

SUMMER 2019 - CENTRE GUIDEBOOK

UNIVERSITY OF WORCESTER

WORCESTER



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 WORCESTER UNIVERSITY:

The University has a well-managed investment programme to provide for new, improved and refurbished facilities. Completed projects include our City Campus, home to the Worcester Business School.

The Hive, a joint venture between the University and Worcestershire County Council, provides a first class, inclusive, internationally acclaimed resource for students, staff and the wider community.

The University of Worcester Arena offers both state-of-the-art facilities and an exceptional standard of universal accessibility. As well as providing excellent facilities for all areas of sports study, the Arena allows the University to offer unique services to local sport clubs in the community as well as elite and professional athletes.



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 WORCESTER

When you arrive at Worcester University you will be shown to your accommodation. At Worcester all the accommodation is single ensuite. Flats range from 4 to 8 bedrooms per flat, and each of them has a common area with TV screens and sofas for the groups to relax in the evening. Flats can be accessed with a card, and each room will have a key to access it.

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 Worcester City Campus, Infirmary Walk, Worcester, WR1 3AS
Please ensure the letter/package is clearly labelled with Oxford International Junior Programmes

Laundry:

Laundry facilities are available on the City Campus. To use the facilities, please download the Circuit Laundry App. Alternatively, you can obtain a laundry car from the reception desk, on which you will then need to load money online. The current cost of a wash is £2.60 and a dry is £1.30.

Computer Access:

Computers are available on City Campus in the main building room CH1001. Wifi access will be provided on arrival to site.
WiFi is available at the accommodation and classroom block.

Shop/Café:

Our café on City campus is located in the main Charles Hastings building (to the right of main reception) and operates the following open hours throughout the summer:
Monday – Friday: 7am – 5pm
Saturday – Sunday: Closed

Security:

There is 24h security team that work to keep the campus secure. There are no safes in the bedrooms, however the OIJP Centre Manager can store money/passports in the centre safe. One card and key is available per room,

Food:

Breakfast: 07:30-08:30
Lunch: 12:00-13:30
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:

The students will have access to the common rooms based in the accommodation during the evening and break times.
There are also plenty of spaces in the main building where groups can meet.

Local Transport:

Worcester Bus Station is situated in the Crowngate Shopping Centre in the City Centre next to The Hive. The train station is a short walk from the campus. There are direct trains to London, Birmingham and Oxford.

Highlights:

The campus is located in a historic town surrounded by the beautiful English countryside of the Malvern Hills and the Cotswolds. The town has many green spaces and gardens, with Tudor architecture and an impressive Cathedral.

Bank/Post Office:

Lloyds Bank: 4 The Cross, Worcester, Worcestershire, WR1 3PY
Post Office in Worcester, 65 High Street, Worcester, Worcestershire, WR1 2EH

Sports Facilities:

There are plenty of spaces on campus where students can play sports. There are extensive fields where groups can play football, team games and rounders. A sports arena and 3G pitches will also be available during onsite activities.

Hospital/Doctors:

Worcestershire Royal Hospital, Charles Hastings Way, Worcester WR5 1DD
Albany House Surgery Albany House Surgery, Albany Terrace, Worcester WR1 3DU,

Religious Centres:

Catholic: St George's Catholic Church, 1 Sansome Pl, Worcester, WR1 1UG
Anglican: All Saints Worcester, St Helen's Church House, Fish Street, Worcester, WR1 2HN
Muslim: Worcester Central Masjid, 86 Lowesmoor, Worcester, WR1 2SB

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 #worcester2019 #worcestersummer #oxfordinternational #oijuniorprogrammes
Don't forget to follow us @oiegworcester



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.

- Towels (the university provides 1 small and 1 large towel per student)
- 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
- 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 is one excursion to London. Timings for this excursion is:

- 9am - 8pm (depart London)

Groups will do our Politics and Royalty walking tour, visit a museum and then have some free time for shopping or to visit any other landmark they'd like to see. If you would like to visit any other location please speak to the AM in advance.

LUNCHES

At Worcester you will receive:

- A variety of packed lunches and meal vouchers on your full day excursions to London, Cadbury World or Stratford, Bath or Oxford, and on your Optional Day.



CADBURY WORLD OR STRATFORD UPON AVON CHOICE OF EXCURSION

This summer, your group can decide your excursion destination. You can choose between Cadbury World or Stratford upon Avon. If you choose to visit Stratford upon Avon, you will get a walking tour of the city and an entrance to Shakespeare's Birthplace. If visiting Cadbury World, be ready for a fun day!

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

BATH OR OXFORD CHOICE OF EXCURSION

You will also be able to choose between Bath or Oxford. During both of these excursions, an Activity Leader will deliver a walking tour of the city, and while in Bath you will enter Bath Abbey, whereas while in Oxford you will get to visit a college.

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, onsite activities 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 Worcester it will be made up of 7 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. There will be a cheese and wine night organised at your centre.

When students are taking part in lessons or onsite activities, group leaders will have the opportunity to be taken on a professional waking tour around the town. A river cruise along the river Severn will also be organised for leaders, and Oxford International staff will organise a trip to Worcester Cathedral, to learn more about its history. We hope you enjoy your time with us!

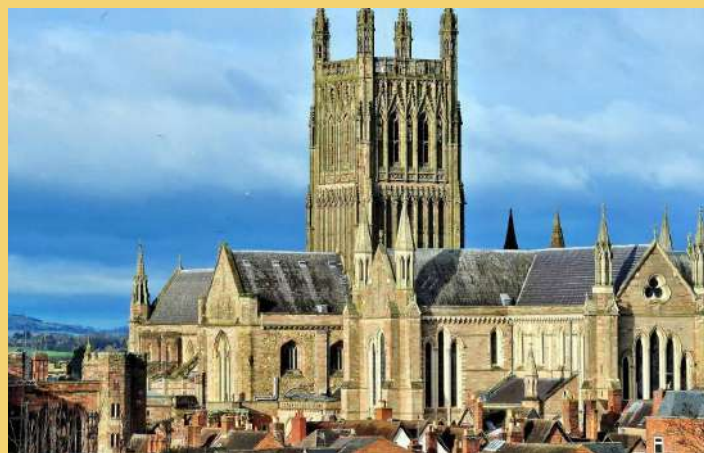
ACTIVITIES IN WORCESTER

As you will be in Worcester town centre, we have selected some activities that are available to your group to add on to their programme.

From a quiet and relaxing evening to the cinema, to bowling or swimming.

Worcester is also known for its history, therefore your group can also visit the Museum of Royal Worcester, The Commandery, Worcester Art Gallery and Museum, or the well-known Worcester Cathedral.

Please let us know in advance if you wish to add any of these activities to your programme.



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

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

Sample Programme - University of Worcester 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	Half day excursion to Worcester with orientation and Instagram challenge	On-site Activities
3-Jul	Wed	Lesson 2	Onsite Activities	Welcome Disco
4-Jul	Thu	Full day excursion to Cadbury World or Stratford Upon Avon	Entrance to Cadbury World or Shakespeare's Birthplace	On-site Activities
5-Jul	Fri	Lesson 3	Lesson 4	Karaoke/Lip Sync Battle
6-Jul	Sat	Lesson 5	Onsite Activities	International Evening
7-Jul	Sun	Full day excursion to Bath or Oxford	Entrance to Roman Baths or Oxford College	Onsite Activities
8-Jul	Mon	Onsite Activities	Lesson 6	Disco
9-Jul	Tue	River Severn Walk	Lesson 7	Talent Show
10-Jul	Wed	Extended Full day excursion to London by train	Politics and Royalty Walking Tour	Late return to campus by train
11-Jul	Thu	Lesson 8	Lesson 9	Onsite Activities
12-Jul	Fri	Onsite Activities	Lesson 10	Onsite Activities
13-Jul	Sat	Full day excursion to Birmingham by Train	Walking Tour and Shopping in The Bullring	Onsite Activities
14-Jul	Sun	Optional Day	Optional Day	Farewell Disco
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



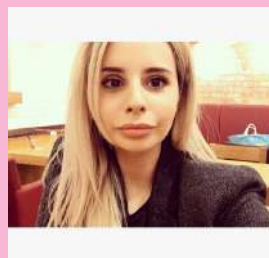
Paul

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 the University of Worcester students will be supplied with a key for their rooms. They will also have a card to access their building and flat. Please advise your students to keep their key and card safe or attach it to their lanyard if possible.

There will be a charge for any lost cards/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 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



City Campus

WR1 3AS
01905 542444
www.worcester.ac.uk

-  Main Reception
-  Car Park
-  Disabled Parking
-  Council Car Park
-  Coffee Shop
-  Dining Room
-  Drinking water fountain
-  Smoking area
-  Train Station
-  Bus Station
-  Defibrillator



OXFORD INTERNATIONAL JUNIOR PROGRAMMES

2019