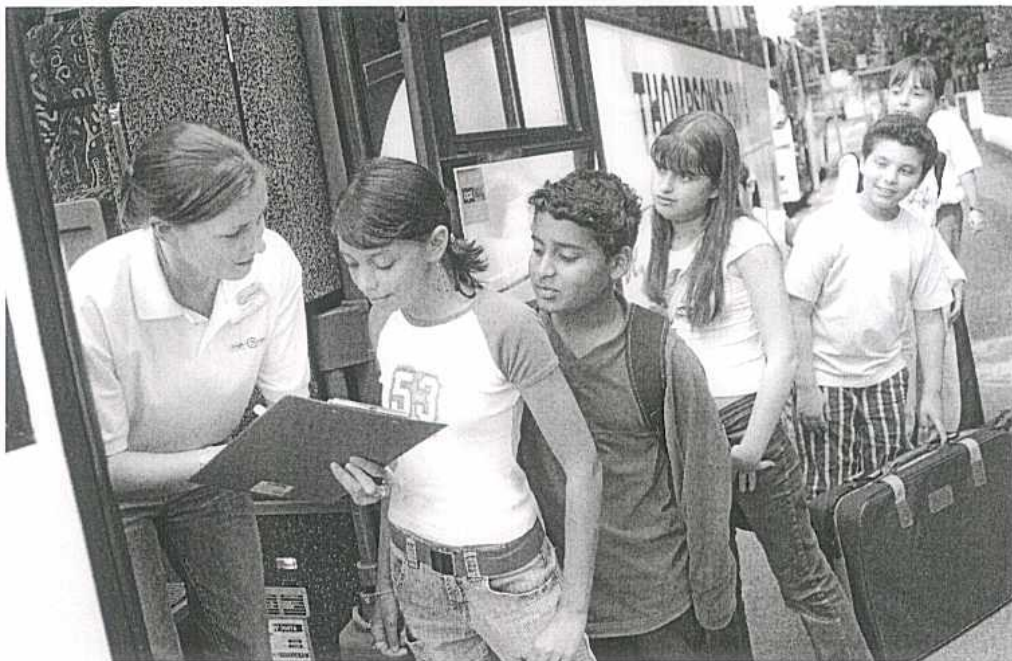


Information for Young Learners

(Age group 10 to 15 years)



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www.anglo-continental.com

Information for Parents

This information and the Young Learners' Declaration, should be read by parents/guardians whose son/daughter is enrolled on Courses R-1.20, R-2.20, W-1.20, W-2.20 and W-3.20. Please ensure that the contents of both documents have been explained to your son/daughter before departure for England.

Travel Documents



Your son/daughter's entry to England

Citizens of most West European countries require only a valid passport or identity card to enter England. An identity card can be used for up to 6 months in England. In case your son/daughter loses their passport or identity card, we advise you to give them a photocopy of it to keep in a safe place while they are in the United Kingdom.

If you do not know whether your son/daughter needs a visa, please consult the nearest British Consulate or your Travel Agent. You can also find information on the Foreign and Commonwealth Office website at www.ukba.homeoffice.gov.uk

The Confirmation of Enrolment letter from Anglo-Continental, including details of your son/daughter's accommodation address in Bournemouth, must be shown to UK Border Control on arrival. It is essential that you give your son/daughter evidence of payments made to Anglo-Continental or its Representative, as UK Border Control may also enquire if payment of the course and accommodation fees has been made.

In some countries, airlines may require a notorised authority from you before allowing your son/daughter onto a flight unaccompanied by an adult.

Transfer Services on Arrival and Departure

Arrival in England



Reception at London Heathrow Airport

(available on Sundays only
0800 - 2000 hours)

On the Sunday at the beginning of each course, all students who have requested and paid for a Young Learners Transfer, and for whom travel details have been received, are met by our staff on arrival at **London Heathrow Airport** and escorted by special Anglo-Continental transport to our residential centre or to their homestay accommodation.



Travel Information

The flight details and time and place of arrival must be provided **not less than 7 days** before the Sunday of course commencement, and reconfirmed to us in the event of any change. For this purpose, we provide you with a detailed Young Learners' Declaration for completion and return to us, stating:

- name and address
- Student reference number
- date of arrival
- flight number
- airport of departure
- details of connecting flight, if applicable.
- time of arrival
- airline
- airport of arrival

From 6 June to 15 August 2010, our staff will be at London Heathrow airport to meet your son/daughter outside the Customs Area, and will escort them to Bournemouth.

To find our staff, your son/daughter should look for the sign:



With the Confirmation of Enrolment you will receive some Anglo-Continental luggage labels. It is essential that these are placed on each item of luggage (including hand luggage) for identification and recognition by our staff.



Airport Information

If your son/daughter does not arrive on the flight specified, or is delayed and therefore fails to find our staff, they should look in the Airport Arrival Hall for the sign:

Information

The staff at the Airport Information Desk, who speak many languages, will locate our member of staff.



Accompanying Parents

Parents or relatives who wish to accompany students during travel to the Centres may do so at extra cost. For further details please contact Anglo-Continental or our Representative in your country.



Arrival of flight on Sundays before 08.00 hours or after 20.00 hours

If the flight arrives before 08.00 hours or after 20.00 hours, you should reserve a special car transfer at extra cost.



Alternative Dates and Places of Arrival

If your son/daughter arrives at a port of entry other than London Heathrow Airport, or on a day other than the Sunday of course commencement, arrangements can be made to meet them and provide a special transfer by car. To enable this to be arranged, we require details of the flight or other travel arrangements **not less than 7 days** before course commencement, as requested in the Young Learners' Declaration.



Airport Transfer Services - Security Procedure

Please advise your son/daughter that they will never be asked by our representative/driver to make any additional payments. You should ensure that they understand that they should not give their student reference number to anyone.

Your son/daughter must ask the representative/driver to confirm the student reference number and make sure it is correct before accepting the transfer. The student reference number is given in the Confirmation of Enrolment letter or the invoice for the course. If it is not correct call the emergency telephone number immediately.

If you are using the Anglo-Continental transfer service, please ensure that your son/daughter understands that they should not accept an airport transfer from anyone except our authorised representative/driver who has quoted the student reference number.



Independent Travel to Bournemouth

If your son/daughter travels to Bournemouth independently, or is escorted under your own arrangements they should, if enrolled on Course R-1.20, go directly to the Rothesay Road Centre where they will be welcomed by our resident staff. If enrolled on Course R-2.20, W-1.20, W-2.20 or W-3.20, they should go directly to the homestay family address specified in the Confirmation of Enrolment letter.

Departure from England



Return Flights

Our staff will arrange confirmation of your son/daughter's air ticket for the return journey, and revalidation if required. If the ticket has to be changed for any reason, an administrative charge will be levied for this service. Your son/daughter will also have to pay for any additional charges imposed by the airline.



Escorted Transfers to the Airport

From 6 June to 29 August 2010, for all students who have requested and paid for a Young Learners' Transfer to London Heathrow Airport (LHR) on the Sunday at the end of the course, for flights requiring check-in between 11.00 and 18.00 hours, our staff will escort your son/daughter to the airport, assist with check-in and escort them to the Departure Area.



Departure of flights on Sundays before 11.00 hours or after 18.00 hours

If the flight departs before 11.00 hours or after 18.00 hours, you should reserve a special transfer by car.



Alternative Dates and Places of Departure

If your son/daughter departs at a place other than London Heathrow Airport, or on a day other than the Sunday at the end of the course, we can provide a special transfer by car. To enable this to be arranged, we require details of the flight or other travel arrangements **not less than 7 days** before departure, as requested in the Young Learners' Declaration.



Luggage Labels

With this guide you will receive Anglo-Continental luggage labels. We recommend that you use them for easy identification at the airport and for recognition by our staff if you have requested a transfer service.



Baggage Limit

Please note that airlines apply different luggage restrictions (i.e. size, weight, contents and number of items). We advise you to check with the airline before your son/daughter travels.



Emergency Telephone Numbers

In case of an emergency when your son/daughter arrives, they should use the following telephone number: (0)1202 55 74 14

Parents Accompanying Young Learners

We regret that we are unable to offer accommodation to parents at the residential centre.

If you wish to accompany your son/daughter to the centre and stay in the area, you are advised to make a hotel reservation as early as possible. Details of suitable

hotels can be obtained from:

The Visitor Information Bureau, Westover Road, Bournemouth BH1 2BU, England.

Telephone: (GB Code) + 1202 45 17 31

Fax: (GB Code) + 1202 45 17 42

Website: <http://www.bournemouth.co.uk>

Parents' Visits



Courses R-1.20 and R-2.20 (Rothesay Road)

If you wish to visit the centre during the course, please allow your son/daughter at least three to four days to become accustomed to life in the school before you do so. Experience has shown that students who receive frequent visits, especially during the first few days of the course, do not settle down well.

We recommend that you arrange with us to visit between 10.30 to 11.00 hours or 17.00 to 18.00 hours so that our staff can arrange that your son/daughter not be involved in activities when you come.



Courses R-2.20, W-1.20, W-2.20 and W-3.20

Parents are advised to make arrangements directly with the homestay family to visit during the evenings or on Sundays.

Daily Transport between Homestay Accommodation and the Centre



Course R-2.20 (Rothesay Road)

Young Learners attending Course R-2.20 at Rothesay Road (Homestay Accommodation) are entitled to one return journey per day (Monday to Saturday) between their homestay accommodation and the Centre (i.e. homestay to centre and return from centre to homestay). The timing of this transportation is at the discretion of the Head of Centre, and students must conform to the arrangements made by the school.



Courses W-1.20, W-2.20 and W-3.20 (Wimborne Road)

Our family homes are within easy reach of safe and convenient public transport routes. Students aged 13-15 may make their own way to and from the school.

Supervised door-to-door car service from homestay accommodation to the Course Centre is included in the accommodation fees for Course W-3.20 only - 8 return journeys per week (6 days + 2 evenings).

Fees



Evidence that you have paid your Fees

The fees must be received by Anglo-Continental not later than two weeks before course commencement in the currency specified on the Invoice.

Please indicate how you wish to pay the fees, on the Payment of fees form on page 16 of the Prospectus for Young Learners.

The Immigration Officer may ask to see proof that the fees have been paid.

Payment can be made:

a) to Anglo-Continental's Representatives

If you enrol with the assistance of a Representative who collects fees on our behalf, you should pay your fees through the Representative's office, **or**

b) direct to Anglo-Continental

- by Bank Cheque, drawn on a UK Bank, in favour of Anglo-Continental, or
- by Bank Transfer, or
- by Credit Card.

Full details of payment procedures are included in our Prospectus.

We sometimes experience delays in the receipt of fees and it is, therefore, most important that evidence of payment is produced by your child on arrival. If payment is made directly through the banking system, please give your child a copy of the bank's advice to assist us in tracing it. We prefer all payments to be made through the banking system, but if you have to send a cheque, which should be drawn on a UK bank, please give your son/daughter your account number and the name and address of the remitting bank.

Pocket Money



Your son/daughter will require pocket money for personal needs. It is at your discretion how much pocket money you provide. £ 50 to £ 70 per week should be adequate.

Your son/daughter will be given a pocket money card and a member of staff will help them to order their pocket money in advance each week. Withdrawals at the Rothesay Road Centre can only be made each Monday, Wednesday and Friday, therefore your son/daughter should order sufficient money for the period in between pocket money days. Withdrawals at the Wimborne Road Centre can be made daily. Your son/daughter's pocket money balance will be clearly stated on the card.

We recommend that you allow additional money for emergency items, dental/medical treatment (see Medical Services on page 8), plus any other money which may be needed on the return journey.

If you prefer to send your son/daughter's pocket money to us in advance, or if additional pocket money is required during the course, this can be sent to Anglo-Continental by either:

Bank Transfer in GBP-£ to:

Lloyds TSB Bank PLC
45 Old Christchurch Road, Bournemouth
BH1 1ED, England
Account Name: Anglo-Continental
Account Number: 19 17 55 8
IBAN: GB05 LOYD 3091 0801 9175 58
BIC: LOYDGB21045
Sort Code: 30-91-08

Please ensure that your son/daughter's name and student reference number are clearly stated on the bank transfer. You may need to allow for a delay of up to 10 days from the transfer date to the date of receipt. Please inform your bank that you will pay all bank transfer charges both in your own country and in England.

or by Credit Card

We accept most major credit cards and will send you an Authorisation Form for completion.

Charges

Anglo-Continental makes no charge for issuing pocket money to students. The bank in England will, however, levy a charge for receiving the amount unless you have already covered these costs in the transfer. The credit card company will also levy a charge of 3.5 to 5%. These charges will be passed on to you.

Passports, Identity Cards, Money and Valuables



It is not necessary to carry passports, identity cards or visitors' cards on a daily basis within Britain. All Young Learners are required to deposit their passports, identity cards and air tickets, together with any other articles of high value, with our staff on arrival at the Centre. Receipts are issued for all items accepted for safe-keeping.

We also recommend that your son/daughter has some secure way of carrying money. The Anglo-Continental School for Young Learners cannot accept responsibility for personal property and we recommend that you arrange insurance cover (including items handed in for safe-keeping).

Prolongations



Subject to places being available, arrangements can be made for your son/daughter's stay with us to be extended. We can only arrange this if we have your authorisation in writing.

Entry Test



All students take a short entry test on the first Monday of their course. This normally takes place at 08.45 hours. If your son/daughter is attending course R-2.20, W-1.20, W-2.20 and W-3.20 please make sure that they realise that punctuality is essential and that they should bring the following items to the centre:

- Confirmation of Enrolment letter
- Return air or ferry ticket
- Passport

Residential Accommodation (Course R-1.20)



Residential Accommodation

Young Learners share dormitories with other students of the same sex and age group (single rooms are not available). Your son/daughter will be expected to make their own bed, help to keep the dormitory tidy, and

leave bathrooms, shower-rooms and toilets clean for other users.



Meals

Meals are provided at the Centre, and as far as possible we choose what is most likely to appeal to our Young Learners. Please let us know if your son/daughter has any special dietary difficulties.

Homestay Accommodation (Courses R-2.20, W-1.20, W-2.20 and W-3.20)



Family Homes

Homestay accommodation is available from the Sunday before course commencement until the Sunday after its completion. If your son/daughter's stay extends beyond this period there is an extra charge. If you make independent accommodation arrangements, please let us know the address as early as possible and **not less than 7 days before arrival**.

Homestay families are carefully selected by experienced staff, but if for any reason your son/daughter feels unhappy in their accommodation they should talk to a member of staff straight away so that immediate action can be taken.

Your son/daughter will be living as a member of the family and can help to create a pleasant and friendly atmosphere in the English home. As your son/daughter will be sharing a bedroom it is important to show consideration to their roommate by keeping their room tidy, making their bed and leaving the bathroom fit for other users. The homestay family will, of course, arrange for the room to be regularly cleaned.



Meals

When not eating at the centre, your son/daughter will eat with the homestay family. Please ask them to give the homestay family details of their timetable so that they can arrange meal times accordingly. Punctual attendance at meals is very important, and no refunds can be made for meals which are not taken. Students attending Course R-2.20 will take four evening meals at the Centre per week.

Essential Personal Items

In addition to everyday clothing, it is important that your son/daughter brings toiletries, a water-proof coat, a warm jumper, swimwear and sports clothing (an umbrella may also be useful). All items of clothing and other property, such as tennis or squash rackets, should be clearly and permanently marked with your son/daughter's name.

Facilities and Services



Laundry

For students in residential accommodation, small articles of clothing and underwear will be laundered free of charge at the Centre.

The laundry of students staying with homestay families will be taken care of by the homestay family.



Telephones

Course R-1.20

We would request you not to telephone your son/daughter at the Course Centre unless there is a serious emergency that requires you to do so. Due to the size of the campus and the variety of activities going on at any one time, it is not normally possible to bring a child to the telephone. In emergencies, however, such calls will be accepted.

The Centre's office is normally open from 09.00-20.00 hours, British summertime, Monday to Saturday and telephone messages for your child may be left with the office staff. To avoid disruption of your son/daughter's participation in the course however, the most convenient time to call is between 18.30 and 19.30 hours, British summertime.

Courses R-2.20, W-1.20, W-2.20 and W-3.20

Parents wishing to contact students staying in homestay accommodation should telephone them at home, but you are asked to remember the difference in time between your country and Britain. Calls should not be made before 07.30 or after 21.00 hours, British summertime.



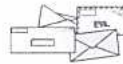
Mobile Telephones

If your son/daughter has a mobile telephone, please instruct them to **switch it off** during all course activities. UK SIM cards can be purchased from the school.



Electricity

The electric current in England is 220/240 volts. Students wishing to use any electrical equipment should bring an adaptor for the British 3 flat-pin system and obtain the approval of an adult before it is first used.



Letters

Please ensure that private correspondence is sent to your son/daughter c/o Anglo-Continental School for Young Learners, 29-35 Wimborne Road, Bournemouth BH2 6NA, England.



Medical Services

Emergency out-patient hospital treatment is normally provided, free of charge, by the British National Health Service to students from countries which have reciprocal medical agreements with England.

Students from countries in the EU should be in possession of a European Health Insurance card(E111) in order to receive the free Emergency medical treatment by the British National Health Service.

Students studying for less than 12 weeks from countries which do not have reciprocal medical agreements with England must expect to pay for any subsequent stay in hospital, or for any routine medical attention from a doctor.

Please ensure that your son/daughter has sufficient funds to cover emergency dental or medical treatment during their stay. We strongly recommend that Student Travel Insurance is arranged before your son/daughter arrives at the school so that you can make a claim for any emergency dental/medical treatment for which your son/daughter has to pay for while in England.

If your son/daughter needs to see a doctor, the consultation fees and cost of medicines will be deducted from their pocket money account. Your son/daughter will be given receipts from the doctor and when they are back in

their own country you may make a travel insurance claim. In the event of any severe illness the School will inform you immediately. For this purpose it is essential that you notify the School of your Emergency Addresses and Telephone Numbers during the period of the course, as requested in the Young Learners' Declaration.

Please advise us in the Declaration if your son/daughter suffers from any chronic illness, physical disability, allergy or problems of diet, or if they need medicine regularly. If regular medicine is necessary, please ensure that your son/daughter brings adequate supplies (and a legible prescription, preferably in English, from their doctor). To avoid the risk of loss, medicines should be carried in hand-baggage, and not in luggage which is checked in for the flight.

On arrival at the Centre, students should advise the Head of Centre of all medicines or prescriptions they are carrying.

Course R-1.20

A qualified nurse is available at the residential centre in Rothesay Road.

Courses R-2.20, W-1.20, W-2.20 and W-3.20

Students staying with homestay families will be able to visit the family doctor or the Centre's doctor. Should they experience problems of any kind while at school they simply have to tell their teacher who will then ensure that the appropriate steps are taken.

Permission to go out without Supervision



Courses R-1.20, R-2.20 W-1.20, W-2.20 and W-3.20

Students under the age of 13 years may **not** leave the Centre or their homestay accommodation on their own **at any time** and must be so instructed by their parents or guardian.

Students aged 13-15 years may not leave the Centre or homestay accommodation without supervision (except in the case of students on Courses W-1.20 and W-2.20, to travel to and from school) unless a parent or guardian has given authorisation in writing (Young Learners' Declaration).

A parent's authorisation only gives a Young Learner the right to ask for permission to go out unaccompanied. All Young Learners are expected to attend the complete programme (lessons, excursions and activities) and can not leave a centre or homestay accommodation whenever they wish.

A Young Learner who has such authorisation must always request permission to go out unaccompanied, and must state where they intend to go, with whom, and the expected time of return (which should be not later than 22.00 hours). Any student who fails to comply with these requirements is committing a very serious breach of the rules of conduct. Neither the school nor the homestay family is responsible for the safety and conduct of the Young Learner during such period of absence.



Permission for a friend or relative to take out your son/daughter

Although you may not have given your son/daughter permission to go out alone, you may have a friend or relative whom you would authorise to take your son/daughter out. If this is so, you should complete the relevant section of the Young Learners' Declaration so that we can make the necessary arrangements.



Changes in 'Permission'

If for any reason you wish to change the original arrangement for your son/daughter to go out (or not to go out) without supervision, we must have your written authority for the change. Permission can **only** be accepted in a letter (a signed letter which has been scanned and emailed is acceptable) or fax format. Email messages and telephone calls are not acceptable.

Liability and Insurance

Neither the Anglo-Continental Educational Group nor the Anglo-Continental School for Young Learners can accept responsibility if any service cannot be provided for reasons outside their control, or for any loss, damage or injury to students or their property however caused. Parents are advised to take out personal insurance to cover these risks.

Conduct and Discipline



Rules and Regulations

It will help us greatly if you tell your son/daughter that they are expected to observe certain rules of conduct based for the most part on accepted standards of courtesy and consideration for others.



Alcohol

Under English law, it is forbidden for anyone to sell alcohol to those under the age of 18. Alcoholic drinks are not permitted in any of the Young Learner schools. Young Learners are not permitted to be in possession of any alcohol.



No Smoking

It is illegal in England for anyone under the age of 18 to purchase or smoke tobacco products. It is also against the law to smoke in public places in England therefore smoking is not permitted in or near to any of the school's buildings. Young Learners are not permitted to be in possession of any type of tobacco product.



Shopping

Students are occasionally confused by shopping in some of the larger stores in Britain where there is sometimes no assistance available. The practice is to take the item to the place marked Pay Here, Cash Desk or Cashier, which may be in the middle of the store or close to the exits.

Warning!

Behaviour

We shall notify you of any serious contravention of discipline, including non-attendance or disturbance of classes. We may, as a last resort, expel any student who continually disrupts the course or refuses to comply with normal standards of behaviour.

Courses for Adults

If you wish to accompany your son/daughter to England and attend a course at the same time, we shall be very pleased to welcome you to our main school. Please ask for our English for Adults Prospectus.

Checklist before Departure



Have you:

1. obtained the correct travel documents and checked that they are valid for your son/daughter's journey to England, and for the return journey?
2. checked with the airline whether they require any special documentation to allow your son/daughter to travel unaccompanied?
3. checked with the airline whether there are any luggage restrictions?
4. on the Young Learners' Declaration notified us of:
 - a. your address and mobile telephone number in case we need to contact you for any reason during your son/daughter's stay in England?
 - b. your son/daughter's travel arrangements to and from England?
 - c. your wishes regarding arrangements for your son/daughter to leave the school/homestay without supervision?
 - d. any friend or relative you will allow to take out your son/daughter during their stay?
 - e. any relevant medical history, allergies, dietary difficulties or medicine which your son/daughter must take?
 - f. your son/daughter's address in England (if you have arranged private accommodation)?
 - g. the fact that you have explained to your son/daughter the importance of the school rules, as outlined in this document?
5. attached one passport photograph to the completed Declaration?
6. paid the fees to Anglo-Continental or its Representative, and given your son/daughter a receipt/proof of payment?
7. made the necessary transfer of pocket money to Anglo-Continental?
8. arranged all the necessary insurance cover?
9. obtained a European Health Insurance card (Students from EU countries only)
10. marked all clothing and property with your son/daughter's name?
11. ensured that your son/daughter has adequate supplies of any medicine they must take, and arranged to pack it in the hand-baggage?
12. informed your son/daughter where to find our staff at the airport?

Remember to complete and return the "Young Learners' Declaration Form"

Your Checklist on Departure



Have you given your son/daughter:

1. passport (complete with any necessary visas) and photocopies of these?
2. air tickets and all the necessary travel documents?
3. the confirmation of enrolment and accommodation letter?
4. copies of receipts for fees paid?
5. copies of receipts for pocket money paid in advance?
6. your home telephone number and local area code?
7. the Anglo-Continental emergency telephone number?
8. European Health Insurance card (Students from EU countries only)

The information in this guide is given in good faith and has been carefully checked.
Anglo-Continental, however, accepts no legal responsibility for its accuracy.