

English Naturally

Since 1999

Director, Chris Polatch BA, M Ed, MIL, FRSA

Summer 2019

Dear Host,

Petersfield, Lymington and Winchester Summer Schools 2019 – General Information

This information is also to be found in the “updates” section of our website:

<https://www.english-naturally.com/updates.html>

Thanks for hosting one or more students on our Summer School Programme! We are really delighted you are hosting and hope you find the experience to be rewarding in all ways.

Our aim is to give students a great experience, introducing them to life in Petersfield, Lymington and Winchester – all, in our opinion (and, we are sure, yours too!) very special places.

Be assured that here at our Head Office in Winchester, we are ready to help at all times with any issues that arise.

Here is some general information, which we ask you to read carefully and keep to hand – thanks!

Our local **Centre Managers** this year are:

Lucy Lomax, Petersfield

Amaia Wilson Frade, Lymington

Lucy Constantine, Winchester

They look forward to meeting you all!

Arrivals

Students booked in as *individuals* will normally arrive by taxi. You will receive a pre-arrival letter giving you your students’ details and their arrival times. We will liaise with you if the arrival time is problematic for you.

Students booked in as part of a *group* arrive by coach and we ask you please to collect on arrival and drop off on departure. You will be advised of arrival times and kept updated by text if the coach is delayed.

Daily transport

We do not generally expect hosts to ferry students around, although the odd lift will be greatly appreciated!

We do ask you to accompany students to the teaching centre on day one if at all possible.

Students staying in town are expected to walk to the teaching centre.

Students who are placed outside town on a bus/train route will usually use public transport (we will pay for passes).

There will be times, however, when the bus/train times will not work and we will ask hosts to give lifts. EN is not able to pay for taxis for students. We will facilitate lift-sharing by creating local groups of hosts.

Unit 19, City Business Centre, Hyde Street, Winchester, Hants, SO23 7TA, UK
t: ++44(0)1962 859700 | w: english-naturally.com | e: info@english-naturally.com

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On days when there are coach excursions, we plan to have drop-off and pick-up points in key places, such as Clanfield (Petersfield) or New Milton (Lymington) to reduce transport problems.

The itinerary

Monday-Friday

Lessons start at **0900** and are followed by activities or work experience in the afternoons depending on age. Students will therefore be out all day (please provide a packed lunch – see below) and will not normally get home until 1730-1830.

Students should report at **0830 on their first day**, as there are certain registration procedures to be gone through.

There is a **half-day excursion on Thursdays** for students who are not taking part in our Work Experience option (Work Experience students will have the option to join the excursion every other week). The only exception is for the week beginning 1st July when the excursion (for all Petersfield and Lymington students including **all work experience students** - will take place on **Friday 5th July**, so that students can visit the Winchester Hat Fair. Winchester students will have their excursion on Thursday as usual and be at The Hat Fair for their Friday afternoon activity.

Students may get home a bit later on excursion days, depending on the destination. We will keep you informed nearer the time.

There is a weekly "**Let's Meet Up**" evening on **Wednesday evenings** from 1830-2030, so students based in town will need to eat early.

Students who are placed outside town will stay on after classes for this activity rather than going home to come straight back! We will organise some food to keep them going but it will be appreciated if you could give a more substantial packed lunch on this day.

We will be organising some form of party every **Friday** – for example Pizza in the Park, and discos.

On **Saturdays**, there will be an all-day trip with a departure time of 0830 and return for 1800 approx. In the case of Petersfield and Winchester the Saturday trip will be to London every week. We alternate London and the the Isle of Wight on our Lymington programme. London is further from Lymington, and how can you come to Lymington and not visit "The Island"?!

There is one exception to this for Winchester and Petersfield students. On the weekend of 6th/7th July the London trip will take place on Sunday 7th July. Gay Pride takes place on 6th July and is hugely disruptive to transport and we find that students have had fewer opportunities to see the city when there is a big event on so we have taken the decision to change the day of the trip for this weekend only. Students will spend Saturday 6th July with host families for this weekend.

Weekly itineraries

The above information gives you the general pattern, but of course there will be a detailed weekly itinerary. These will be [emailed to you](#), or you can view them at:

<https://www.english-naturally.com/host-families/host-family-updates.html>

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Updates to the itinerary

We will use email and/or Textlocal (group texts) for updates. You can contact us any time (see below) if you are unclear about anything relating to the itinerary.

Locations for lessons

Petersfield

Week 1 – The meeting point will be the **Kings Arms Youth Club**, The Courtyard Bldg, Heath Rd, Petersfield GU31 4DX. All students should report here on the first Monday – 8th July and for the rest of that week, if they arrive mid-week. We will be using various other locations for lessons in this week – our Centre Manager and teachers will make sure they all get to the right place.

Weeks 2 to 5 - Churchers College, Ramshill, Petersfield GU31 4AS All students should report here on their first day.

Lymington – same venue throughout the period

- The Lymington Community Centre, New St, Lymington SO41 9BQ. All students should report here on their first day.
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Winchester – same venue throughout the period

- English Naturally, 41 Southgate Street (basement), SO23 9EH. All students should report here on their first day. We will be using various other locations for lessons once numbers increase – our Centre Manager and teachers will make sure they all get to the right place.

Meals

You are asked to provide breakfast – this does not need to be cooked, just what you usually have – plus packed lunch (Mon-Sat inc) and dinner. Although students are expected to fit in with your routines/food choices, please do ask them about their likes and dislikes. We will make you aware of any allergies.

Welfare

Students' welfare is very important to us and we would like to know of any concerns you have, for example:

- The student seems homesick
- The student does not seem to be enjoying the stay
- The student seems unwell
- The student retreats to his/her room constantly and will not be coaxed downstairs (with the addiction to smartphones/tablets this can be an issue)
- The student does not eat what you provide

Please do not hesitate to be in touch on such matters.

Student behaviour

The students will receive, in their welcome pack, a [code of conduct](#) that they should adhere to. We want them to enjoy their stay with us and for you to enjoy hosting them so hopefully setting out some simple rules will facilitate this. A copy of the code of conduct is included with this letter. Please make sure that your student(s) understand(s) it especially with regard to curfew times.

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Traffic

We always tell students to be very careful around traffic. We would be grateful if you could reinforce this message.

Petersfield station has barriers at a traditional crossing, as you know. Several years ago we had an incident with students crossing after the barrier had come down. There is a similar barrier at Brockenhurst. Please warn your students that this is both highly dangerous and strictly forbidden.

Contacting us

Our Centre Managers will deal with day-to-day issues during the stay, covering, for example:

- Sickness
- Reporting a problem with the student's behaviour
- Checking the itinerary

Lymington

Phone (please <u>text</u>)	07763 053630
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Petersfield

Phone (please <u>text</u>)	07763 021909
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Winchester

Phone (please text)	07926 115321
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Our HQ is in Winchester, and we will deal with any general queries, for example payments, bookings of students, issues during the stay.

Email	bookings@english-naturally.com (general logistics) accomm@english-naturally.com (Sandra, Accommodation) accounts@english-naturally.com (Nikki, payments)
Phone	01962 859700 – office hours
Duty Phone	Please text only – 24/7 – 07552 495137

How we stay in touch with you

Communication is important and we aim to keep you informed at all times. We may call, text or email you, and may sometimes send out a group text.

Contacting your student(s) and vice-versa

If you use WhatsApp or similar, this can be a good way to be in touch regarding timings and other issues as it's a free messaging service using the internet. Normal texting to international phones can become quite expensive.

Curfew times

Given that Petersfield, Lymington and Winchester are relatively safe places and that during the period of the summer school it stays light until late, we do allow students to go out on their own to meet up with friends on evenings when there is nothing organised by us. This is subject to a curfew time by age band, however:

Age band	Latest time home
11-12	Not allowed out

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13-14	2030
15+	2200

Of course we do not expect students who are out of town to come into town every evening. They will have the Wednesday Let's Meet Up and the Friday Party. Students out of town with no easy way to get in and out should stay in their local area.

Payments

Payments will be credited direct to your bank account. If you did not give details of your account when you were visited, we will need these, please. The rates payable are our group rates.

We pay different rates for 1, 2, 3 etc students by booking. If you host 2 individuals at the same time but booked in separately (and possibly with different arrival/departure dates) you will be paid the single rate for each student. We only pay the slightly lower rate per person where friends/siblings are booked in together.

No deductions are made from our payments as there is no tax to pay up to an annual limit as part of the "rent-a-room" scheme. The limit is currently £7500. Our understanding is that you do not need to declare income received unless it is over this threshold.

What we ask of you

You are asked to provide:

- All meals (packed lunch where appropriate)
- A bed, storage for clothes
- Access to family bathroom or en-suite bathroom
- Reasonable laundering (but not ironing)

Apart from these practical matters, we'd like you to make the student feel welcome and part of your household. We want our students to have a really great time in your town and feel it is their second home while they are with us. Thanks in advance for helping us make this happen.

Sun-hats/cream/water

We hope it will be a sunny summer! Many pm activities will involve being out and about, so please check your students are prepared. They are advised to bring a hat and sun-cream in their joining letter.

Student mobiles

Students should be reminded to always carry their mobiles with them in case we need to contact them. We will ask them to turn off their mobiles during class and can you please discourage over-use of these devices – it's much better for students to sit and chat with you or play a board-game than to spend their time messaging friends back home!

With communication being so easy, students often use their mobiles to contact home and sometimes send messages that cause their parents concern, even though they are often minor matters. Rest assured that if we are contacted by parents we will do our best to put things in perspective. We may need to talk to you if this arises. If parents contact you direct, we suggest you forward messages to us.

Instagram

Apart from our general English Naturally Facebook page (which we use to inform our contacts abroad about our services, and provide them with information about our various centres) we have an Instagram page https://www.instagram.com/english_naturally/. We would love for you to follow us. Students and hosts can

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post photos from the summer school if they are tagged with English Naturally - @english_naturally (We will be moderating pictures and comments before they are posted publicly.)

There will be a **weekly prize** for a student in each centre for the **best photo** taken during the week – it could be from one of the trips or from weekly classes or activities so please encourage them to take and post photos – something unusual or quirky might be more interesting than the normal touristy pictures. They will need to tag us @english_naturally and add the hashtag #WinchesterEN, #PeterfieldEN, #LymingtonEN depending on where they are based.

Thanks in advance for all your help and we hope the stay is a big success!

Angus Kirk, Registrar

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