

IH BELFAST - YOUNG LEARNERS AT CAMPBELL COLLEGE

INFORMATION PACK

Hello from Northern Ireland!

We are really excited that you have chosen to come to our summer school at Campbell College.

We know that you are going to have a GREAT time!

Hopefully this information pack will be useful for you in preparing for your holiday.

We can't wait to meet you!!

From all the staff at IH Belfast 😊

Learn English, Enjoy Belfast and Discover Northern Ireland!

THE PROGRAMME

Classes will take place from 09.30 – 12.30 from Monday to Friday with qualified English language teachers.

This programme provides the opportunity to learn about the history and culture of Belfast and see the main visitor attractions, such as the Ulster museum, the Titanic Experience, Ulster Folk and Transport Museum, W5 Interactive Science Museum, Belfast Castle and Cave Hill.

The programme is available to students aged 12 to 17 and will include interaction with local sports teams, drama groups and choirs. There are even plans to bring a Hogwarts flavour to the programme which will please any Harry Potter fans - the Sorting Hat will be busy!

Classes follow a communicative approach, focusing on authentic language that students can use outside the classroom. Each week is theme-based to ensure consistency and continuity and to give students the opportunity to see new language in context. Themes (for example, 'You and the Environment', 'Social Networking', 'We Are All Scientists') are selected to appeal to the students' interests and to provide engaging classes that increase motivation. Each week culminates in student presentations based on that week's theme.

The school is ideally situated to take advantage of many of Ireland's best loved attractions. Such as the world famous Giant's Causeway and north Antrim Coast.



EXAMPLE WEEKLY TIMETABLE

Please note this is an example and is subject to change!

WEEK 1

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
AM	English Classes	English Classes	English Classes	English Classes	English Classes	Giants Causeway	Free time
PM	Ice Breakers and Team Building	Belfast City Centre-Orientation walk	Exploring Virtual Reality workshop	Titanic Experience	Fun day at Campbell with local youth group + Barbecue		We are Vertigo Trampoline Park
Evening...		Quiz Night	Harry Potter Experience	Script Writing and film making	Disco		Movie

A SAMPLE DAY	08.00	Breakfast
	09.30 – 12.30 (with a break)	English Classes
	13.00 – 14.00	Lunch
	14.00 – 18.00	Social programme / Activity
	18.00 – 19.30	Dinner
	20.00 – 22.00	Evening Activities

*Please note these are only examples and maybe subject to change

LEVEL TEST AND LESSONS

In order to ensure you are placed in the correct class and gain the maximum benefit from your stay with us you will be given a level test, both written and spoken, on the Monday morning of your arrival.

The maximum number of students per class is 12.



CERTIFICATES

At the end of your stay, you will receive an INTERNATIONAL HOUSE certificate which will show you have completed the course.

First, please make sure that we know your flight number and arrival time! If you haven't already sent us this information, please email it to this address: study@ihbelfast.com. If you are delayed or your flight is cancelled, please inform us asap and send a message to the transfer coordinator on +44(0) 7561 476 860.

PLEASE SEND US YOUR MOBILE NUMBER SO THAT WE CAN CONTACT YOU ON THE DAY OF ARRIVAL IF NECESSARY.

When you arrive at the airport and you've collected your luggage, go to the arrivals hall. There you will see a person holding a sign that has the INTERNATIONAL HOUSE logo on it. If you can't find the person who's come to meet you, just wait in the arrival hall. You can also contact the person in charge of arrivals on +44(0) 7561 476 860. Don't go outside. The person responsible for meeting you may have been delayed, or may be picking up another student at a different terminal.

IH Belfast will send you any additional information relating to your arrival to the email address you booked through. Check your emails for this information or any updates **the day before** you fly ☺.

When travelling home, we will transfer all students to their departure airport and show them to their check-in desk.



THOSE STAYING AT CAMBELL COLLEGE.....



The residential quarters at Campbell college are all located on campus, a short walk from the dining hall and the fully equipped multimedia classrooms.

Bedrooms are spacious, with plenty of room for your clothing, luggage and for studying. Friends & staff will be close by, with up to 17 rooms per floor.

- You can choose between a private ensuite room (with private bathroom) or shared dormitory accommodation.
- Separate quarters for male and female students
- Electronic key card supplied
- Rooms cleaned daily, except on Saturday and Sunday. Bed linen changed weekly.
- Towels are NOT provided. However, there is a washing machine.
- Arrivals on Sunday, departures on Saturday. EARLY ARRIVAL / LATE DEPARTURE NOT POSSIBLE FOR RESIDENCE.
- Minimum 2-week booking.

MEALS

You will be served a hot breakfast in the mornings and a hot lunch and dinner with a choice of main courses and a salad bar. All meals have a vegetarian option and our chefs can cater for any special dietary requirements.

THOSE ORGANISING THEIR OWN ACCOMMODATION.....

Classes start at 09:30 am every morning.

Contact information and campus address below! Campbell College, Belmont Road, Belfast, BT4 2ND

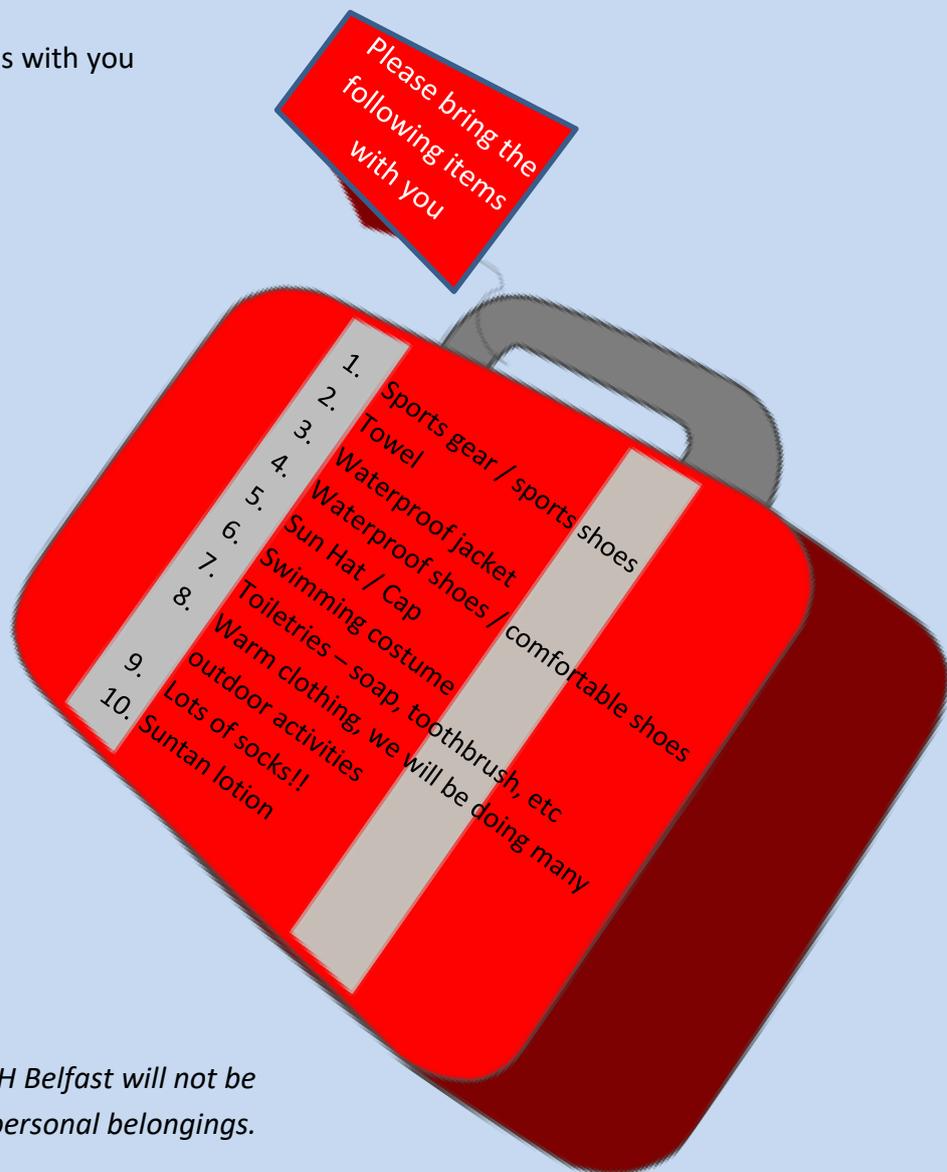
If participating in the afternoons activities, please bring appropriate clothes with you for the day's excursion.



SOME ADVICE

Here are a few suggestions to help to make your stay as smooth as possible.

- Ⓢ Before you leave home make sure you know how to activate the 'ROAMING' service on your mobile phone.
- Ⓢ Remember to bring your mobile phone charger and a Europe to UK adaptor for the plug.
- Ⓢ Remember that the currency of Northern Ireland is £ – GBP pounds sterling.
- Ⓢ Please let us know if you have any doubts or questions concerning your course or accommodation in advance of your visit @ study@ihbelfast.com or +44 (0)2890 330 700
- Ⓢ If you are bringing a bank card, contact your bank to make sure you will be able to use it in the UK.
- Ⓢ You will need to bring your own towels with you
- Ⓢ Students must have travel and medical insurance for the duration of their stay.
- Ⓢ Be ready for the weather to change quickly. Bring a light rain jacket with you as well as your sun cream. Bring a jumper for the evenings.
- Ⓢ Remember that living in your accommodation will not be like being at home and that you should see it as part of the experience of living abroad.
- Ⓢ You will not need to bring bed sheets. These will be supplied and changed weekly.



Please note that Campbell College or IH Belfast will not be responsible for any loss or damage to personal belongings.

DON'T BRING VALUABLES!

PRACTICAL INFORMATION / FAQ

LAUNDRY

Campbell College will organise laundry for students staying at their residence.

POCKET MONEY

Activities, day trips and entertainment are all included in the holiday fee so there is little need to bring money for these.

However, students will have the opportunity to go shopping throughout their stay.

VALUABLES

Please don't bring valuables!

Students are responsible for their own belongings, and Campbell College or IH Belfast cannot be!

PARTICIPATING IN THE ACTIVITIES

Please do not forget to fill in the Medical and Parental Authorization Forms. Without these forms students cannot take part in any of the activities.

The two forms should be completed ONLINE before departure . If you don't have the link to these forms yet, please email study@ihbelfast.com

COMPLAINTS or CONCERNS

If you have a problem about our school, it is important to us to know as soon as possible so we can help you. Please follow the steps below:

1. Talk to someone! Speak to the center manager at Campbell first: campbell@ihbelfast.com
2. If you would like to talk to someone else, or are not happy with the center manger's solution please contact reception at IH Belfast: study@ihbelfast.com / +44 2890 330 700
3. Finally, if you feel that you need to escalate any issues, please contact the Director of IH Belfast, Duanes Santos, dsantos@ihbelfast.com



PRACTICAL INFORMATION / FAQ

CONTACTING YOUR CHILD

Parents can contact students on their own personal mobile phones which they should bring with them. Because your days will be busy, we would recommend that you arrange a time to talk with each other in advance. The best times are dinner time (18.00 h-19.30h UK time) or between 19.30h- 20.00h.

If you need to contact your child in an emergency on our phone, please call the IH Belfast emergency number (24 HOURS): 0044 07561476860. They will take messages and pass them on to the leader of your child's group. If there is no answer on this phone, please leave a message.

WIFI

Wifi is available at Campbell College.

MEDICAL PROVISION

In the event of any medical concerns or injuries, parents will be contacted.

All staff working on the Campbell College Summer Programme are qualified and experienced in first aid. Belfast has two hospitals located in the city centre.

RELIGION

Ask IH Belfast if you have any religious requirements or need time to practise your religion.

FOOD INTOLERANCE

All food intolerances will be catered for – please let us know in advance!



INSURANCE - In order to cover all possibilities students must take out travel insurance in their country of origin to cover any loss, illness or accident which may occur during the course.

IH Belfast has worked closely with 'guardme' in the past, and would recommend their travel insurance if you don't already have a provider.





CONTACT INFORMATION



While at Campbell, family can contact students on their mobile phones.

For non-urgent issues you can email the programme on campbell@ihbelfast.com

Any Questions BEFORE you travel, please contact IH Belfast:

International House Belfast

109 – 111 University Street

Belfast BT7 1HP

study@ihbelfast.com

Tel: +44 (0)2890 330 700

SCHOOL EMERGENCY NUMBERS

YOUNG LEARNERS AT CAMPBELL (24 HOURS): 0044 (0)7561 476 860

Programme this number in your phone before you travel – so you always have it in case you need it!

INTERNATIONAL HOUSE BELFAST: 0044 2890 330 700

Monday to Friday 9 am to 6 pm

Campbell College
Belmont Road
Belfast
BT4 2ND



We look forward to seeing you soon 😊



**International
House
Belfast**

Appendix 1 - Care of junior students (under 18) attending a teenage summer camp with IH Belfast. Information for parents/guardians, students and staff.

This policy sets out rules for Junior (under 18) students attending a summer camp with IH Belfast and highlights the level of care which should be provided by IH staff at all times.

International House Belfast is committed to providing a secure and friendly environment where all members of the community, whatever their background or character, are protected from harm and respected by others. The quality of pastoral care influences the ethos and tone of our whole school. It is of crucial importance in creating an atmosphere in which young people feel secure, know that they are valued as individuals, and are encouraged in their learning, growth and social development in a healthy and safe environment.

IH Belfast wants students to be happy, healthy and safe – no matter whom they are.

We aim to inform and reassure parents that their children are being educated in a safe and caring atmosphere. Our safeguarding policy ensures we have clear channels in place for the safeguarding of young people and that we have dedicated managerial staff to be contacted in the case of an emergency and anyone involved with the school is made aware of this policy, it is also available as a download at <http://ihbelfast.com/policy/>. However, all staff, teaching and nonteaching, have a responsibility for pastoral care. IH Belfast recognises that a student should be able to address any member of staff they feel comfortable with, with any concerns they may have. The management arrangements within the school enable and encourage all staff to contribute effectively to establishing and maintaining a climate which is characterised by good relationships and mutual respect. This is why we ask all our staff to take part in Safe CIC training, which covers all areas of child protection.

All IH Belfast staff know the schools' policy for and are trained in child protection. We want students to be safe and able to talk to our staff if they need to.

Our lead for safeguarding is:

International House Belfast Designated Person for Safeguarding

Duanes Santos

Director

International House Belfast

Telephone: 0044 (0) 2890 330700

Email: dsantos@ihbelfast.com

Our deputy is:

International House Belfast Deputy Person for Safeguarding

Carole Kane

International House Belfast

Telephone: 0044 (0) 2890 330700

Email: carole@ihbelfast.com

We will try to safeguard children as follows:

- By adopting child protection guidelines and accepted procedures
- By providing children with expected codes of behaviour and ensuring they understand what those are, especially bullying.
- By sharing information about child protection and good practice
- By sharing information about any concerns.
- IH Belfast will ensure there is sufficient adult supervision for all scheduled activities (excluding classroom teaching)
- IH Belfast will ensure there is one adult per twelve group members for excursions where the element of risk is similar to that of normal daily life (e.g. excursions to sites of historic interest, local walks etc). The ratio of 1:12 will be reviewed for each activity, taking into account the nature of the activity, age, gender and needs of the students and if there is increased risk than normal daily life. The Group leader involved in an excursion's planning and organisation, and who is well prepared, will make more informed decisions and will be less at risk.
- Group leaders are responsible for their own group only and will not be counted in our supervision ratios.
- Any activities where professional qualifications are required to lead them (e.g. rock climbing, canoeing) will be led only by professionally qualified instructors.
- IH Belfast will ensure there is sufficient adult supervision to deal with an emergency.

- Providing information and guidance to participants is an important part of preparing for an excursion. Participants should clearly understand what is expected of them and what the excursion will entail. Participants must understand what standard of behaviour is expected of them and why rules must be followed. Lack of control and discipline can be a major cause of accidents. Participants should also be told about any potential dangers and how they should act to ensure their own safety and that of others.
- The following information on matters that might affect the leader's (and participant's) health and safety should be given:
 - dates of the excursion;
 - times of departure and return
 - the location where the participants will be collected and returned
 - mode(s) and duration of travel
 - the size of the group and the level of supervision
 - name of leader, and other staff (if applicable)
 - clothing and equipment to be taken (if applicable)
 - details on the cost of the visit.
- Whatever the length and nature of the excursion, regular head counting of participants should take place, particularly where there are opportunities for participants to become separated. All supervisors should carry a list of all participants involved in the excursion at all times, preferably on their person
- The group leader should establish rendezvous points and tell participants what to do if they become separated from the group.
- IH Belfast will ensure there is sufficient adult supervision in residential accommodation to deal with any emergency arising at all times. IH Belfast will ensure there is 1 adult to 12 under 18s in residential accommodation. There will be a first aid kit/facilities and a First Aid trained member of staff available at all times.
- Under 18s will never be placed in accommodation with other student who are over 18s.
- In residential accommodation Male and female students will be separated by wing/floor.
- Supervising residential staff will always be of same sex as the under 18s they are supervising in their area.
- Group leaders are responsible for their own group only and will not be counted in our supervision ratios.
- We have paid special attention to our homestay accommodation service, so families and homes that we have inspected and selected, guarantee students a comfortable and welcoming stay while they are in Belfast.
- All homestay families used by IH Belfast for under 18s have undergone thorough checks to ensure their suitability. This includes a criminal record check 'Access NI', a home interview and inspection along with a home visit every 2 years.
- IH Belfast do not place any students of the same nationality or mother tongue with the same homestay provider, unless this has been requested directly from the parent/guardian.
- Junior students will not be left unsupervised at home.

Abusive behaviour - The following behaviour is not tolerated at International House Belfast:

- Bullying of any kind (physical or verbal)
- Racism (with respect to other races, nationalities, cultures and religions)
- Excessive and / or loud swearing
- Sexual harassment of any kind
- Aggressive behaviour towards staff, students or visitors (e.g. shouting at other students inappropriately, kicking furniture)
- Theft (stealing other people's property or International House Belfast property)
- Vandalism (e.g. deliberately breaking damaging school furniture / computers)
- Any illegal activity (illegal under UK Law)