



STUDENT HANDBOOK



www.isschool.co.uk

ACCORD • ISS
International Summer Schools

Contact details and Emergency telephone numbers

Main Office for all centres:

ACCORD International Summer Schools
Enterprise Centre, Station Parade,
Eastbourne BN21 1BD, England

Tel: +44 (0)1323 430531

Fax: +44 (0)1323 417406

E-mail: info@accord-iss.com

Website: www.isschool.co.uk

Contact telephone numbers during the Summer School:

The direct telephone number for the Course
Directors of each centre will be known about a
month prior to the start of the Summer School.

Emergency mobile contact telephone numbers (24 hours)

Alex Harrap

ACCORD ISS Director
+44 (0)7800 793 157

Eilish McGeehan

Operations Manager
+44 (0)7412 108 108

Alexandra Webb

Administration Manager
+44 (0) 7875 051 903

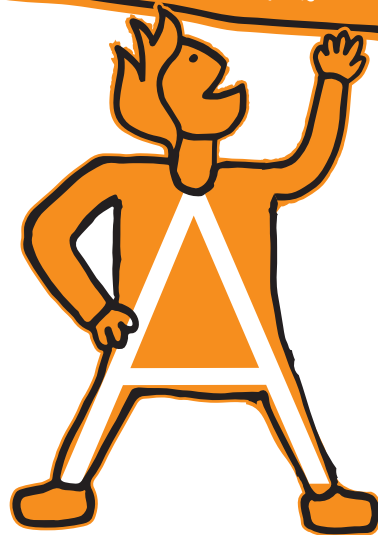
For more information, please contact
+44 (0)1323 430531.



**ACCORD International
Summer Schools' two
fantastic centres in
South East England.
There's one to suit you!**



“School’s in for summer”

[illegible]

Notes...



Hello!

We are delighted to welcome you to ACCORD International Summer Schools and we hope you thoroughly enjoy your time with us. This summer you're going to speak lots of English, make new friends, go on exciting excursions and take part in lots of fun activities!

ACCORD ISS welcome students from all over the world so this summer you're going to experience new cultures and make friends with people from different countries.

You will have English lessons 5 days a week and we are sure you will dedicate yourself in class. We mix nationalities in bedrooms, classrooms and activities so there's no excuse for you not to practise your English!

There are lots of activities and sports to take part in during the afternoons so why not try something new like tennis?

At Bethany Centre, you can even join one of our academies: football or performing arts!

In the evening you'll be singing at karaoke, dancing at discos, showing off your skills in talent shows and using your brain power in quizzes.

There are usually 3 full-days and 2 half-day excursions over a 2 week stay to exciting cities such as London and Brighton or to the seaside and town centre.

We hope you have a great time at
ACCORD ISS and we can't wait to meet you
this summer!



Questions

&

Answers

Which travel documents do I need?

You will need a valid passport issued by your country or a national identity card (for EU countries) to enter the UK. Some nationalities also require visas. Please check travel regulations before you make your travel arrangements. On arrival, you will give your passport, flight/train tickets, pocket money and foreign currency to the Course Director to be locked in the safe.



Do I need medical or travel insurance?

All students attending ACCORD International Summer Schools must have comprehensive travel insurance. ACCORD ISS provides all students with travel insurance and it is included in the price of the programme.

Where can I keep my medication?

You must give the Course Director any medication for your own safety and that of the students. All medication is

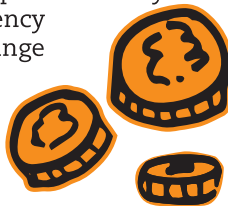
kept in the Course Director's office for safe keeping and students have access to their medication when required. Please remember to send us the completed medical/dietary information form prior to your arrival at ACCORD ISS.

How much pocket money do I need?

You only need money if you want to buy some souvenirs, postcards and when you go shopping. You must give the Course Director your pocket money for safe keeping. There is a specific time when you can take your pocket money. If you bring foreign currency (e.g. Euros) we can exchange it for pounds for you.

I've booked a transfer service. What do I do when I arrive?

If you have booked a transfer service, please ensure that you have completed the Airport/Station Transfer form and returned it to us. ACCORD ISS staff will be waiting for you at arrivals. You will recognise them as they will be wearing a blue t-shirt with the ACCORD ISS orange logo and holding up a sign saying "ACCORD International Summer





Last but not least...

Who will be sharing my bedroom?

We try to ensure that you share a room with students of a similar age from different countries to encourage you to practise your English. We are sure your roommates will become great friends.

My parents are bringing me to ACCORD ISS. How can we get directions and an idea of cost?

Ask your parents to email info@accord-iss.com or telephone us for the fastest route and approximate cost. They can also find general maps on the website and in our brochures.

Can my relatives visit me at ACCORD ISS and take me out?

Relatives are welcome to visit and take students out. Parents must arrange all visits in advance with the Course Director or the ACCORD ISS Director.

What is the weather like?

The weather in England changes all the time but summer is usually warm (20-24°C). But it is England and it can rain and be windy, so please bring jumpers and a raincoat.

What if I don't like the food?

The food will be different to what you eat at home but we serve a wide variety of dishes and you're sure to find something you like on the menu.

Schools". When you leave ACCORD ISS, staff will accompany you to the airport/train station, help you check in and stay with you until you go through security.

I've booked a transfer service but I can't find ACCORD ISS staff. What do I do?

Don't panic, there is probably a simple explanation. Go to the Information Desk and ask for help. If you have been sent the telephone number for the person meeting you, please call this number. Alternatively, please call ACCORD ISS on 00 44 (0)1323 430531 or our 24 hour emergency number: 00 44 (0) 7800 793157. You will also be given your Course Director's telephone number closer to the date of your arrival.

I would like to practise my faith whilst in the UK. Who should I talk to?

If you would like to attend a church service or pray at school, please talk to the person in charge of your boarding house or another staff member who you feel comfortable to talk to.

What happens if I feel ill or get an injury?

If you hurt yourself whilst playing sport for example, please inform a member of staff who will take you to the First Aiders or hospital depending on the injury. If you have a sore throat or a cold for example, please see the person in charge of your boarding house or another member of staff who will give you non-prescription medicine. If you need to see a doctor, we will make an appointment for you and accompany you to the doctor. If you feel seriously ill, we will take you to hospital and stay with you.



What should I bring?

Bring your normal clothes (jeans, t-shirts, skirts etc.) and a wash kit (shampoo, shower gel, soap etc.). English weather changes all the time so please bring jumpers and a raincoat. For activities, bring a swimming costume and old clothes that you don't mind getting dirty at paintballing, for example. You might want to bring something special to wear for the disco too. Bring towels and an international travel adaptor. Please do not bring any valuables. ACCORD ISS accepts no responsibility for loss or damage to personal items.

Please ask an adult to sew (or print) a label with your name on it into your clothes. ACCORD ISS provides a laundry service at least once a week but accepts no responsibility for lost clothing.





I've booked an optional sport or activity. Do I need to bring anything for this?

If you have booked one of our fantastic optional sports or activities, please read the following information:

- **Horse riding:** Wear closed toe shoes or boots and jeans or trousers. Riding hats provided.
- **Golf:** Wear golf shoes or trainers. You can bring your own golf clubs if you want but all equipment is provided.
- **Tennis:** Wear tennis shoes or trainers. You can bring your own tennis racket or we can lend you one.
- **Mountain biking:** Wear trainers, jeans or trousers. Helmets and equipment provided.
- **Sailing/Canoeing/Windsurfing:** All equipment provided.
- **Football:** Wear football boots, shorts, t-shirt, protective equipment and rain jacket.
- **Gymnastics/Dance:** Wear shorts, t-shirt/vest and trainers.
- **Photography:** Bring your own camera.



Do Not

- ✗ Damage school property
- ✗ Steal
- ✗ Bring knives or toy guns
- ✗ Swear or use bad language with students or staff
- ✗ Use mobile phones/MP3 players in lessons, activities, meetings or dining room
- ✗ Use the swimming pool unless a lifeguard is present
- ✗ Use fire exits unless told to do so in an emergency
- ✗ Leave the centre unless accompanied by staff
- ✗ Use alcohol or drugs or bring them to school
- ✗ Touch fire extinguishers
- ✗ Bully or fight other students
- ✗ Drop litter
- ✗ Chew gum
- ✗ Go in the girls' accommodation if you're a boy
- ✗ Go in the boys' accommodation if you're a girl

will be told that if there is one more incident or suggestion that you are still bullying, you will be expelled immediately. If you are being bullied or treated badly by other students, please speak to the person in charge of your boarding house, a member of staff you feel comfortable with or the Course Director immediately. We will resolve the situation for you.

Problems and complaints

Please talk to the Director of Studies if you are unhappy with your lessons.

Please talk to the person in charge of your boarding house if you want to change your room. Please talk to the Social Organiser if you want to change an activity. You can also talk to a member of staff who you feel comfortable with about any problems or complaints you may have.

Do

- ✓ Be punctual for meetings, lessons and activities
- ✓ Speak English
- ✓ Tell staff about any problems
- ✓ Respect the school, staff and students
- ✓ Join in and get involved in school life
- ✓ Be polite
- ✓ Be quiet at bed time

Please talk to the Course Director or the ACCORD ISS Director if your problem is not resolved quickly.

Safety and welfare

Your safety is our number one priority. While you're at ACCORD ISS, you are our responsibility and we need to know where you are at all times so we take registers several times a day e.g. in class, activities, boarding house. During the day we have 1 member of staff for every 10 students and during the night we have 1 member of staff for every 15 to ensure there is plenty of staff to look after you.

Absence

You must attend all English lessons, activities and excursions unless you have a valid reason e.g. you are ill. Day students must telephone the school before 9am if they are unable to attend school.

BOOK OF RULES

All schools have school rules to ensure all students are safe and happy in a harmonious international community. If you do not follow our rules, we reserve the right for our staff to discipline you according to the seriousness of your actions. The punishment reflects the offence e.g. if you are late for class you might help staff during free time, if you are rude we might inform your parents and if you bully other students you might be expelled from ACCORD ISS. If you continually misbehave and disobey school rules, we reserve the right to ask you to leave ACCORD ISS. In the event of this happening, you would have to return home and no fees are refunded. This is a rare occurrence but will take place if students do not respect the school rules.

If we suspect you have been involved in an act of theft or

other illegal activity, we reserve the right to search your bag or bedroom in your presence. If necessary, the police may carry out a body search.

Bullying

We do not tolerate any form of bullying, harassment, violence or verbal abuse based on cultural differences. If you are suspected of bullying or harassing students you can expect the following: A senior member of staff will warn you to stop bullying at once and that any further bullying will be severely dealt with. The victim of your bullying will be informed that you have been spoken to and staff will encourage both of you to try to reconcile your differences.

Should you continue to bully, the Course Director will give you another warning and your parents will be informed. You

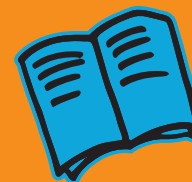
a typical
day at...
Accord ISS



morning

7.00 - 7.30	Wake up
7.45 - 8.45	Breakfast
8.45 - 8.55	Student Assembly
9.00 - 10.30	English Lesson 1
10.30 - 11.00	Break
11.00 - 11.45	English Lesson 2
11.45 - 12.30	English Lesson 3: Project Lesson
12.30 - 13.15	Lunch

13.15 - 13.45	House Time (students to get ready for afternoon activities)
13.45 - 14.00	Student Assembly
14.00 - 16.30	Optional activities / Afternoon activity 1
16.30 - 18.00	Free time / Extra activities available / 1:1 / IEP English Lessons
18.00 - 18.45	Dinner



weekend
afternoon



evening

18.45 - 19.00	House Time (students to get ready for evening activities)
19.00 - 19.15	Student Assembly
19.15 - 21.15	Evening activity
21.15 - 21.45	House time (Shower time / Hot chocolate)
22.00 - 22.30	Quiet time (all students to be in their bedrooms)
22.30	Bed time / Lights out

School life

Welcome Meeting

The Course Director holds this meeting for all students when they first arrive. You will be introduced to important members of staff e.g. the Social Organiser (who organises the Activity Programme) and the person in charge of your boarding house. You will also go on a tour of the school and find out about what happens at ACCORD ISS and what is expected.

Student Meetings

On the timetable, you will see that you have to attend student meetings at certain times of the day. These meetings are important and you must be there on time. The Course Director and Social Organiser will tell you about what is happening on the day and excursions for the next day.

English Lessons

You will take a written and oral English test upon arrival to help teachers to place you in the right class for your level. We try to mix classes so there are students of a similar age and different nationalities. Lessons cover reading,

writing, listening and speaking. They are fun and encourage you to speak as much English as possible with the focus on everyday English. You should get involved and work as hard as you can to make the best progress in English. At the end of your stay, you will receive a certificate of attendance and a report from your teacher.

Free Time (Moir House & Bethany Centre)

On the timetable, you will see that you have free time every day. What you can do during your free time differs for each centre but you can see a list of things you can do on the timetable.

Food

ACCORD ISS serves a variety of English and international dishes. There is always hot food available for lunch and dinner, a salad bar, fresh fruit and a vegetarian option. The food will be different to what you eat at home so be adventurous and try something new! There is a morning and afternoon snack (biscuits or cereal bar) in addition to meals. Squash and water are always available. Hot chocolate and biscuits are provided before bedtime.



What's on the menu?

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

BREAKFAST

Cereal/Milk Hot Breakfast Croissants Jam/Marmalade Yoghurt/Fruit Tea/Coffee Orange Juice	Cereal/Milk Sausages Boiled Eggs Grilled Tomato Croissants Toast Jam/Marmalade Yoghurt/Fruit Tea/Coffee Orange Juice	Cereal/Milk Bacon Fried Eggs Grilled Tomato Croissants Toast Jam/Marmalade Yoghurt/Fruit Tea/Coffee Orange Juice	Cereal/Milk Bacon Scrambled Eggs Waffles Croissants Toast Jam/Marmalade Yoghurt/Fruit Tea/Coffee Orange Juice	Cereal/Milk Sausages Boiled Eggs Baked Beans Waffles Toast Jam/Marmalade Yoghurt/Fruit Tea/Coffee Orange Juice	Cereal/Milk Bacon Scrambled Eggs Waffles Croissants Toast Jam/Marmalade Yoghurt/Fruit Tea/Coffee Orange Juice
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LUNCH

Roast Beef Roast Potatoes Fresh Vegetables Beef Burger Aubergine Bake Salad Bar Bread & Butter	Cottage Pie Lasagne Vegetable Lasagne Mashed Potato Fresh Vegetables Salad Bar Bread & Butter	Roast Beef Roast Potatoes Fresh Vegetables Beef Burger Veggie Burger Salad Bar Bread & Butter	Chilli Con Carne Rice Tortilla Chips Vegetable Chili Chips Fresh Vegetables Salad Bar Bread & Butter	Fish Lasagne Vegetable Stew Chips Baked Beans Peas Salad Bar Bread & Butter	Pizza Sausage Rolls Vegetable Rolls Chips Peas Salad Bar Bread & Butter
Trifle Yoghurt Fresh Fruit Jelly Ice Cream	Chocolate Sponge Yoghurt Fresh Fruit Ice Cream	Cake Yoghurt Fresh Fruit Ice Cream	Jam Sponge Yoghurt Fresh Fruit Ice Cream	Rice Pudding Yoghurt Fresh Fruit Jelly Ice Cream	Gateaux Fresh Fruit Ice Cream

FREE TIME

Pasta Bolognese Chicken Curry Rice Vegetable Curry Salad Bar Bread & Butter Ice Cream Yoghurt Fresh Fruit	Beef Pie Sausage Rolls Potatoes Vegetable Rolls Fresh Vegetables Salad Bar Bread & Butter Ice Cream Yoghurt Fresh Fruit	Chicken Kebabs Rice/Noodles Quiche Fish Pie Fresh Vegetables Salad Bar Bread & Butter Ice Cream Yoghurt Fresh Fruit	Beef Casserole Chinese Chicken Vegetable Stir Fry Rice Fresh Vegetables Salad Bar Bread & Butter Chocolate Cake Ice Cream Yoghurt Fresh Fruit	Meatballs Chicken Nuggets Potatoes Peas/Baked Beans Vegetable Nuggets Salad Bar Bread & Butter Ice Cream Yoghurt Fresh Fruit	Barbecue Night (burgers, sausages and vegetarian option) Salad Bar Ice Cream Yoghurt Fresh Fruit
Sweet & Sour Chicken Sweet & Sour Vegetables Rice Potatoes Fresh Vegetables Ice Cream Yoghurt Fresh Fruit					