



Bucksmore

SUMMER PROGRAMMES

INFORMATION FOR PARENTS

We look forward to welcoming your children this summer and will do everything possible to ensure that their stay in England is a happy and memorable one. This document contains all the information you need to prepare for your child's stay.

A Full Schedule

We have full and comprehensive programmes at all of our Bucksmore centres. We believe that an entertaining, structured programme keeps children motivated and interested so our students are always busy! Each course consists of English tuition; afternoon and evening activities; full day excursions; and half day trips. Sometimes the afternoon activities might be an English class depending on the programme you have chosen. In this pack you will find a timetable which will give you more information about your child's course.

Before Arriving

What to Bring

English summer weather is very changeable so you should be prepared for anything. The following list is what we recommend your child brings with them:

Washable laundry bag (helps prevent lost clothing)	8 sets of underwear
Personal items (brush, comb, toothbrush, face cloth)	8 pairs of socks
Toiletries (shower gel, shampoo, toothpaste)	T-shirts and tops (enough for 1 week)
Night clothes (suitable for dormitory life)	2 jumpers or sweatshirts
Slippers	2 pairs of jeans or trousers
Bathrobe	1 pair of shoes
Waterproof jacket	1 pair of trainers
1 smart outfit (useful but not essential)	Swimwear
2 Towels	

All bed linen is supplied.

For students enrolled on our **Optional Sports Extras**, we suggest that you also bring the following items:

Pro Tennis	Horse riding
1 pair of tennis shorts	Strong shoes/riding boots (plain with a small heel)
2 tennis shirts	Long trousers/jeans/jodhpurs
Tennis shoes	
4 pairs of sports socks	
Sweat bands	

Arriving

Airport Arrival Procedure

If you have requested a transfer and have not completed a transfer request form, please download it from our website and return it to us as soon as possible. We need this information at least 2 weeks before your child arrives. Failure to do this may mean that we will be unable to meet your child. Should there be any last minute changes to the flight details, please inform us immediately.

When a student arrives at the airport a Bucksmore Counsellor will meet them. The Counsellor will be wearing our distinctive Bucksmore polo shirt and will be holding a sign with the student's name clearly written on it. Airports are busy places and children coming through arrivals on their own can be a little disorientated. Students should look for someone wearing a dark red Bucksmore shirt holding a sign with their name on. Students should also wear the Bucksmore badge enclosed in this pack to make it easier for our counsellors to find them.



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For children under 12 years of age and travelling as an unaccompanied minor (UM), the airline staff will hand them over directly to one of our Counsellors. Nominated personnel are our Centre Managers:

Bucksmore King Edward's:	TBC
Bucksmore Plumpton:	TBC
Bucksmore Corpus Christi College:	TBC
Bucksmore Fitzwilliam College:	TBC
Bucksmore St Hilda's College:	TBC
Bucksmore Churchill College	TBC
Bucksmore Culford School	TBC
Bucksmore Three Capitals	TBC

On the return journey the Centre Manager or nominated Counsellor will stay with each student until they are handed over to a member of the airline staff (UM's), or until each student is checked in and have entered the Departure Lounge.

Not Having an Airport Transfer?

If you are bringing your children to the centre, please inform the Centre Manager or Head Office of your expected arrival time. There is no fixed arrival time as we are happy for you to arrive at any time that suits you. There will always be members of the Bucksmore team available to meet you at each centre on arrival days.

At the Centre

Dormitory Life

Living in dormitories has always been an important part of the experience of being at Bucksmore, as it helps children integrate and make new friends. Where dorms are available, children are usually placed in them according to age, in mixed nationalities. If the rooms are twins or singles a group of rooms with one staff member will make up a dorm group. Bucksmore Counsellors are always close by in the night for supervision purposes.

Juniors and Seniors

Youngsters usually like to mix with those of their own age, and we operate our programmes as best we can on this basis. For some aspects of the programme (e.g. allocation to dorms and bedtimes) it is important to split youngsters into Juniors or Seniors. The rule for this is that Juniors are any children who have not had their 12th birthday before the date of their departure from our Centre. Every year we get at least one request to make an exception to this rule. I am sure that you will understand that if we allowed these requests, it would no longer be a rule, so we appreciate your support in this.

Bed Times

With a full programme of lessons and activities, we try to ensure that everyone gets a good night's rest. For Juniors 'lights-out' is at 21:30, whilst for Seniors it is at 22:30.

Welfare

Each of our centres has a Centre Manager to oversee the welfare of your children. If children feel unwell or have any kind of accident, the Centre Manager is available to take care of them. Each Centre also has well-established links with local doctors, dentists and hospitals.



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Meals

It is very important to us that your child has a nourishing and balanced diet during their stay with us. It is also important to realise that catering for so many different nationalities and cultures means that the food will be different from what your child eats at home. But the food is good (we have to eat it ourselves!) and we do realise how important it is as part of the overall experience. There is always a vegetarian option at all meals, and if notified in advance, we can cater for special diets.

Laundry

Please provide a washable laundry bag to help us return laundry to your child. Laundry is washed once a week, so students should have enough underwear for 8 days. All clothing should be marked with the child's name (we can provide nametapes for your child, provided we have 6 weeks' notice). If you have already ordered them, they will be included in this pack. Whilst every effort is made to care for your child's clothing in the laundry, we cannot accept responsibility for any losses, shrinkage or colour runs that might occur.

Leaving the Centre

Lost Property

If items are lost whilst your child is with Bucksmore, there is a chance, if the items can be identified, that we can recover them and forward them to you at your cost. However, items that are not claimed within one week of departure are sent to charity.

Student English Language Assessment and Bucksmore Certificate

At the end of their stay, each student will be presented with their Bucksmore Student Assessment and Report Card with their Bucksmore Attendance Certificate to bring home with them. Make sure that your child knows this so you can expect to review your child's English report when they return home. The Trinity Graded English Spoken Exam Certificate will be mailed as soon as we receive them in the Bucksmore Head Office, usually between the end of August and mid-September.

Valuables

Mobile Phone Policy

Mobile phones can be very useful but they can also be a nuisance! At Bucksmore we want the full attention and input of our students. Students must not use their phones during lessons or activities. If students repeatedly use their phones during these times then we will confiscate their phones. At Plumpton there is phone that is for students use

Centre phones

There are student phones at all Bucksmore centres for children to call you, or for you to return their calls. The best time to call is between 1630 and 1830, or just before bedtime. Because there are a lot of students, it is quite likely that the phone will sometimes be engaged. Please don't worry, just try again and you will get through eventually. Please do not call the office telephone numbers to contact your child except in an emergency, or unless you wish to speak to the Centre Manager. Some Centres also have computer access where you can contact your child by email.



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Pocket Money

Everything is provided at the Summer School, but students will obviously want to spend money on souvenirs, extra sweets and drinks, and personal shopping. We suggest a minimum of £40 per week, although you can send more. However, for obvious reasons, we do not recommend that you send amounts in cash much larger than £100 per week. If necessary, you should consider giving your child a credit card or ATM card. If you wish to send additional pocket money once your child has arrived at summer school, this can be done with a credit card, but there will be an administration charge of 2%.

On arrival students MUST deposit all their money with us (including travelers' cheques and all currency) for safekeeping in their pocket money account. Each centre has 'banking sessions' most days of the week when children can withdraw money. We cannot be held responsible for any money not handed over to us. Students must also hand in their passport and travel documents upon arrival for safekeeping. We strongly recommend that your child does not bring any other valuable items to Bucksmore as we do not have the facilities to keep them safe.

We are delighted that you have decided to be part of another fantastic summer at Bucksmore!

The Bucksmore Team