

Royal Holloway University

Summer 2025



Summer Camp

Egham, 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 Royal Holloway

When you arrive at Royal Holloway, one of the OIEG staff will take your group on a tour of the university and highlight all the key locations you will use during your stay. You will be shown your bedrooms and shown how to access the building. Check in is at 4pm.

At Royal Holloway, the accommodation is comprised of single and twin rooms, ensuite or share bedrooms.

Most of the accommodation has large common areas/kitchens where the students can relax in the evenings and during break times. *All rooms are subject to availability. Each house will be cleaned and provided fresh linen once a week across two days.

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.



Royal Holloway

Royal Holloway is a public research university and a college of the University of London. It has 19 academic departments and approximately 10,140 undergraduate and postgraduate students from over 100 countries. The Egham campus was founded in 1879 by the Victorian entrepreneur and philanthropist Thomas Holloway. It was officially opened by Queen Victoria as an all women college in 1886. By 1945 the college admitted male postgraduates and in 1965 around 100 of the first male undergraduates.

The Founder's Building, at the centre of the campus, was completed in 1881 by William Henry Crossland and was inspired by the Chateau de Chambord in France. A statue of Queen Victoria sits in the centre of the north quadrangle. The centre of the south quadrangle contains a statue of Thomas Holloway and his wife Jane. The Founder's Building houses the Picture Gallery, containing a collection of over 70 pieces of art from the Victorian Era, purchased by Thomas Holloway during the 1880s, and it was given to the college at the time of its foundation.



Founders Building at Royal Holloway University

About the Centre

Royal Holloway University
Egham Hill, Egham TW20 0EX

Postal Address:

Oxford International Junior Programmes
c/o Royal Holloway University, Egham Hill, Egham,
Surrey, TW20 0EX
Please ensure the letter/package is clearly labelled with
Oxford International Junior Programmes.

Wi-Fi access:

Every group leader and student will be issued with a Wi-Fi code on arrival. This operates across the entire campus. There is also a computer centre onsite which is available to group leaders throughout the day.

Meal Times:

***Subject to confirmation**

Breakfast: 07:30–08:45

Lunch: 12:30 – 14:00

Dinner: 18:00–20:00

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:

The Student Union Shop is the campus shop; a mini supermarket selling snacks, drinks, campus souvenirs and toiletries. Opening Hours 08:00–18:00 on Monday to Saturday and 9:30–18:00 on Sunday.

The café will be accepting cards and contactless payments only.

Security:

The University has a 24 hour onsite security team who maintain a constant patrol. There is also campus-wide CCTV and all rooms have their own key card for entry.

Laundry:

The launderette is located in the Hub reception and is open until late each night.

A wash costs £4 and dry £4 (approx.)

Pre-loaded cards will be distributed to Group Leaders as required. Bed linen will be washed once a week by the University.

Local Transport:

Egham train station is just a short 20 minute walk from the campus:

Train to Waterloo (40mins)

Train to Richmond (20mins)

Buses at the campus entrance:

Bus 71 direct to Windsor

Bus 441 direct to Staines

Sports Facilities:

Royal Holloway has a fantastic sports centre where you can play badminton, basketball and table tennis. There are also an extensive number of sports pitches available for football, volleyball and team games.

Fitness Suite:

There is a fully equipped gym available for group leader use. There will be a small fee to use the gym and a short induction session will be required.

Bank/Post Office:

There are 2 banks in Egham (Natwest and Nationwide), which is a short walk from campus. There are 2 ATMs outside the Student Union on campus. The nearest Post Office is located on Egham High Street.

Hospital/Doctors:

Nearest Hospital:

St Peter's Hospital, Guildford Road,
Chertsey, KT16 0PJ

Nearest Doctor's Surgery:

Ashford Health Centre, London Rd,
Stanwell, Ashford TW15 3FE

First aid trained staff are available on site.

Religious Centres:

Catholic Church of the Assumption of Our Lady:

91 Harvest Road, Englefield Green, Egham TW20 0QR

Runnymede Christian Fellowship:

Virginia Lodge, Heritage Court, Egham, TW20 9LF.

St John the Baptist, Church:

High Street , Egham, TW20 9HE.

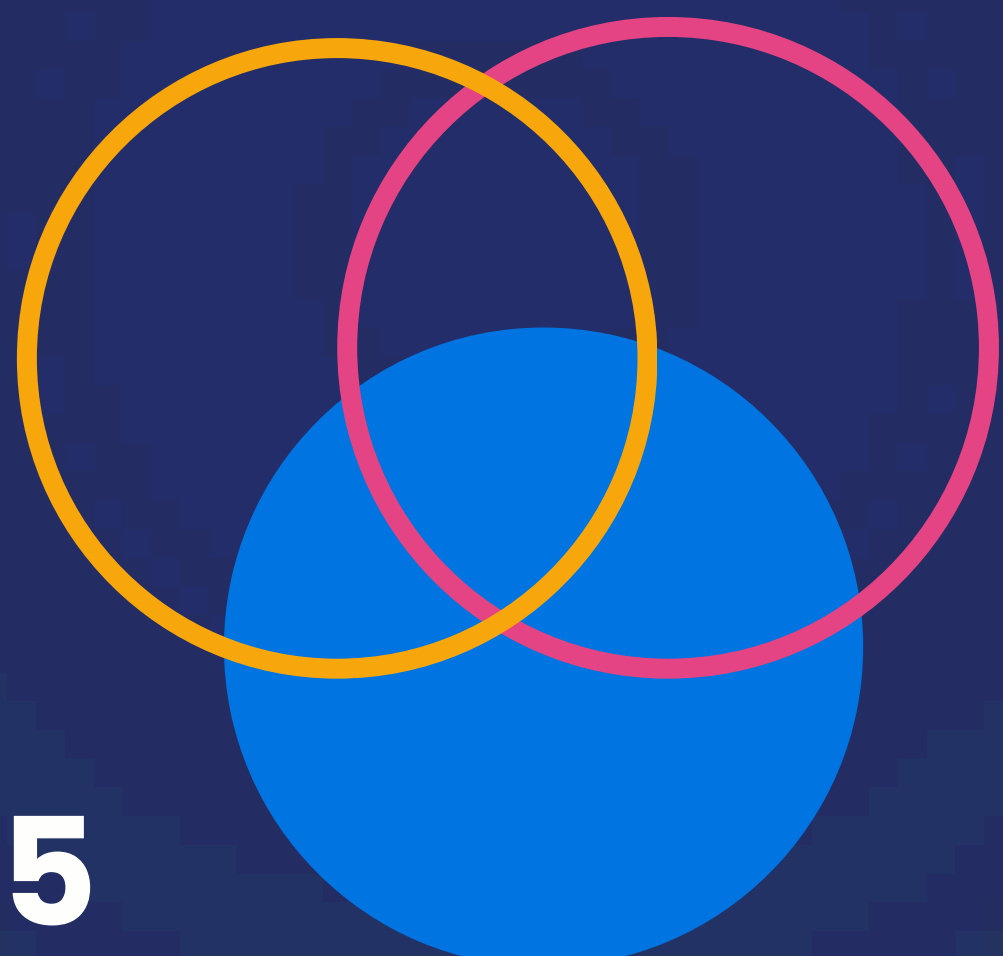
Fire Drills:

It is a requirement at any residential centre that 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.



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.

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.

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.

On-site Activities Co-ordinator (OSAC)

The On-site Activities Co-ordinator assists the AM with the activity programme, ensuring the onsite activities are inspiring, dynamic focused, and enjoyable.

EFL Teacher/ Senior EFL Teacher

Teaching staff are responsible for planning and delivering lessons from the OIJP 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

Excursions

During your programme there are three full day excursions to London. Timing for these excursions are:

9am – 4pm (depart from London) x2
2pm – 10.30pm (depart London) for the River Boat Disco. *Please note this will be replaced with a City Cruise during the early programme in June.

On the excursions to London, the groups will visit the Kensington Museums, discover Hyde Park and do some shopping in Oxford Street
Groups will also visit the British Museum followed by an exciting River Boat Disco on the Thames!

Cultural Excursions

From Royal Holloway you will visit Brighton and Oxford. During these excursions you will be taken on a specially designed photo tour by one of our activity leaders and given time to explore the city centre. You will also visit the Royal Pavilion when you visit Brighton, and visit a College when you go to Oxford. These excursions will run from 9am to 4pm (depart from destination).

Half Day excursions to Egham

During your programme you will have two half day excursions. During the first visit, you will be taken on a nice walking tour of Egham followed by a photo challenge organised by the staff to help you get to know the town. On the second Half Day excursion, your group will have free time to explore the town.

Half excursions will run from 9am to 12pm or 2pm to 5pm.



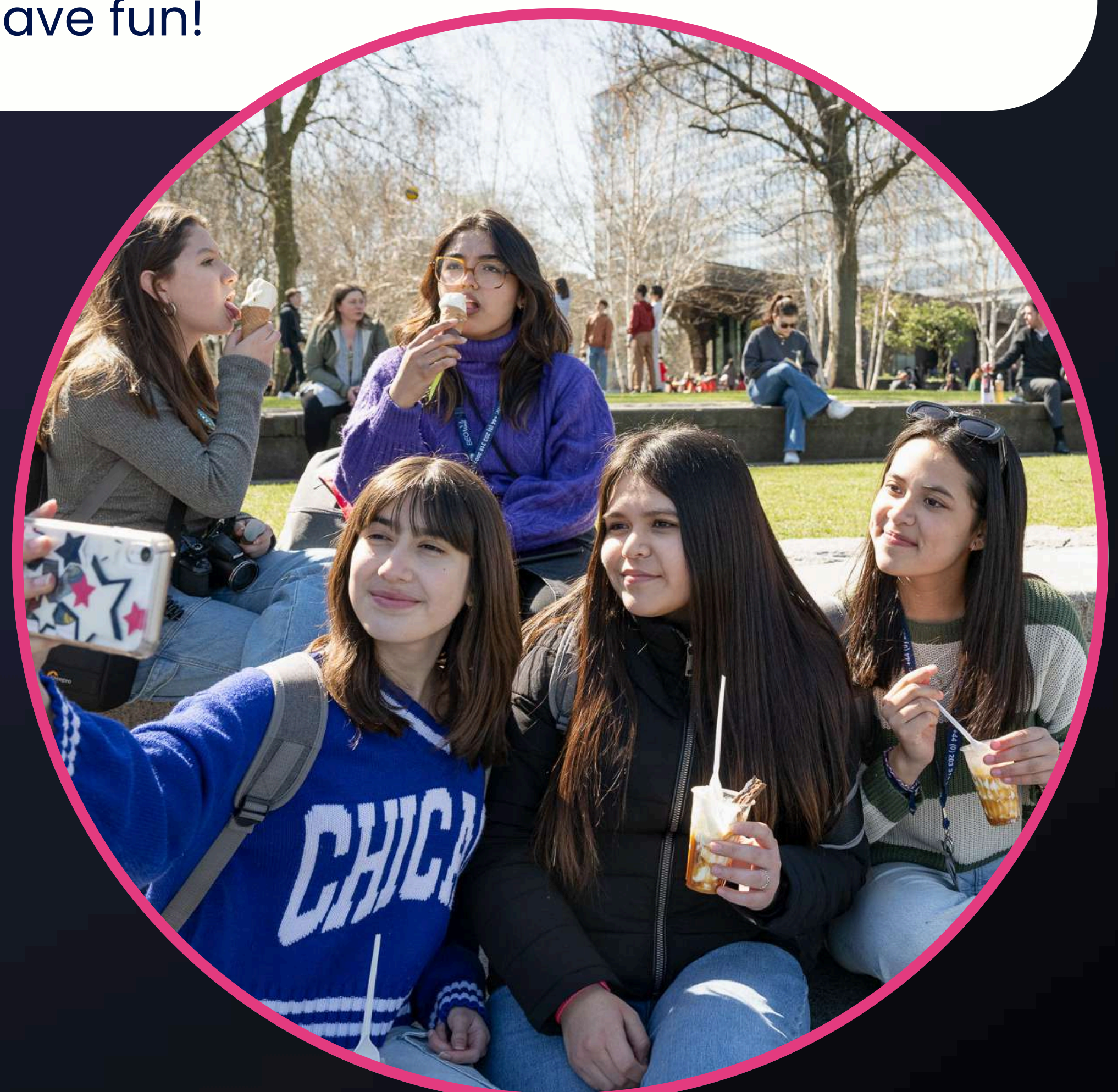
Lunch on excursions

At Royal Holloway you will receive:

- Packed lunches during the excursions to London, Brighton, Oxford and the Optional Day.

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
- Don't talk over the guides
- Wear your lanyard at all times
- 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

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

The Hercules Musical



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 - Royal Holloway A

Group Name						
Students						
Group Leaders						
Date	Days		Morning		Afternoon	Evening
1-Jul	Tue	Breakfast	Airport: Flight Number: Time:	Lunch	Airport: Flight Number: Time:	Dinner Campus tour and ice-breaker activities
2-Jul	Wed		Student Induction Lesson 1 - Welcome		Walk into Egham with orientation Instagram Challenge	Welcome Disco
3-Jul	Thu		Lesson 2		Full day excursion to London with entrance to British Museum	Sunset Boat Disco on the River Thames
4-Jul	Fri		Lesson 3		Onsite Activities	Onsite Activities
5-Jul	Sat		Lesson 4		Lesson 5	Karaoke/Lip Sync Battle
6-Jul	Sun		Full day excursion to Brighton by coach		Photo tour and entrance to Royal Pavilion	International Evening Prep. Onsite Activities
7-Jul	Mon		Full day excursion to London with visit to Kensington Museums		Visit to Hyde Park and shopping on Oxford Street	Disco
8-Jul	Tue		Lesson 6		Lesson 7	International Evening
9-Jul	Wed		Full day excursion to London with Politics and Royalty walking tour		Entrance to National Gallery and shopping in central London	British Quiz Night
10-Jul	Thu		Onsite Activities		Lesson 8	Onsite Activities
11-Jul	Fri		Onsite Activities		Lesson 9	Talent and Fashion Show
12-Jul	Sat		Half day to Egham		Lesson 10	Onsite Activities
13-Jul	Sun		Full day excursion to Oxford by coach		Walking tour of the city centre and entrance to an Oxford College	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:

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. With so much history at all of our centres, we want leaders to know more about their location and the rich heritage of each site. The group leader programme is tailored to each centre, at Royal Holloway it will be made up of different events throughout the weeks.

A **tour of the Picture Gallery on campus** will take place later in the programme along with a **cheese and wine evening**.

The Picture Gallery at Royal Holloway is home to an art collection comprising of 77 Victorian paintings collected by Thomas Holloway as well as Lady Herringham's eclectic private art collection.

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 also be **one half day to Windsor Town** and a **movie night** on campus organised by the 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. At Royal Holloway students will be able to lock their room. Corridors can be accessed by individual secure key cards. We ask that students take particular care of their keys/key cards as room 'lockouts' take a significant amount of time to rectify. If a key is lost, there will be a charge for its replacement..

What happens on departure day?

Prior to your final day on campus, Group Leaders will be invited to attend a departure meeting where the full procedure is explained. At this point, Centre Managers will indicate the time the group needs to be at the coach (which will arrive at the airport with at least 3 hours to check-in, go through security and reach your gate).

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 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 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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