

SUMMER 2019 - CENTRE GUIDEBOOK

GREENWICH LONDON



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.



David Brown and Robert Darell with
HRH The Prince of Wales

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 THE UNIVERSITY OF GREENWICH:

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

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

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 GREENWICH

When you arrive at Greenwich you will be shown to your accommodation. Students will stay in the Daniel Defoe residence, next to Greenwich DLR station. All the bedrooms are ensuite and split into apartments. All apartments have their own communal area where students can relax in the evenings. At Oxford International Junior Programmes we aim to room your students in line with your needs. If you would like to keep your group together (regardless of gender) please let us know in advance. It may also be possible to keep your group together in the same building but split the group across different floors/corridors by gender. If there are students in your group who are a different gender to yourself but you are the only group leader, those students will be supervised by a member of Oxford International Junior Programmes staff. Once at the accommodation you will be shown your bedrooms and shown how to access the accommodation block. One of the OIJP staff will escort your group on a tour of the campus and highlight all the key locations you will use during your stay. Please note if you arrive on campus during the morning there may be the possibility that your room is still being cleaned. If this is the case we will show you to the nearest common room where your group can relax.



THE CENTRE

Postal Address:

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

Laundry:

The laundry room in Daniel Defoe is open from 8am to 10pm. A wash is between £2-£3 and a dry between £1-£2. The laundry is self-service. Bedlinen is changed every Tuesday by the university (no access to rooms during this day 9am-5pm).

Computer Access:

Wi-Fi is available throughout the accommodation. All Group Leaders and students can register for the Wi-Fi on arrival.

Shop/Café:

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

Security:

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

Food:

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

Social Spaces:

There is a large social space within the accommodation for evening activities. Discos will be held at Greenwich Student Union, called Lower Deck.

Local Transport:

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

Lessons:

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

Bank/Post Office:

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

Sports Facilities:

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

Hospital/Doctors:

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

Religious Centres:

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

Fire Drills + Fire Safety:

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

In the case of a fire:

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

Curfew:

Evening curfew is 10:30pm. All students must be in their accommodation by this time. They must be in bed with lights off by 11:00pm. We ask that you monitor your own students. If you are on a corridor with other students making noise after this time please report it to the CM.

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 #greenwich2019 #greenwichsummer #oxfordinternational #oijuniorprogrammes
Don't forget to follow us @oieggreenwichmaritime



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) . Any plug converters not carrying the official CE or BS mark will be confiscated and left behind Reception for the student/staff to collect on departure.

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

During your programme there are two full day London excursions. These excursion will depart campus at 9am and be back for dinner at 6pm. Groups typically go on a walking tour to explore the city. All walking tours are delivered by our Activity Leaders. Groups then visit a museum such as the National Gallery or TATE Modern and have some free time for shopping. You will be provided with Travelcards for all of the London excursions which can be used on all Transports for London buses and underground trains (Zone 1-2). Please speak to your Activity Manager to build a personalised itinerary for the day.

LUNCHES

At Greenwich you will receive:

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



CULTURAL EXCURSIONS

From Greenwich you will visit Cambridge. During the excursion you will be taken on a specially designed walking tour delivered by one of our activity leaders. You will also have time to explore the city centre. The excursion includes an entrance to visit to King's College. These excursions will run from 9am to 4pm (depart from destination).

BRIGHTON OR CANTERBURY

NEW FOR 2019

This summer, your group can decide your excursion destination. You can choose between Brighton and Canterbury. During both of these excursions, an Activity Leader will deliver a walking tour of the city, and while in Brighton you will visit SeaLife, and in Canterbury you will visit Canterbury 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



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

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 PROGRAMME

We appreciate how much work each Group Leader puts into a visit to the UK, and it is important for them to have some time to relax and meet other leaders. With so much history at all of our campuses, we want leaders to know more about their location, and the rich heritage of each site. The group leader programmes are tailored to each centre, and at Greenwich it will be made up of 5 different events throughout the two weeks.

Each leader will be invited to a traditional English afternoon tea, on the Cutty Sark boat, allowing them some time to chat with each other and the centre staff, while enjoying a classic British experience.

A historical tour of the campus will take place later in the programme along with a cheese and wine evening.

There will also be a professional walking tour in London organised just for Group Leaders, and an Academic Presentation from a member of OIEG Staff.

LOCAL EXCURSIONS FROM GREENWICH

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 London to indoor climbing or even a flight on the Emirates Cable Car, your group will definitely have fun!

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



NEW FOR 2019 - SPORTS AND ACADEMIC BOOKLETS



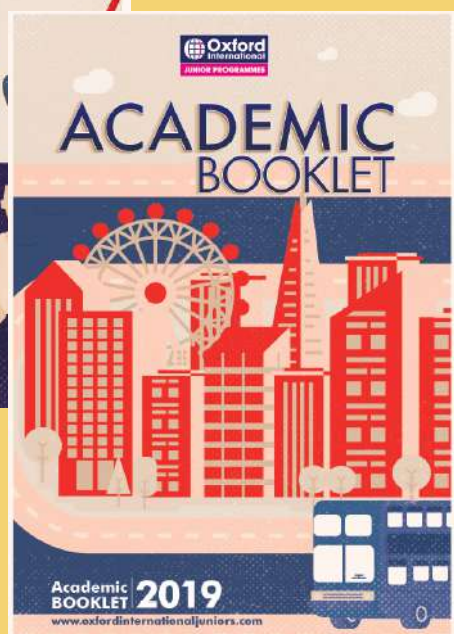
We have two new exciting booklets for 2019. You can book any of the activities for your London excursion or on your optional day.

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



Sample Programme - Daniel Defoe A

Group Name						
Students						
Group Leaders						
Date	Days	Morning	Afternoon	Evening		
1-Jul	Mon	Breakfast	Airport: Flight Number: Time:	Dinner	Campus tour and ice-breaker activities	
2-Jul	Tue		Placement Test and Lesson 1		Greenwich with walking tour and visit to Maritime Museum Greenwich Photo Challenge	Onsite Activities
3-Jul	Wed		Lesson 2		Lesson 3	Welcome Disco
4-Jul	Thu		Full day excursion to Cambridge by coach		Walking tour of city with entrance to King's College	Onsite Activities
5-Jul	Fri		Lesson 4		Visit to Olympic Park (with visit to Westfield)	International Evening
6-Jul	Sat		Lesson 5		Entrance to British Museum	Disco
7-Jul	Sun		Full day to central London by train with Politics and Royalty walking tour		Visit to the National Gallery and shopping Covent Garden	Onsite Activities
8-Jul	Mon		Half day to Camden with walking tour and visit to Regents Park		Lesson 6	Onsite Activities
9-Jul	Tue		Half day to central London with visit to Kensington Museums		Lesson 7	Onsite Activities
10-Jul	Wed		Visit to TATE Modern with views of St Paul's Cathedral		City Cruise along the River Thames to/from campus	Karaoke/Lip Sync Battle
11-Jul	Thu		Lesson 8		Lesson 9	Onsite Activities
12-Jul	Fri		Visit to Hyde Park including the Serpentine and the Princess Diana Memorial Fountain		Lesson 10	Talent Show
13-Jul	Sat		Full day excursion to Brighton with entrance to Sea Life Centre		OR Full day excursion to Canterbury with entrance to Canterbury Cathedral	Disco
14-Jul	Sun		Optional Excursion		Optional Excursion	Onsite Activities
15-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



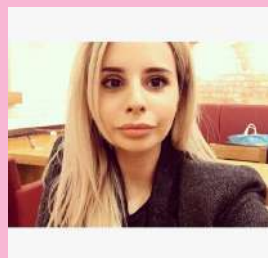
Paul

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?

Yes. At Greenwich 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 may be a charge of £80 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 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

Greenwich Campus LONDON SE10 9LS



Maze Hill Station (Zone 3) east of the campus in Tom Smith Close 8 minutes walk to the East Gate entrance.
Hamilton House approximately 400mtrs from Greenwich Campus.



OXFORD INTERNATIONAL JUNIOR PROGRAMMES

2019



HEAD OFFICE 277 GREENWICH HIGH ROAD SE10 8NB, LONDON

+44 (0)208 312 8072

@OIJUNIORPROGRAMMES



Oxford
International

**JUNIOR
PROGRAMMES**