

# CHRIST'S HOSPITAL SCHOOL GUIDE



*Elac*  
STUDY VACATIONS

## HEAD OFFICE

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COUNCIL  
for the teaching  
of English in the UK

MEMBER  
 ENGLISH  
UK

YOUNG  
LEARNERS  
 ENGLISH  
UK





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# CHRIST'S HOSPITAL SCHOOL CENTRE GUIDE

Christ's Hospital School was founded by King Edward VI in the 16th century in Greyfriars, London and Hertford. The purpose of the school was to provide a place of education for the poor and destitute. The first children entered the school in Newgate in 1552. The school remained on this site for over 300 years before moving to its present site in Horsham in 1897.

Despite its new location, the school retains its original vision today, educating bright children from disadvantaged backgrounds. The present site is home to 800 pupils and occupies a site of over 1,200 acres. The school's facilities include a magnificent Victorian dining hall which is large enough to accommodate all students in one sitting, and which houses one of the largest paintings in Europe, by the artist Verrio.

The school also boasts a stunning theatre modelled on Shakespeare's Globe Theatre. The school offers a wealth of excellent, modern facilities including spacious classrooms, a large sports centre, an indoor swimming pool, Astroturf sports pitch and numerous playing fields. There is a railway station in the village offering easy access to London, Brighton and other destinations.



Christ's Hospital School

## ELAC STUDY VACATIONS

Elac Study Vacations was formed in 1991 with one centre in Eastbourne. We now have multiple summer centres and one year round-centre in Bath, which is also our head office.

We currently welcome over 4,000 students from all over the world to our courses. Despite this growth, we still retain the values and ethos that characterized Elac from the beginning: to run quality courses that are attractive to staff, students and partners and where the welfare of all is our main priority.

## MISSION STATEMENT

Our goal is to be an independent, ethical and environmentally-aware organisation dedicated to the teaching of English, and more generally to the nurturing of positive values in young people in an international setting.

To achieve this goal, we aim to provide a secure, welcoming, inclusive and fun environment where students can feel at ease with each other and our staff, whilst on a course which they find both stimulating and challenging.

We believe that this will provide the platform we need to deliver the following outcomes for our students:

- A development of their language skills and confidence
- A deepening of their knowledge and understanding of British life and culture
- A broadening of their outlook on the world and awareness of other perspectives
- New, wide-ranging and long-lasting friendships that cross cultures



## ACCOMMODATION AND LAYOUT

The accommodation is provided in eight boarding houses and the sixth form accommodation building. Named after famous writers (Peele, Thornton, Middleton, Coleridge, Lamb, Barnes, Maine and Leigh Hunt), the houses are arranged along a long avenue running through the heart of the school, and are divided into two wings (A & B). Each house accommodates around 85 pupils.

The houses are all quite similar in design offering a mixture of shared rooms and singles, with shower blocks on every corridor. Disabled access rooms are available. Rooms sleep from 1 to 4, with single rooms for group leaders. There are spacious social areas available in every boarding house. The sixth form accommodation (Grecians) is more modern and all rooms are single with a sink in each room. Bedding is provided but students need to bring their own towels. The accommodation is a few minutes' walk from the dining hall and classrooms.



Grecians West Accommodation

## MEDICAL CARE

We keep a record of student's medical conditions and requirements, so relevant staff are aware of specific conditions, e.g. food allergies and disabilities. Please inform us of any medical conditions on enrolment.

If a student becomes unwell, they can visit a local GP, Horsham Hospital Minor Injuries Unit, or Crawley Hospital, which has an A and E unit. Students will need to take their ID and any medical insurance documents (or EHIC card if from Europe) with them.

A First Aid box is kept in the Elac office and basic kits are taken on all excursions. The ELAC team have numerous First Aiders. They will be available throughout the day. Any injuries/accidents should always be reported to the Elac Office.

## STUDENT WELFARE

All our staff are employed using safer recruitment methods and receive training regarding student welfare and child protection and are aware of the Elac safeguarding policy. If they notice a student is experiencing any problems, they will liaise with the Welfare Officer and Group Leader, who can then investigate and take the appropriate action.

We also have a legal duty to identify and safeguard children who may be vulnerable to radicalization (the Prevent duty). We maintain a good supervision ratio of staff to students, both during activities on-site and excursions off-site.

All Elac staff, group leaders and students sign a code of conduct which indicates the kind of behaviour we wish to promote. It clearly sets out the process for dealing with unacceptable behaviour. Information can be downloaded from the following link -

<http://elac.co.uk/downloadable-information/>

There are three roll calls daily: at the start of lessons, at the start of activities, and in the accommodation in the evening.

## SECURITY

The UK is a safe country and Horsham is a safe location. There is a security team on site 24/7 and CCTV monitoring. The Elac Office has a safe available for Group Leaders and individual students. Accommodation is accessed by swipe cards or fobs. Students must lock all windows on leaving their accommodation and follow security procedures explained on arrival.

# PLAN OF THE SCHOOL

## CHRIST'S HOSPITAL

A SCHOOL LIKE NO OTHER

- Feete A
- Feete B
- Theorton A
- Theorton B
- Middleton A
- Middleton B
- Coleridge A
- Coleridge B
- Lamb A
- Lamb B
- Barnes A
- Barnes B
- Mare A
- Mare B
- Leigh-Hunt A
- Leigh-Hunt B

- Court Room & Entrance to Counting House
- Dining Hall
- Head Master's house
- Chapel
- School Office, Admissions and Head Master
- West Classrooms (English, Theology, Philosophy)
- Big School
- East Classrooms (B, Maths, Computer Studies, Archeology, Economics)
- Art School
- Old Science School
- 6th Form Careers & Commercial Centre
- LARC (SEN, Classics, MFL, Computer Studies, IT Support)
- New Science School
- South Classrooms (History, Geography)
- Theatre
- Otago (Drama, Music)
- Music School
- Support Services Centre (Support Services, Warehouse, Cleaning, Building Maintenance, Grounds, Accommodation, Porters, Lost Property, DSB)
- Food & Nutrition
- Medical Centre, Museum
- Design Technology
- Wisefield Centre
- Grocers Club, Tuck Shop
- Foundation, Bursary, HR, Finance, Development
- Reception & Security Centre, Nursery, Thrift Shop
- Fives Courts
- Barcroft Sports Centre, Christ's Hospital Enterprise
- Combined Cadet Forces
- Tennis Pavilion & Dance Studio
- Central Stores
- Christians
- SMT
- Catering
- Marketing

- KEY**
- Footpaths
  - Public Road
  - Access & Parking
  - School Buildings
  - Private Residences





# SAMPLE TWO AND THREE WEEK PROGRAMME

What's included in a two-week Christ's Hospital School programme?

Academic Programme	30 hours of English Classes	Testing & Induction	Communicative English Lessons	Projects and Presentations	Developing Critical Thinking Skills	Learning about British & Local Culture
Activity Programme	Sports	Arts & Crafts	Team Games	Drama	Swimming	Music Workshop
Evening Programme	Great British Quiz	Talent Show	Mini Olympics	Discos	Casino Night	Films
Excursion Programme	London Excursion	Brighton Excursion (inc. Pavilion)	Oxford Excursion (+ College Entry)	Optional Excursion Day (or Activity Day)	Tour of Horsham	Free Time in Horsham

What's in a three-week programme? Everything in the two-week programme plus...

+15 hours of English Classes	+ 5 mornings/ afternoons of activities and sports	+ 7 evenings of activities and sports	+ Half day Arundel Excursion	+ London Excursion	+ Free Time in Horsham
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Morning	Afternoon	Evening
Lessons: 9:00-10:00, 10:00-11:00, 11:30-12:50 Activities: 9:00 Meeting, 9:15-10:30, 11:00-12:15	Lessons: 14:00-15:00, 15:00-16:00, 16:30-17:50 Activities: 14:00 Meeting, 14:15-15:30, 16:00-17:15	Activities: 19:30 Meeting, 19:45-21:45



## THE ELAC EXPERIENCE

We aim to deliver a rich and varied experience: a blend of language learning, cultural highlights, personal development and fun. Each centre has its own particular style, but there are common features and a shared ethos across all our centres.

The combination of lessons, activities, social events and excursions makes up the Elac Experience, led by a committed team of staff, many of whom have chosen to work for Elac summer after summer.

## ACADEMIC PROGRAMME

Students receive 3 hours 20 minutes of English tuition divided over 3 lessons in the morning or afternoon, four or five days a week; a total of 15 hours per week. Classes have mixed nationality classes, with a maximum of 16 students. Students follow a core curriculum which aims to develop speaking and fluency, through activities such as excursion-linked lessons, communication games and drama. There are three pathways aimed at different ages and abilities:

**Engage** - aims to build the confidence and communication skill of young learners (7 - 11) through performance, drama and music, and project work.

**Enrich** - Young teenagers at A2 - B1 level build on and enrich their language competence through activities such as creative projects, functional English and presentations.

**Empower** - Older teenagers at B2 - C1 level stretch their language skills through public speaking, critical thinking, leadership and team building. Students may use an Elac workbook which also acts as a record of the student's stay.

We require our teachers to have a degree plus a TEFL certificate, for example, CELTA or Trinity Cert. TESOL. Our teaching team are responsible for planning and delivering communicative lessons which enable students to use and develop their English in an international classroom. Teachers are supervised by an Academic Manager who provides academic support and ensures the programme is delivered to the highest possible standard. We also pride ourselves in our teacher development programme of workshops and lesson observations provided throughout the summer.



Students enjoying a lesson

## TRINITY EXAMINATION & TRINITY STARS PERFORMANCE

Students have the option to be prepared and entered for the Trinity GESE at the appropriate level. This takes place during three additional sessions organised in the afternoons or evenings prior to the exam. There is an additional charge for entering the exam (please see our website).

The exam is offered at 12 Grades. These are as follows:

Initial Stage:	Grade 1 - 3
Elementary Stage:	Grade 4 - 6
Intermediate:	Grade 7 - 9
Advanced:	Grade 10 - 12

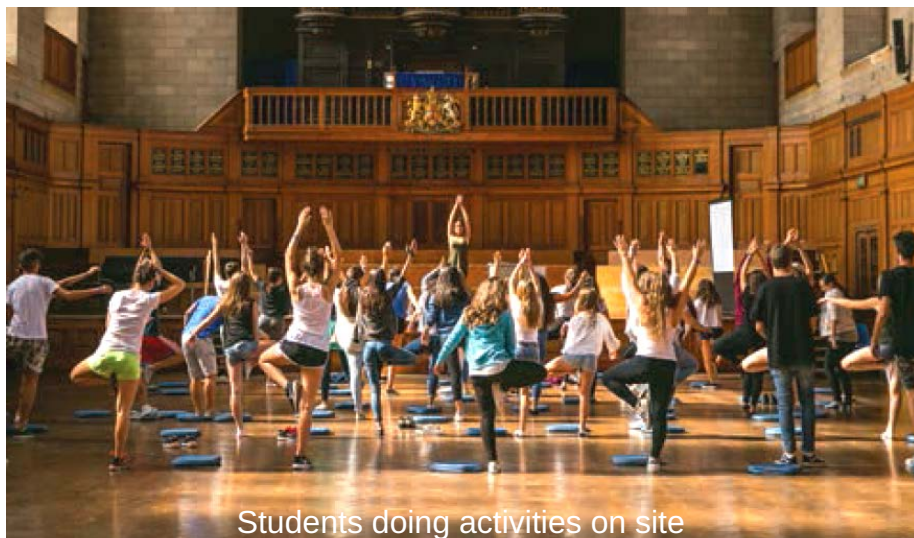
It is envisaged that the majority of our students will be entered across grades 3 - 8.

Younger students may have the opportunity to participate in a Trinity Stars Performance. There is an additional charge for this (please see our website).



## ACTIVITY PROGRAMME

We believe that improving students' English doesn't just happen in the classroom. Our sports and activity programme during the day and in the evening gives students' opportunities to enjoy a variety of sports and activities and practice their English in mixed nationality groups.



Students doing activities on site

We run "Core Activities" which gives students the opportunity to do a pre-arranged activity for half the session in an internationalized group, then for the other half they can choose an activity of their choice with their friends.



Students on the playing fields

## EVENING ACTIVITIES

There is a wide range of evening activities to give the students the opportunity to have fun and make friends. These usually include:

**Themed Disco**

**Movie Night**

**Talent Show**

**Quiz Night**

**Karaoke**

**Murder Mystery**

**Casino Night**

**Fun Olympics**

**Club International**

## DAYTIME ACTIVITIES

Elac offers a wide range of activities to interest and motivate our students, such as:

**Art, Craft & Music Workshops**

**Dance & Drama**

**Treasure Hunts, Photo Hunts,**

**Photography Tricks, Team**

**Challenges,**

**Special Interest Activities**

Elac is always keen to know of any special interests that our students may have. We cannot always guarantee it, but if any students are especially interested in an alternative activity, please tell us and we may be able to organise it.

## SPORTS

Christ's Hospital has wonderful sports facilities including a large indoor sports centre with swimming pool, two large gyms, squash courts and café. Additionally, there is an astroturf pitch, outdoor tennis courts and many playing fields in the large campus.

Students will have the opportunity to take part in a wide range of sporting activities which involve inter- group competitions as well as individual competitions. Trophies and prizes are awarded at the end of the course for the winners.

Sports include football, basketball, cricket, volleyball, dodgeball, table tennis etc. It is important that students wear suitable clothes and footwear for these sessions.



## MEALS

Meals are buffet style and comprise breakfast, lunch and an evening meal. There is a choice of food to cater for vegetarians, religious diets, etc. The dining hall at Christ's Hospital is impressive, with traditional wood paneled walls and oil paintings.

For excursions, a packed lunch or lunch vouchers are provided. The packed lunch consists of a sandwich/baguette, crisps, fruit, cake/chocolate bar, mineral water/drink, or similar. Any specific food requirements should be made known to Elac in advance so that the caterers can be informed.



### BREAKFAST 7.30 – 8.30

This is a continental breakfast with a full English breakfast served twice weekly.



### LUNCH 12.15-13:30

There are several choices of menu which always include vegetarian dishes as well as a selection of hot and cold dishes.



### DINNER 18:00 - 19:30

Again there are several choices of menu which always include vegetarian dishes as well as a selection of hot and cold dishes. Students are not restricted to one serving.



## TWO WEEK INCLUDED EXCURSIONS

These are a very popular part of our course, and give students an opportunity to use their English as well as learn more about Great Britain. Students have the opportunity to learn more about the trip during lessons. Students travel by coach or train to these destinations. Activity leaders will brief students to follow certain rules for their own safety. On our return, a late dinner will be served. On a two week programme students will go to London twice.

### LONDON FULL DAY (FIRST VISIT)

Our excursion to London begins with a walking tour of the city – the best way to see all the world-famous landmarks. These include Buckingham Palace, The Houses of Parliament, Westminster Abbey, Trafalgar Square and much more. At the end, you will have some free time in Oxford Street (or another location your group has chosen) to shop and buy souvenirs.

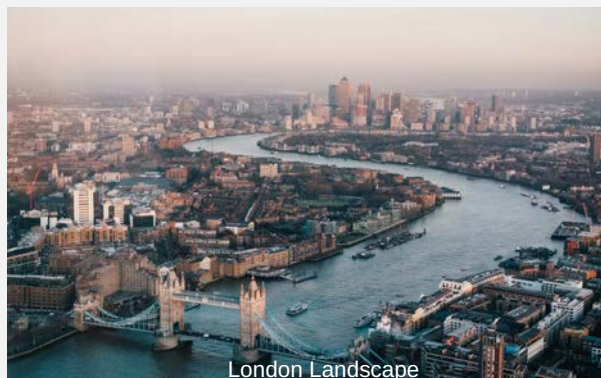
If you want to do something different with your afternoon, here are some alternative activities we can help you arrange:

Natural History Museum  
Science Museum  
Covent Garden  
British Museum  
Shakespeare's Globe  
Tower of London\*

National Gallery  
Camden Market  
London Eye\*  
London Aquarium\*  
The Shard\*  
London Dungeons\*



London



London Landscape

\*These venues have entrance fees so there will be an additional cost: please talk to the activity manager if you want more details.

### BRIGHTON FULL DAY



Brighton Pavilion

Brighton is a famous seaside resort city in East Sussex. It has many attractions, including an extensive beach and seafront, the pier, and excellent shopping around 'the Lanes'. It is also home to the famous Royal Brighton Pavilion, which you will visit.

We travel there by train and the itinerary involves a walking tour of the main attractions then a visit to the Royal Pavilion. There will also be some free time to spend relaxing or playing games on the beach, or shopping.



## TWO WEEK INCLUDED EXCURSIONS

### OXFORD FULL DAY



Oxford

Oxford is a city with a long history, much of it surrounding the university: together with Cambridge they are among the oldest and best known universities in Europe. Oxford University is made up of a number of independent colleges, and these are scattered throughout the city centre.

The visit consists of a walking tour with our activity leader, taking in most of the famous sites, and there is also the opportunity to visit one of the colleges, so that you can get a feel of what it is like to study there. Visits to some of the excellent museums can also be organized (\*additional cost).

There will also be time for some shopping, or you may want to organize rowing or punting on the River Isis (\* additional cost)

### HORSHAM HALF DAY

Horsham, on the River Arun, is the nearest town to Christ's Hospital School so we always give our students the opportunity to visit, look around this lively market town and do some shopping.

The town itself is an interesting mix of traditional English architecture and modern facilities. Many buildings in Horsham date from the 18th century (and earlier) but there is also a modern covered shopping centre.



## 3 WEEK INCLUDED EXCURSIONS



### LONDON FULL DAY (SECOND VISIT)

In a city like London, there is always something fun to do. On the second trip students will have the chance to visit London's wonderful museums (Madame Tussauds, London Dungeons, Science Museum), markets, art galleries or parks.

There will also be chances to explore a new part of London, such as Covent Garden, Kings Cross, Greenwich, London Zoo, Hampton Court or Notting Hill.

### ARUNDEL - HALF DAY

Arundel is a picturesque market town, 20 minutes from Christ's Hospital by train.

Students can walk around outside the famous castle, explore the cobbled streets and unique shops, or spend some free time enjoying the countryside by the River Arun.



### HORSHAM - FREE TIME

Horsham, on the River Arun, is the nearest town to Christ's Hospital School so we always give our students the opportunity to visit, look around this lively market town and do some shopping.



## OPTIONAL EXCURSIONS

As well as included excursions, there are also opportunities to go on optional excursions. In a two week programme there is one optional excursion day, and in a three week programme there are two. These can be found in the booklet, "Optional Excursions", which gives suggested itineraries and costs. If you would like to supplement your programme, please speak to the Head office, or the Activity Manager on arrival.



## GROUP LEADERS

Working closely with Group Leaders is essential, as they know their students, their culture and their language. This happens through regular meetings when information is shared and issues can be raised.

Prior to the Welcome Meeting on the first day of the course, where the Elac Management Team share information with Group Leaders regarding all aspects of the course, Group Leaders will be given a Welcome Pack complete with information for helping both students and Group Leaders settle into the programme.

We also want Group Leaders to enjoy their time with Elac and have an opportunity to meet other leaders. Events are organized, such as visits to places of local interest, teacher development sessions, cream teas, or a cheese and wine evening.

Elac has a dedicated office and its location will be given out when students arrive. There is also a Group Leaders room on-site where Group Leaders can relax and have access to tea and coffee.



Group Leaders enjoying a cream tea

## USEFUL TELEPHONE NUMBERS

- **Elac Christ's Hospital Office: +44 1403 247747**
- **Elac Christ's Hospital 24 hour emergency:TBC -**
- **Police, Fire, Ambulance - 999 (emergencies only)**
- **Police – non emergencies +44 1273 475432**
- **Elac Head Office (Bath): + 44 1225 443261**

## CENTRE ADDRESS

Elac Study Vacations  
Christ's Hospital School  
Horsham  
West Sussex  
RH13 0YP

If sending post, please ensure the letter/package is clearly labelled with the student's name and group.

## INDIVIDUAL STUDENTS

Individual students receive a warm welcome at all of our centres. This is a great way for them to really immerse themselves in the English language and make new friends. Students who travel independently often require a certain level of maturity, so the age range is slightly different to the group age: 14 is the minimum age we can accept. The maximum age is 17.

Individual students have a designated staff member to ensure their stay is a success. They will meet with them regularly to ensure they have all the information they need about the programme, activities and excursions, and to offer them support if they experience any issues.



## ENROLMENT PROCESS FOR INDIVIDUALS

When an enquiry is received, our head office will check availability and offer advice as to the best course for the individual student. This may depend on the student's age, interests and nationality. We can also organise visa invitation letters if necessary and suggest different travel options.

The next stage is that the student (or their parent) receives an enrolment form, where we request parent's details, level of English, confirm dates etc. This form contains terms and conditions explaining when and how to pay.



## ONCE ENROLLED

The student will receive confirmation and also further information on the course, plus Elac's code of conduct and advice on staying with a host (if necessary).

Two weeks before the course begins, the full amount for the course is paid. At this stage, we will double-check we have a student's travel details, mobile phone details, and organise a personal meeting service if required.

The student also receives a letter of authorisation enabling them to travel as a minor abroad. If staying with a host, they will also receive a host profile and information for their first day on the course.

## THINGS TO CONSIDER

Travel to the centre is not included, but as mentioned above, Elac can organise a personal meeting service: someone to meet or drop the student at the airport. As an unaccompanied minor, we can provide details in advance of who is collecting the student and will ensure they are taken to the desk on departure.



## WHAT STUDENTS NEED TO BRING



### DOCUMENTS

- Passport and copy of it
- Visa document and copy of it (if required)
- Insurance document (including EHIC card if from EU)
- A copy of any medication prescriptions or certificates
- UK currency



### CLOTHING ESSENTIALS

- Casual clothing
- Trainers
- Sports clothes
- Swimwear
- Swim towel
- Something smart
- Costume for disco/talent show
- Bag for dirty laundry



### FOR EXCURSIONS

- Small backpack/handbag
- Comfortable clothes
- Shoes for walking
- Umbrella
- Waterproof jacket
- Sunglasses & sunscreen



### TOILETRIES AND MEDICINES

- Toiletries, eg shampoo, soap, toothpaste,
- Medicines, eg asthma inhaler, contact lens solution
- Towel



### GADGETS AND ELECTRONICS

- Electronic devices (camera, mobile phone, ipad)
- Travel adaptor (UK 3 pin, 13A, 220V - 240V)



### OTHER USEFUL ITEMS

- Pencil case
- Pen & Pencil
- Notepad
- Water bottle
- Tissues
- Hand sanitizer

**PLEASE LABEL ALL ITEMS, IN CASE THEY GET LOST**

## GENERAL INFORMATION



### STUDENT AGES & NATIONALITIES

- 7 - 18 years
- Italian
- Spanish
- French
- Austrian
- Greek
- Russian
- Japanese
- Chinese
- Israeli

*Please note - the above nationalities are popular examples. We host various nationalities throughout our centres.*



### AIRPORT ARRIVALS

- Group will be met by an Elac representative.
- Travel to centre by private coach.
- On arrival Elac staff show them to their accommodation. .
- Transfer time - **Gatwick** (LGW) 30 minutes, **Heathrow** (LHR) 60 minutes



### REGISTRATION & INTRODUCTION

Students will have a welcome talk and a tour of the site. Students will receive the following items:

- Student notebook
- Lanyard/wristband
- Course programme
- Emergency Contact Card

Students are registered prior to or after their assessment test.



### FIRE SAFETY

- Fire safety procedures on first day
- Practice fire drill for students.
- Fire signage throughout building
- Group leaders explain safety procedures to students in their own language.



### MOBILE PHONES

- All mobile phones must be switched off during lesson times.
- Teacher may confiscate phone if rules are not followed.



### NOISE

- Students must keep noise to a minimum when returning to their accommodation
- Curfew is 10pm.





## DEPOSITS

- Group Leaders asked to hold a deposit of £25 per student in case of damages.
- Group Leader to investigate and pay for any damages caused.
- Individuals should pay the deposit to the Welfare Officer.
- Replacement of lost fob/key is £100.



## DAMAGES

- Fire alarm set off between 9.00 and 5.30 pm: £75.00
- Fire alarm set off between 5.30 pm and 9.00 am: £100
- Replacing/refilling fire extinguishers: £150

**The school imposes the above call out charges for deliberate acts of misuse.**



## SMOKING, DRUGS & ALCOHOL

- It is illegal to smoke in any indoor public places - this includes vaping.
- There is no smoking allowed on the Christ's Hospital campus, except for a small designated area for staff.
- No alcohol or drugs are permitted in any of our junior vacation courses **regardless of age.**



## COMPUTER AND WIFI ACCESS

- Wifi available throughout the site
- Student access to computer room during activities.



## SHOP

**Shop on-site that sells:**

- Hot and cold drinks
- Chocolate
- Snacks
- Sweets
- Ice cream

As well as a range of other useful supplies.



## LAUNDRY

- Laundry room in each house
- Washer and dryer available.
- Must provide own washing powder.
- Bed linen washed once a week.



## BANK & POST OFFICE

- Selection of banks nearby (Horsham)
- Post Office in Horsham
- Alternatively, currency exchange can be done whilst on excursions.



## HOSPITAL & MEDICAL CENTRE

**Horsham Hospital Minor Injuries Unit**, Hurst Road, Horsham, RH12 2DR, tel. 01403 227000  
**Park Surgery**, Albion Way, Horsham, RH12 18G, tel. 0844 815 1511



## LOCAL TRANSPORT

- Train station on-campus
- Direct trains to London (60min) & Horsham (5min)
- Direct buses to Horsham (10min) go from outside the school (Bluecoat Pond Road).
- Taxis can be organized through the Elac Management team.



## QUIET/MULTI-FAITH ROOM

- All students and Group Leaders can have access to a quiet room for religious observance.
- Please speak to the Elac management team for more information.



## PLACES OF WORSHIP

- St Mary's Church (Anglican) Causeway, Horsham, RH12 1HE, tel. 01403 253762
- St John the Evangelist (Catholic) 3 Springfield Road, Horsham, RH12 2PJ, tel. 01403 253667
- Madina Mosque (Muslim) 2 Park Terrace East, Horsham, RH13 5DN, tel. 01403 251504

## FINAL COMMENTS

If you have any queries about this course, please get in touch with our head office. Further information and photos can be found on our website ([www.elac.co.uk](http://www.elac.co.uk)). We hope you enjoy your course at Christ's Hospital School.