

# Oxford Brookes Harcourt Hill Campus

**Summer 2025**

Pre-Arrival Guidebook



# Summer Camp

Oxford, Harcourt Hill, UK



OXFORD  
**BROOKES**  
UNIVERSITY



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 Oxford Brookes – Harcourt Hill

When you arrive at Harcourt Hill campus you will be shown to your accommodation. At Harcourt Hill, the accommodation is comprised of a mix of ensuite and standard bedrooms. The ensuite rooms are arranged in flats of 5–6 people and the standard rooms are in houses of 7–9 people sharing a kitchen/lounge.

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 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.



# About Oxford Brookes University

Oxford Brookes University is a 'new' university in Oxford. It can trace its origins to 1865 when the former Oxford School of Art was established. In 1870 the School of Science was added. In 1934, the School of Art and the Technical School merged and by 1950 the college had 4,000 students. The university was renamed in 1992 to honour its former principal, John Henry Brookes. The university's School of Architecture is one of the largest in Britain.

In October 2003, Oxford Brookes University became the first university in the world to be awarded Fairtrade status. The Harcourt Hill campus is located two and a half miles from the city centre and Education, Philosophy, Religion, Theology, Media and Communication and many other subjects are taught here. The campus was formerly the site of Westminster College, an independent Methodist higher education institution which specialised in teacher training and theology.



# About the Centre

## Oxford Brookes

Harcourt Hill Campus, Harcourt Hill, Oxford OX2 9AT

### Postal Address:

Oxford International Junior Programmes Oxford Brookes University Harcourt Hill Campus, Harcourt Hill Botley, Oxford, OX2 9AT

Please ensure the letter/package is clearly labelled with Oxford International Junior Programmes.

### Wi-Fi access:

Group leaders and students are provided with an individual password to access the Internet.

Wi-Fi is available across the whole campus, including accommodation.

### Meal Times:

*\*Subject to confirmation*

Breakfast: 07:30 – 09:00

Lunch: 12:00 – 14:00

Dinner: 17:30 – 19:00

Students should clear away their food trays at the end of their meal. Meal times may vary before and after excursions. There will be a lunch/dinner rota for all groups.

### Shop/Café:

There is no shop on site but the centre of Oxford is a short bus ride away. There is a small Starbucks on campus that sells coffees, sandwiches, paninis, cake and cold drinks.

### Laundry:

*\*Laundry prices subject to confirmation*

Laundry facilities are available during your stay. OIEG will provide soap powder and laundry conditioner.

Bed linen will be washed once a week by the school laundry. We strongly recommend that any clothes placed in the laundry are clearly labelled with your name.

### Local Transport:

Trains depart from Oxford to London every 15min. A train journey to London takes about an hour.

The U1 bus runs from the campus to Oxford city centre very regularly. Check with the Activity Manager for more detailed times.

Students will receive 1 weekly bus pass and Group Leaders 2 weekly bus passes.

### Security:

There is a 24 hours security team onsite.

### 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.

### Bank/Post Office:

The nearest bank is in Botley:

Barclays Bank, Hinksey Court, West Way, Oxford, OX2 9LZ

The nearest Post Office is:

Botley Post Office, 6 Elms Parade, Oxford, OX2 9LG.

### Hospital/Doctors:

Doctor's Surgery:

West Oxford Health Centre, Botley Park, Botley Road

Nearest Hospital:

John Radcliffe Hospital, Headley Way, Headington, Oxford, OX3 9DU

First aid staff are available on site.

### Religious Centres:

Anglican: St Mary Magdalen, Magdalen St., OX1 3AE

Roman Catholic: Holy Rood Church,

38 Abingdon Road, OX1 4PD

The nearest Mosque and Synagogue are in Oxford.

There is a Methodist Chapel onsite.

There is a prayer room onsite available for all to use.

### 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.

### Curfew:

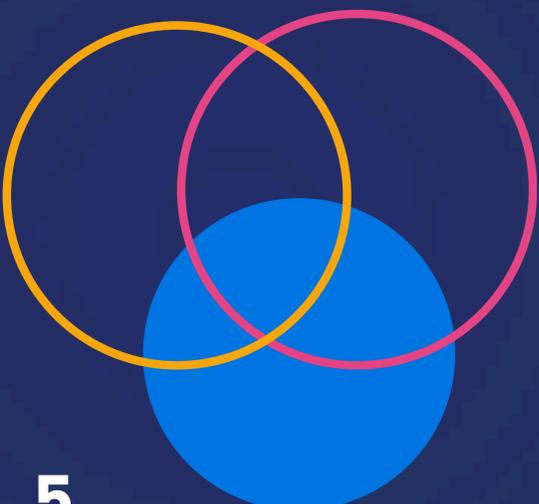
Evening curfew is 10:30pm.

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.

### Deposit:

Please be aware that a **£30 deposit per student 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.



# 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.

## **Excursion Manager (ExM)**

The Excursion Manager will be responsible for the complete over-sight and smooth running of the excursions at the centre.

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.

## **Activity Manager (AM)**

The Activity Manager is responsible for all aspects of the activity programme, ensuring the onsite activities are inspiring, dynamic focused and enjoyable.

The AM will lead the team of activity staff.

## **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

## Oxford Excursions

During your programme, there are 5 half days to Oxford.

During the first visit, you will be taken on a specially designed walking tour by a professional tour guide.

On the second excursion, there will be a "Photo Tour" organised to help you get to know the city. On the third visit, you will have time to explore the city. On the fourth visit you will join the famous punting in Oxford with enchanting scenic views! On the fifth excursion you will have the opportunity to visit Christ Church College, famous for its Harry Potter dining hall! Timings for these excursions are from 9am to 12pm or 2pm to 5pm for half-day excursions.

## London Excursions

During your programme there is one full day excursion and one Extended excursion to London by coach.

Groups will do our "Politics and Royalty Photo Tour", visit the National Gallery and shopping in Covent Garden. Timings for these are 9am to 4pm (depart London).

On the second excursion students will visit the British Museum, then will visit Oxford Street and Regents St. for shopping and spend the evening in London. Timings for this are 9am to 8pm (depart London).

If you would like to visit any other location please speak to the Excursion Manager in advance.

## Lunch on excursions

At Oxford Brookes you will receive a combination of packed lunches and meal cards during the excursion to London. Packed lunches for the full day in Oxford or the Optional Day (if visiting a city).



## Choose your excursion

From Oxford you will have a choice of full day excursion to Warwick Castle or Stratford-upon-Avon. During this excursion you will be led on a designed walking tour by one of our activity leaders and given time to explore the city centre. This excursion runs from 9am to 4pm (depart from location).

**Deadline to decide excursion: 30-May-2025**

Otherwise OIEG will allocate your group to one of the destinations.

## 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
- Wear your lanyard at all times
- Don't talk over the guides
- Walk at a brisk pace
- 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

**London King** – prices per person from £45.00

**Matilda** – prices per person from £45.00

**Spectator 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 - Oxford Brookes A

Group Name				
Students				
Group Leaders				
Date	Days	Morning	Afternoon	Evening
1-Jul	Tue	<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	Wed	Student Induction Lesson 1 - Welcome	Onsite Activities	Welcome Disco
3-Jul	Thu	Lesson 2	Public bus to Oxford with professional walking tour of the city	Onsite Activities
4-Jul	Fri	Lesson 3	Public bus to Oxford with city photo challenge	International Evening
5-Jul	Sat	Full day to London by coach with Politics and Royalty Walking Tour	Entrance to National Gallery and shopping in Covent Garden	Onsite Activities
6-Jul	Sun	Public bus to Oxford with entrance to Christ Church College	Lesson 4	Onsite Activities
7-Jul	Mon	Public bus to Oxford with punting	Lesson 5	Karaoke/Lip Sync Battle
8-Jul	Tue	Free morning to explore Oxford	Lesson 6	Disco
9-Jul	Wed	Lesson 7	Lesson 8	Onsite Activities
10-Jul	Thu	Full day excursion to London by coach with visit to British Museum	Visit Oxford Street and Regents St. for shopping	Evening in London
11-Jul	Fri	Onsite Activities	Lesson 9	Onsite Activities
12-Jul	Sat	Onsite Activities	Lesson 10	Talent Show
13-Jul	Sun	Full day excursion to Warwick Castle or Stratford upon Avon	Full day excursion to Warwick Castle or Stratford upon Avon	Farewell Party
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:

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

*\*Please note this is only a sample and you should receive your personalised programme before arriving to the UK.*

# 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 you to have some time to relax and meet other leaders.

The group leader programme is tailored to each centre, at Oxford Brookes University 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 campus to know more about their location and the history of each site.

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 in an exclusive venue.

A **cheese and wine** evening will also be arranged during one of the evenings for group leaders and senior staff only.

As a Group Leader you will receive **x2 weekly bus passes**, so you can go into Oxford anytime.

## 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
- 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
- Swimming costume

## 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?**

Students can lock both ensuite and standard bedrooms. Bedrooms should be kept locked at all times. Swipe cards cost £10 to replace, keys cost £35 to replace. Please advise your students to keep this card safe or attach it to their lanyard if possible.

## **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).

## **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 or 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 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.

## **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 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.**



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