORTS COACHING

NEW FOR 2019, we are excited to offer structured sports coaching sessions. At Cirencester your group can choose from Basketball or Tennis.

You will receive 6 hours (2 x 3 hour sessions). These sessions will replace 'onsite activities' and will be delivered on campus. The sessions will focus on the fundamental skills and team or match play. We will need to know if any students would like to add on these sessions by 24th May 2019.

SAMPLE PROGRAMME

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

Sample Programme - Cirencester 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, Welfare Induction and Lesson 1	Orientation of Cirencester	Welcome Disco
3-Jul	Wed	Lesson 2	iPad Treasure Hunt	Onsite Activities
4-Jul	Thu	Lesson 3	Onsite Activities	Onsite Activities
5-Jul	Fri	Lesson 4	Onsite Activities	Karaoke/Lip Sync Battle
6-Jul	Sat	Full day excursion to Oxford by coach	Entrance to an Oxford College with walking tour of the city centre	Onsite Activities
7-Jul	Sun	Onsite Activities	Lesson 5	Onsite Activities
8-Jul	Mon	Onsite Activities	Lesson 6	International Evening
9-Jul	Tue	Onsite Activities	Lesson 7	Disco
10-Jul	Wed	Full day excursion to Bath with walking tour of the city and entrance to Bath Abbey	OR Full day to Salisbury with entrance to Salisbury Cathedral and walking tour	Onsite Activities
11-Jul	Thu	Lesson 8	Lesson 9	Talent Show
12-Jul	Fri	Cirencester Photo Challenge	Lesson 10	Disco
13-Jul	Sat	Full day excursion to London with Politics and Royalty Walking Tour	Visit to National Gallery and shopping in Covent Garden	Overnight in London with dinner in a restaurant
14-Jul	Sun	Full day exploring London	Entrance to British Museum	Overnight in London Residence
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



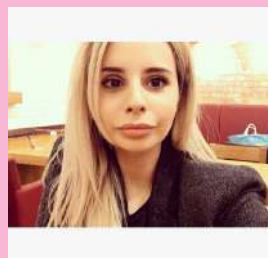
Paul

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?

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. However, almost every group leader room is lockable (approx. 1 room per corridor). 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?

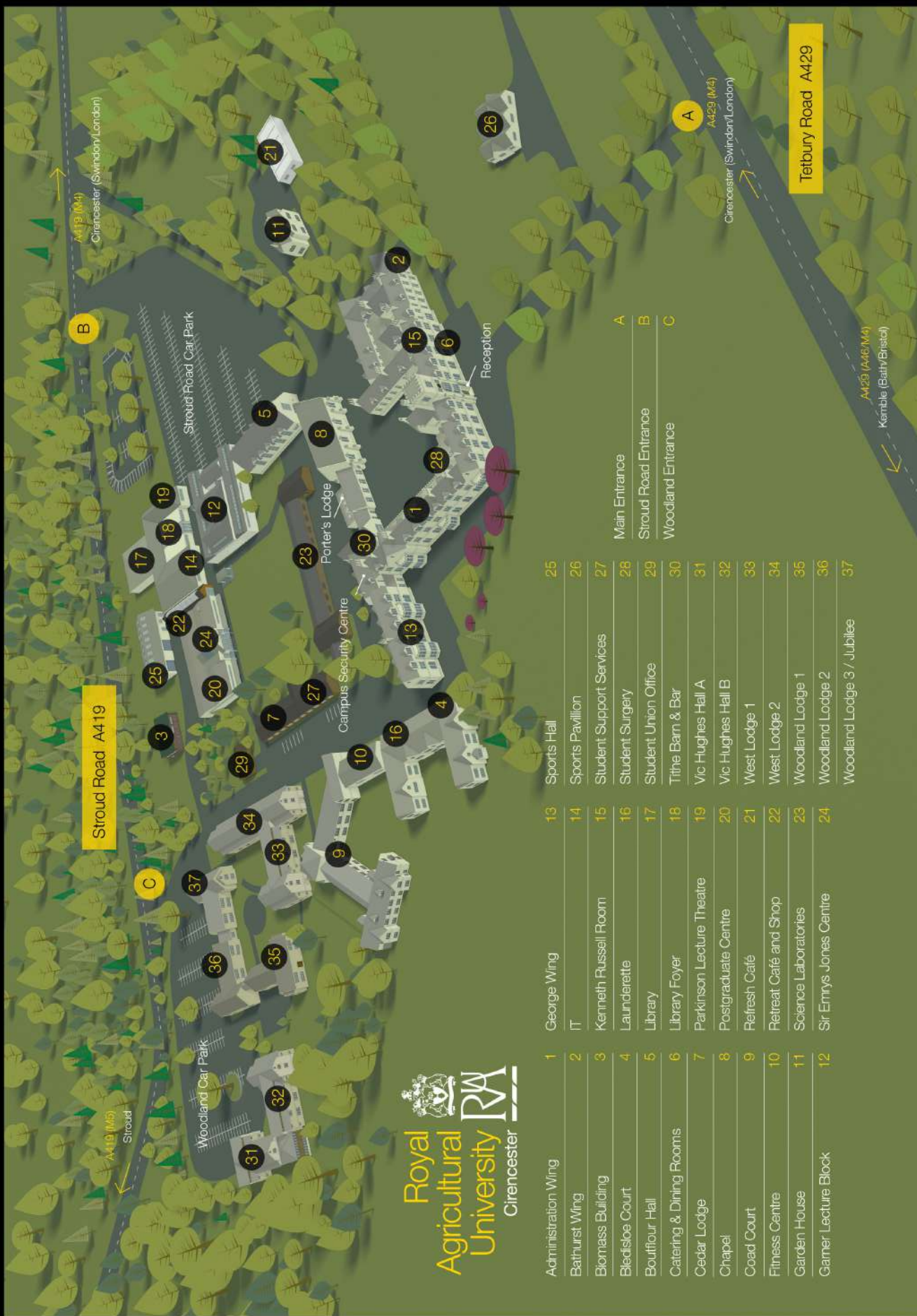
All sick students should be referred to the Welfare Manager or Centre Manager. If deemed necessary a member of OIEG staff will escort the student to a GP or hospital. If this does happen, the student must take their ID and any medical insurance documents (or EHIC Card) with them in the instance that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