

SUMMER 2019 - CENTRE GUIDEBOOK

# UNIVERSITY OF BRIGHTON EASTBOURNE



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 BRIGHTON UNIVERSITY AND EASTBOURNE:

The University of Brighton Eastbourne campus is set in the Meads area of this historic seaside town, on the edge of the dramatic Seven Sisters Country Park.

The campus is just a mile from the town centre and even closer to the seafront. Almost 3,000 students study here, benefitting from the close-knit university community and the excellent facilities. The Welkin halls of residence is home to more than 350 students.

Eastbourne is a resort town on England's southeast coast. On the seafront are Victorian hotels, the 19th-century Eastbourne Pier and a 1930s bandstand. Towner Art Gallery includes modern British works. Nearby, Redoubt Fortress, built during the Napoleonic Wars, has a military museum. Southwest along the coast, in South Downs National Park, are the tall chalk cliffs of Beachy Head and its striped 1902 lighthouse.



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 EASTBOURNE

When you arrive at Eastbourne you will be shown to your accommodation. All the accommodation at Brighton University is single ensuite in flats of 6 to 8 bedrooms. Bedrooms include a bed, cupboard, desk, chair and lamp for each student. Rooms are cleaned everyday and bed linen will be changed once a week. Communal areas are cleaned twice a week.

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 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 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.





# THE CENTRE

## Postal Address:

Oxford International Junior Programmes  
University of Brighton, Eastbourne  
49 Darley Rd, Eastbourne, BN20 7UR  
Please ensure the letter/package is clearly labelled with Oxford International Junior Programmes

## Laundry:

At Eastbourne, laundry facilities are located in the Welkin Residence. A wash cycle is £1.00 and a dry cycle is £2.50. Bed linen will be washed once a week by the University.

## Computer Access:

WiFi is accessible across the campus and the accommodation. There is a computer room in Hillbrow Building and it will be available during some evening activity sessions.

## Shop/Café:

There are vending machines in the sports centre and a coffee shop is situated in Sprinters Restaurant (the main canteen). There are a number of shops and cafes located in Eastbourne.

## Security:

There is 24h security staff on campus and accommodation. There is a reception within the residence which is staffed Monday to Friday from 9am to 5pm. A fob will be supplied to students to access the accommodation block, apartment and bedroom.

## Food:

Breakfast: 7:00 - 8:30  
Lunch: 12:00 - 12:45  
Dinner: 18:00 - 19:30  
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/dinner rota for all groups.

## Social Spaces:

There are communal kitchens in the accommodation where the students can relax during the evenings or break times. However, the kitchen appliances will not be available for use.

## Local Transport:

There is a bus that runs into the town centre (3 or 3A). Trains to London run every 12 mins and take around 80 mins. There is a train to Brighton every 30 mins which takes around 35 mins.

## Fitness Suite:

There is a fitness centre available to group leaders. It is open from 7.30 to 22.00 Monday to Friday and 8.30 to 17.00 at the weekends. The fee is £20.00 per month and is payable upon arrival.

## Bank/Post Office:

There are numerous banks in the town centre (15 mins walk from campus). The nearest post office can be found at 34 Meads St. BN20 7QU, half a mile from the campus.

## Sports Facilities:

The Eastbourne campus includes a sports hall, a 25m swimming pool, artificial sports pitch and two gymnasiums for all groups and individuals to use during onsite activities.

## Hospital/Doctors:

The nearest doctor is Grove Road Surgery, 59-63 Grove Road, BN21 4TX. The nearest hospital is Eastbourne District General Hospital, King's Drive, EN21 2UD.

## Religious Centres:

Catholic Church:  
Our Lady of Ransom, 2-4 Grange St. BN21 4EU

Mosque:  
3, 40 Ashford Square  
BN21 3TX

## 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 [#eastbourne2019](#) [#eastbournesummer](#) [#oxfordinternational](#) [#oijuniorprogrammes](#)  
Don't forget to follow us [@oiegeastbourne](#)



# STUDENT PACKING LIST

Summer weather can be very unpredictable in the UK. Average daily temperature is 15°C but can go as low as 10°C or as high as 35°C. For this reason we recommend you encourage your students to come prepared for all occasions and check the predicted weather before departure!

## DOCUMENTS

- Passport and copy of it (email copy to yourself)
- Visa document and copy of it (if required)
- Insurance documents (including EHIC card if from EU)
- A copy of any medication prescriptions in case of emergencies
- UK currency (Pound sterling)

## TECHNOLOGY

- Phone/iPod/iPad/Tablet + chargers (we recommend you only bring one of these items)
- Headphones
- Camera and camera charger
- Plug converter/travel adapter (UK 3 pin, 13A, 220V-240V)

## EXCURSIONS

- Casual, comfortable clothing
- Umbrella
- Sun protection (cream, spray, lotion)
- Quality rain/wind-proof jacket
- Secure handbag/backpack/travellers wallet
- Sunglasses
- Appropriate footwear for walking

## WHAT NOT TO PACK:

We can only guarantee the carriage of one suitcase and one small carry on luggage (not suitcase) for airport transfers. If you anticipate that you will need to bring more suitcases than this, please let us know in advance.

- Bedding (bed sheets, pillows)
- Expensive electronics/valuables
- Travel iron (an iron and ironing board will be available)
- Too many clothes



## EVERYDAY ESSENTIALS:

- Medication
- Toiletries, washing and sanitary essentials
- Toothbrush and toothpaste
- Towel
- Hairbrush/comb/hairdryer
- Sleepwear, socks and underwear
- Glasses/contact lens equipment
- Water bottle
- Plastic bags for dirty laundry or wet items

## ONSITE ACTIVITIES:

- Tracksuit/jogging pants for sport and trainers
- Costumes for discos
- Swimming costume/trunks
- Swimming towel

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



# EXCURSIONS

## HALF DAY EXCURSIONS

During your programme there are 6 half day trips into Eastbourne and its surroundings. Timings for these excursions are 9am to 12pm or 2pm to 5pm.

These half day trips include the following:

- Orientation of Eastbourne
- Walk to Beachy Head and Seven Sisters
- Eastbourne Promenade and Pier
- Eastbourne Beach Games
- Eastbourne Instagram Challenge
- Beach Sports Tournament

## LUNCHES

At Eastbourne you will receive:

- Lunch vouchers on full day excursions
- Packed lunch and dinner voucher on extended full days
- Fish and Chips dinner at a restaurant on the Brighton excursion



## CULTURAL EXCURSIONS

From Eastbourne you will visit Portsmouth and Brighton. During these excursions you will be led on a specially designed walking tour by one of our activity leaders and given time to explore the city centre.

Portsmouth excursion will run from 9am to 4pm (depart from Portsmouth). The Brighton excursion will be by train and groups will be given time to explore the city and visit the BAi360. This excursion will run from 9am to 8pm (depart from Brighton).

## EXCURSIONS TO LONDON

During your stay at Eastbourne you will visit London twice. During the first excursion you will be taken on our specially designed Politics and Royalty walking tour includes views of the Houses of Parliament, Westminster Abbey, Downing Street, Trafalgar Square and Horse Guards Parade. Then groups typically visit National Gallery and have some free time for shopping. This excursion will run from 9am to 4pm (depart London). On your second excursion you will visit Thameside and have some free time to visit the city. This is an extended full day with late return to campus (depart London 8pm).

## 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
- Lesson 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 Eastbourne 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, allowing them some time to chat with each other and the centre staff, while enjoying a classic British experience.

A cheese and wine night will be organised for group leaders during their stay, as well as an Academic Presentation organised by an Oxford International member of staff.

While students are in lessons, 2 half days will be organised to Pevensey Castle and Redoubt Fortress.



# LOCAL EXCURSIONS FROM EASTBOURNE

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 Eastbourne to a trip to Hastings, or even a visit to Leeds Castle!

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

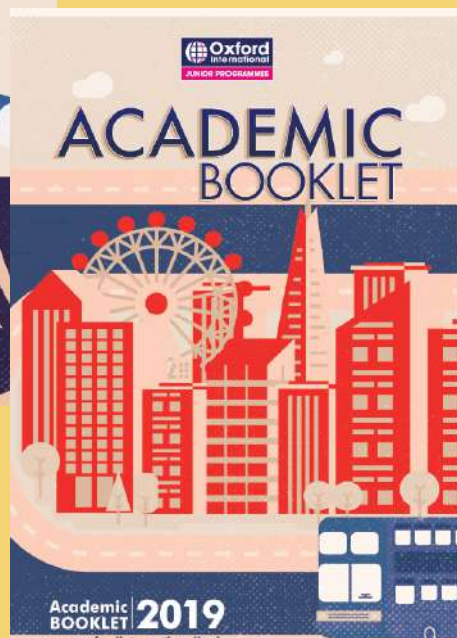
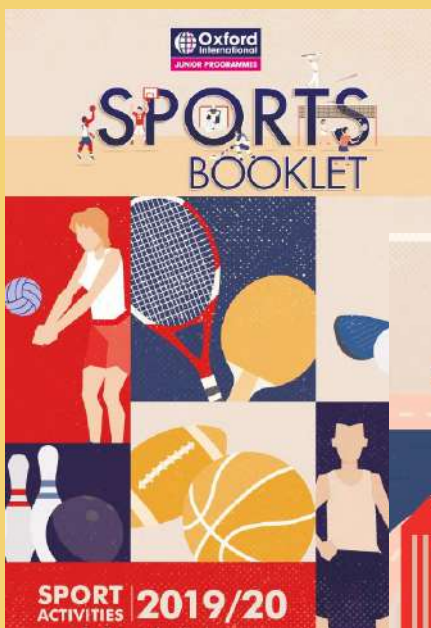
We have two new exciting booklets for 2019. You can book any of the activities for your London excursion or on your optional day.

The sports booklet has a range of exciting activities in London. You can choose 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 choose 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 - Eastbourne A

Group Name				
Students				
Group Leaders				
Date	Days	Morning	Afternoon	Evening
1-Jul	Mon	<b>Breakfast</b> Airport: Flight Number: Time:	<b>Lunch</b> Airport: Flight Number: Time:	<b>Dinner</b> Campus tour and ice-breaker activities
2-Jul	Tue	Placement Test and Lesson 1	Half Day Orientation of Eastbourne	On-site Activities
3-Jul	Wed	Lesson 2	Beachy Head and Seven Sisters Clifftop Walk	Welcome Disco
4-Jul	Thu	Full day excursion to London by train with Politics and Royalty Tour	Visit to National Gallery with Picadilly Circus and Leicester Square	On-site Activities
5-Jul	Fri	Lesson 3	Lesson 4	Karaoke/Lip Sync Battle
6-Jul	Sat	Lesson 5	Eastbourne Promenade and Pier	International Evening
7-Jul	Sun	Full day to Portsmouth	Entrance to HMS Victory and Walking Tour of the city centre	Onsite Activities
8-Jul	Mon	Eastbourne Instagram Challenge	Lesson 6	Beach Party Theme Disco
9-Jul	Tue	Beach Sports Tournament	Lesson 7	Talent Show
10-Jul	Wed	Extended Full day excursion to London by train	Thameside Walking Tour with free time on the South Bank	Late return to campus by train
11-Jul	Thu	Lesson 8	Lesson 9	Onsite Activities
12-Jul	Fri	Eastbourne Beach Games	Lesson 10	Onsite Activities
13-Jul	Sat	Extended Full day excursion to Brighton by train	Entrance to British Airways i360 and Walking Tour	Fish and chips dinner with a late return to campus by train
14-Jul	Sun	Optional Day	Optional Day	Farewell Disco
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



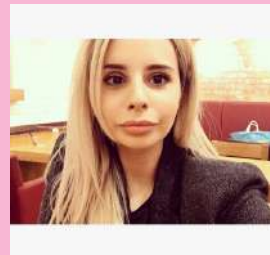
**Paul**

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, doors are locked on leaving the room. They can only be accessed using a fob/key.

Please advise your students to keep the fob/key safe or attach it to their lanyard if possible.

There will be a charge for replacement fobs/keys.

## **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 EHC 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

Hillbrow/Welkin site



University of Brighton



key

- University site/building
- Accommodation
- Parking

# OXFORD INTERNATIONAL JUNIOR PROGRAMMES

2019



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