

University of Greenwich

Daniel Defoe

Summer 2025

Pre-Arrival Guidebook



Summer Camp

London, UK





Founders David Brown and Robert Darell meeting HM King Charles III again in May 2014



Dear Group Leader, thank you for joining us in the UK this year. 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 12 centres in the UK; 8 Residential and 4 Year Round Schools, plus 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.

The Airport

On arrival at the airport, you will be met by one of our Activity Leaders who will welcome you to the UK. They will be wearing a red T-shirt or hoodie with the OIEG 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 an optional booklet, your activity programme, a welcome letter from the management team, registration forms, lanyards, and student ID cards. 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 University of Greenwich – Daniel Defoe

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 and you are the only group leader, those students will be supervised by a member of OIEG staff.

Once at the accommodation you will be shown your bedrooms and shown how to access the accommodation block.

One of the OIEG 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.



University of Greenwich – Daniel Defoe

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 the 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!



About the Centre

University of Greenwich – Daniel Defoe

10 Lovibond Ln, London SE10 9FY

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.

Wi-Fi access:

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

Meal Times:

**Subject to confirmation*

Breakfast: 7:30–08:30

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.

Shop/Café:

Dreadnought Café is open 08:00 –16:00 and Stockwell Street Café 08:00 – 17:00. The shop will be accepting cards and contactless payments only.

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.

Laundry:

**Laundry prices subject to confirmation*

Students will need to download an Circuit App and book their laundry through this – the costs are approx. £3 per wash and approx. £3 for drying.

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.

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.

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 is in Lewisham and Synagogue in Catford.

Fire Drills:

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.

Curfew:

Evening curfew is 10:00pm. 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.

Staff at your 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.

Director of Studies (DoS)

The Director of Studies is 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.

Student Support Manager (SSM)

The Student Support 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.

Activity Manager (AM)

The Activity Manager is responsible for the complete over-sight and smooth running of the excursions at the centre. They will also be able to help arrange optional excursions and make additional bookings for you.

The AM will ensure that the onsite activities are inspiring, dynamic focused and enjoyable. The AM will lead the team of activity staff.

Assistant Activity Manager (AAM)

The AAM is here to support our AM in running all activities and planning all excursions. A junior manager responsible for ensuring a smooth-running centre, setting up activities, supporting groups on excursion and generally providing support to the activity team.

EFL Teacher/ Senior EFL Teacher

Teaching staff are responsible for planning and delivering lessons from the OIEG Syllabus. Some centres will also have 1 to 2 Senior Teachers who teach 50% of the time and spend the remainder of their time providing academic support to the teachers and DoS.

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.



Excursions

London

During your programme there is 1 extended full day London excursion, 4 full day excursions, and 1 half day into Greenwich with a walking tour and entrance to the Royal Observatory. Extended full day will depart campus at 9am and be back at 8pm. Full day excursions will run from 9am to 6pm and half days are from 9am to 12:pm or 2pm to 6pm.

You will be provided with daily Travelcards for all of the London excursions which can be used on all Transport for London buses and trains (Zone 1-6). A City cruise along the River Thames from London back to campus is also included. Please speak to your Excursions Manager to build a personalised itinerary. If you wish to go into London on a day where this is not planned, you will need to purchase travelcards for the day.

Photo tour in Westminster

New for 2025! NEW

We have adapted the walking tours into photo tours. The students will have the opportunity to visit the Westminster area and see all the famous sites just as before and be given some time to take pictures. Instead of the activity leader delivering a walking tour, they will guide the group around.

For the students to learn the facts about what they are visiting, we have planned an interactive evening the day before the visit to London, so students learn about the places they will see prior to the visit so they only have to worry about enjoying their time in London.

Lunch on excursions

At Daniel Defoe you will receive:

- A mix of meal cards and packed lunches during the evenings in London. Packed lunches for full days in Cambridge, Brighton, London, and the Optional Day.



Walking Tour in London

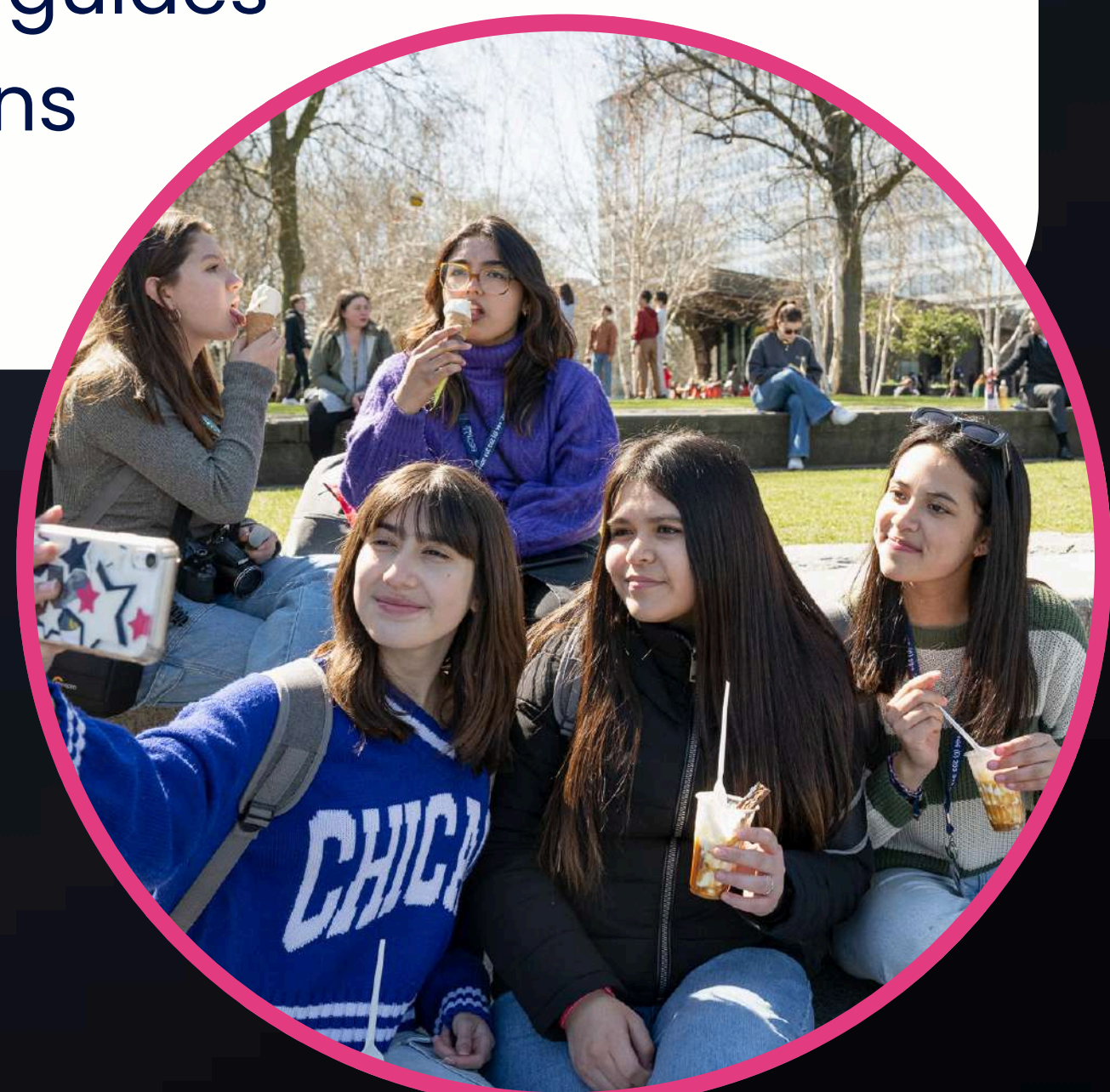
From Daniel Defoe you will visit Brighton and Cambridge. Both excursions will run from 9am to 4pm (depart from destination).

In Brighton, students will have the opportunity to visit the Royal Pavilion which is a former royal residence located in Brighton. As part of the excursion the activity leader will lead a photo tour in the city centre.

For Cambridge excursion, you will be taken on a specialised walking tour delivered by a professional tour guide.

What to expect from Group Leaders during excursions:

- Only take photos when advised to do so
- Keep together as a group
- Don't stop for toilet or food breaks without permission
- Stay vigilant of on-coming traffic
- Don't block the pavement or gates
- Walk at a brisk pace
- Wear your lanyard at all times
- Don't talk over the guides
- Ask lots of questions
- Have fun!



Optional Booklet

We love our summer programmes and think they are brilliant as they are but we also know that for some students it is a long journey to travel to the UK.

This booklet contains 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 Excursion Manager. You should have received the Optional Booklet in your Welcome Pack; if not please also refer to your ExM for more information.

We highly recommend booking in advance to guarantee we can offer the excursions

England

Optional Excursions 2025/26



Musicals

Come and experience theatrical performances presented in many professional theatres, more commonly known as the West End! Along with New York's Broadway theatres, West End theatres are widely considered to represent the highest level of commercial theatre in the English-speaking world. Recommended musicals for groups are the following:

- Wicked** – prices per person from £30.00
- Hercules (NEW for 2025!)** – prices per person from £35.00
- Harry Potter and the Cursed Child** – prices per person from £35.00 each
- Phantom of the Opera** – prices per person from £45.00
- Matilda** – prices per person from £45.00
- Phantom of the Opera** – prices per person from £50.00

Other musicals available, please enquire for prices: Oliver, The Devil Wears Prada, Mrs Doubtfire, Back to the Future, Hamilton, Hades Town and many more!

Please note group prices vary depending on date and availability and the above are for reference only. Contact our team for more information and specific rates for your group.*

Groups at centres outside of London will need to consider a private coach to return to the centre after the musical. Please check with our team for additional costs.

Wicked Official 2-hour workshop

The Wicked Musical Theatre Workshop is designed to introduce students to the many multi-layered performance techniques crucial to performing in the West End.

Following a comprehensive physical and vocal warm-up, participants learn a specially selected song from Wicked, developing their vocal techniques and acting through song with movement and harmonies that can be adapted depending on the age and/or experience of the group.

From £30.00 per student

Onsite Activities

Our Onsite Activities Programme has been carefully planned and designed with all students in mind. During these sessions, we encourage students to challenge themselves individually, as well as being able to work as part of a team, in a fun and friendly way.

The onsite activities are divided into 5 categories that will allow your students to explore different skills, techniques, and talents throughout the programme.

The categories are:

- 🔹 **Whole campus activities**
- 🔹 **Sports**
- 🔹 **Challenges**
- 🔹 **Workshops**
- 🔹 **Relaxing activities**

Get ready for an incredible journey filled with laughter, learning, and lasting friendships.

Let the fun begin!

Sign up activities

These sessions will require students to sign up for a specific activity. This process will allow students to choose the activity that best suits them and will help the staff to make sure all students attend the activities. Please make sure you help the team onsite and encourage students to sign up in advance.

Rotation activities

NEW for 2025! NEW

Here, students will participate within a rotation system. This means we will have several engaging activities running at the same time. Divided into groups, students will participate in a few activities for 45 minutes each, therefore experiencing different activities.

What to bring?

We recommend that students bring comfortable sports clothes and trainers for onsite activities. Finally, please ask your group to bring LOTS of energy to participate and engage in all the activities we have to offer!



Sample Programme



Sample Programme - Greenwich A

Group Name					
Students					
Group Leaders					
Date	Days	Morning	Afternoon	Evening	
1-Jul	Tue	Airport: Flight Number: Time:	Airport: Flight Number: Time:	Campus tour and ice-breaker activities	
2-Jul	Wed	Student Induction	Visit Leicester Sq, Piccadilly, Oxford St and Regent St	Evening in London	
3-Jul	Thu	Lesson 2	Lesson 3	Welcome Disco	
4-Jul	Fri	Full day excursion to Cambridge by coach	Professional walking tour and free time to explore the city	Onsite Activities	
5-Jul	Sat	Lesson 4	Lesson 5	British Quiz Night	
6-Jul	Sun	Politics and Royalty photo tour	Visit to the National Gallery and shopping Covent Garden	Onsite Activities	
7-Jul	Mon	Camden with walking tour and visit to Regents Park	Visit to British Museum	Evening in London	
8-Jul	Tue	Greenwich with walking tour and entrance to Royal Observatory	Lesson 6	Onsite Activities	
9-Jul	Wed	Thameside walking tour with visit to TATE Modern	City Cruise along the River Thames to campus	Talent Show	
10-Jul	Thu	Lesson 7	Lesson 8	Disco Night	
11-Jul	Fri	Full day excursion to Brighton by train	Walking tour and entrance to Royal Pavilion	International Night	
12-Jul	Sat	Lesson 9	Lesson 10	Onsite Activities	
13-Jul	Sun	Visit to Science and Natural History Museums	Visit to Hyde Park including the Serpentine and the Princess Diana Memorial Fountain	Karaoke/Lip Sync Battle	
14-Jul	Mon	Optional Excursion	Optional Excursion	Onsite Activities	
15-Jul	Tue	Airport: Flight Number: Time:	Airport: Flight Number: Time:	Airport: Flight Number: Time:	

Example activities available at your campus:

Challenges	Team Challenges, Water Challenges, Build-it Challenge
Sports	British Sports, Football, Running Club, Summer Olympics, Volleyball, Basketball, Tennis
Workshops	Self Portrait, Group Mural, Beauty Night, Friendship Bracelets, Fashion Show, Drama.
Relaxing	Movie Night, Conversation Club, Chill Club (board games).

Group Leader Programme

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.

The group leader programme is tailored to each centre, at **Greenwich – Daniel Defoe** it will be made up of different events throughout the weeks.

With so much history at all of our centres, we want leaders to have a **tour of the centre** to know more about their location and the history of each site.

Group leaders 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 **classic pub night** will also be arranged during one of the evenings for group leaders and senior staff only.

There will also be a **movie night** organised by OIEG staff.



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 you at this meeting:

- Centre specific contact details
- Meeting times and points
- GL programme details
- Lunch and dinner rota
- Lessons and excursion procedures

Group Leaders' Responsibilities:

- Attend all meetings with the staff
- Ensure their students are punctual and attend all lessons, excursions and onsite activities
- Supervise students on excursions, in their accommodation and during meal times
- Report any allergies/medical issues to the Centre Manager on arrival at the 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 the group is at home. This way the staff can work together to fix it as soon as possible
- **Have fun!**

Student Packing List

Summer weather can be very unpredictable in the UK. The 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
- A copy of any medication prescriptions in case of emergencies
- UK currency (Pound sterling)
- Debit or credit card
- Visa or ETA (NEW for 2025) Check if you can get an electronic travel authorisation (ETA) - GOV.UK NEW

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)

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
- A small padlock to lock valuables
- **MUST BRING Reusable water bottle!**

Onsite Activities

- Tracksuit/jogging pants for sport
- Comfortable trainers

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

- Bedding (bed sheets, pillows)
- Expensive electronics/valuables
- Travel iron (an iron and ironing board will be available)
- Too many clothes
- Do not bring NUT products. No sandwiches, granola bars, treats or other food that contain nuts.



We can only guarantee the carriage of one x1 suitcase and one x1 backpack for airport transfers. If you anticipate that you will need to bring more suitcases, let us know in advance. Please note an extra charge might occur if an extra coach needs to be arranged on arrival.

Frequently Asked Questions

What happens if someone loses their passport?

We strongly advise that passports are stored safely in the accommodation and remain there. 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 CM 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 the student on their mobile. If this is possible then a member of the 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 CM 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 a register will be taken at the beginning of each activity.

Can students lock their room?

Yes. Each student will be issued one fob that opens outside doors, flat doors and their bedroom doors. Bedroom door is lockable and some are auto lock.

Lost bedroom keycards/fobs are chargeable at £80 per keycard and must be reported to the Events Office/Daniel Defoe Reception ASAP to allow security to be maintained. If found and communicated to Daniel Defoe Reception within 24 hours, the charge will be waived. If found after 24 hours, the charge will be reduced to £20. If the key is lost as a result of theft, the charge will be waived on the receipt of a police reference number.

What happens if a student is sick?

All sick students should be referred to the Centre Manager. If deemed necessary, a member of the staff will escort the student to a GP or hospital. If this does happen, the student must take their passport and any medical insurance documents with them in the instance that they may be required.

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 30 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 prior to arrival to the UK. The admissions team should be notified before arrival in the UK.

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).

Is there a deposit?

Please be aware that a £30 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.

Do you have any other questions?

Please do not hesitate to contact the admissions 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.



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