Cultural and Language Immersion Scheme / IELTS Preparation Course
July 2016

Student Handbook
Welcome

We would like to extend a very warm welcome to you. We are delighted you are joining us for a month long stay here in London. Our aim is to make this month one of the best times of your life. We want to fill it up with so many good experiences and great memories, so that in years to come you will remember your time in London at Middlesex University as one of the best times. This will be a challenging time – you will have to work hard and adjust to many changes. There will be lots of support to help you achieve this but it will not be easy. You have to be brave to take on new challenges and well organised to use your time well but if you work hard it will be very rewarding. The student learning and welfare assistants are here to support you. Make sure you ask them lots of questions. Your home stay hosts have been carefully selected because they welcome international students to stay in their home. They will provide you with valuable information about British culture and opportunity for listening and speaking practice. Your language teachers are all highly experienced at teaching IELTS and English for Academic Purposes. They will use their knowledge and skills to prepare you as best they can to achieve highly in the IELTS test at the end of your stay. Please feel very welcome and if you have any questions do just ask, we are here to help you.

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Home stay student guidelines

As customs in different countries vary, you may occasionally be surprised by the way things are done here in the UK. The following information is designed to help you understand:

• What you can expect of your hosts
• What your hosts will expect of you

If you still have questions after reading this, please remember that your student ambassadors and summer school staff are always available to help you.

General information
Your hosts will treat you as one of the family, but this means that you will need to fit in with their family routine, which may be different to what you are used to. Some hosts may provide you with written information or “Rules of the House”. These are designed to help you settle into their home. However, if there is anything that you do not understand or are unhappy about, please do not be afraid to ask your host or Summer School staff. Misunderstandings can sometimes occur because of language difficulties and it is best to sort out any worries at the beginning!

Host family accommodation does not provide the same service as a hotel. Your host is there to help you but not to serve you. However, we guarantee you a high standard of accommodation with friendly hosts.

Politeness and friendliness are a normal part of English family life and it is customary for members of the household to greet each other with “Good morning” or “Good evening”, and to say “Thank you” when someone has been helpful.

Getting to your homestay/private home
Summer School staff will meet you at the airport at exit from the customs hall. Look out for the staff wearing red Middlesex University T shirts and holding a 2m high Middlesex University lollipop sign. You will be transferred from the airport to Middlesex University by coach for a short briefing meeting. After this Middlesex staff will arrange for taxi transfers to take you directly to your accommodation and will stay with you until you meet your family. Our drivers specialise in student transfers and are in direct contact with our staff at all times. We will check that you have safely arrived at your home stay before going home for the evening.

Settling in
A member of the host family will be at home to greet you when you arrive. They will spend some time showing you around and making sure that you are comfortable. This is the ideal time to tell your host about your likes and dislikes, and for them to talk to you about any house rules they may have.

Keys and security
When you arrive, you will be given a key to the family home. Please keep this key safe and do not lend it to anyone or make additional copies. Your host’s address should NOT be
attached to the keys in case they get lost. If you lose your key, you should report it to your host immediately. Please take great care to lock the door of the home behind you whenever you go out. If you are unsure of how the locking system works, please ask your host to show you.

Your valuables
You are advised to take out a travel insurance policy to cover you in case your belongings are lost or stolen during your stay in London. Summer School staff or your host cannot be held responsible for your personal possessions.

If you have brought valuable items such as a laptop, camera, jewellery or cash with you, ask your host whether they have a safe place for you to store them. We would suggest that you do not keep large amounts of cash in your room or on your person.

Your room
This is your own private area for sleeping, relaxing and studying. Your host will clean your room and change your bed sheets and pillowcases once a week, but it is your responsibility to keep the room tidy.

Bedrooms in family homes do not usually have their own key; however your privacy will be respected. If you wish to play music, or if your room has a TV, please consider your hosts and keep the volume low.

If you need to plug in your own appliances such as a laptop or phone charger, please check with your host first. The UK uses appliances with 220/230 volts, which is different from some other countries such as the USA and some Latin American countries. You can buy an adapter plug from the airport or at most electrical stores, but only 220/230 volt appliances can be used.

Bathrooms
It is usual for bathrooms in England to have a bathtub, basin and toilet. Many bathrooms do not have a separate box shower; however most will have a shower attachment in the bath. It is not common for bathrooms to include a bidet.

The number of bathrooms in each home may vary however there will usually be one bathroom for your use. You will usually share the bathroom with other members of the household. Your host is responsible for cleaning but you are expected to leave it as you would wish to find it.

Families will often have a daily bathroom routine, so please discuss your schedule with the host to ensure that everyone is able to use it and leave the house on time each morning. Please consider the other members of the household and do not bath/shower late in the evening or spend large amounts of time in the bathroom.

Your host will provide you with a bath towel which will be changed at least once a week. Toilet paper and hand washing soap will also be provided, but you should buy your own “toiletries” such as toothpaste, shower gel, shampoo, etc. Toilet paper should not be used for
removing make up. Chemist shops (pharmacies) such as Boots or Superdrug offer a good selection of inexpensive bath products and cosmetics. Used toilet paper should be disposed of in the toilet (not in the rubbish bin) while feminine sanitary/hygienic products and cotton wool should be disposed of in the bathroom rubbish bin (not in the toilet).

Living with your host family
You will be able to use the main living areas of the house, such as the lounge, kitchen and dining room, and we encourage you to spend time with the family in these areas. Your host is responsible for cleaning the communal areas of the house, but you should help to keep the home tidy by not leaving your belongings around. Please do not go into the host families’ bedrooms, as these areas are private.

Hosts are aware that you would like to practise your English and are happy to help whenever they are available, although they are not trained teachers. We would suggest that you discuss schedules with your host in order to plan your time together.

If you are planning to stay out overnight or return home very late, please advise your host so that they do not worry. When returning home late, please be as quiet as possible so as not to disturb the household or neighbours.

Meals
Meal times vary from family to family. It is important that you discuss meal times with the family as soon as you are settled.

English food may be different from what you are used to. It may be necessary for you to adapt to the new flavours or the way in which food is cooked. It is unlikely that you will be provided with bottled (mineral) water as most British families drink tap water, which is safe and palatable.

The host should allow you to make hot or cold drinks in the kitchen at any time.

• Breakfast
Times are normally dependant on the family’s morning schedule. It is customary for members of the household to prepare their own breakfast according to their routine, and you may be asked to serve yourself.

The host will explain where to find the breakfast ingredients. It is important to note that only a few families still provide a traditional English cooked breakfast.

Your accommodation includes Continental Breakfast which normally consists of:

- Fruit juice
- A selection of cereals
- Bread, which can be toasted if preferred
- Butter or margarine
- Marmalade or jam
- Tea or coffee
Cheese, yoghurt, fruit and cold meat are not normally part of a Continental breakfast in England, and hosts are not expected to provide it. If you should wish to purchase extra breakfast items for yourself, please check with your host first and arrange to keep them in the fridge.

• Lunch
This is not provided either on weekdays or at weekends, unless special arrangements have been made in advance.

• Dinner
Dinner will usually consist of:
- Meat or fish
- A selection of vegetables
- Potatoes, rice or pasta
- A dessert, fruit or cheese
- Tea or coffee.

If you cannot get home at the regular dinner time on a certain evening, it is polite to contact your host to advise them. They may be able to leave your dinner ready for you to reheat when you return. If you are eating out and do not want dinner at your home stay please inform your host in advance. If you decide at short notice that you do not want dinner at your home stay this is not a problem but it is important to call or message your host and inform them. This will ensure that food is not wasted and allow your hosts to make other plans. If you do not inform your host that you will not be home for dinner, they may be annoyed with you.

Kitchen use
Kitchen use is normally not included. However, some hosts will permit light kitchen use. This is normally restricted to reheating ready meals in the microwave, boiling pasta or preparing cold food such as a sandwich. Major cooking such as frying, roasting or using the oven is not permitted.

If your host allows light kitchen use, please check the times you may use the kitchen, so that you are not in the host’s way when they are preparing the family meals. You will be expected to wash any dishes, pots and pans that you have used and clean the kitchen thoroughly.

If you need to keep food in the refrigerator, please ask your host’s permission and restrict it to small quantities. You are strongly advised not to bring food which requires refrigeration from your home country, as there is no guarantee that your host will have the space to store it. Please note: it is illegal to import meat products into the UK.

Please do not take any food from your host’s kitchen without asking first. Your host will provide you with the meals booked, but this does not include snacks throughout the day.

Heating
In winter, homes are usually centrally heated but this is switched off in the summer.
If you are not warm enough, please discuss this with your host. It is advisable to bring some comfortable warm clothing for wearing around the home when the heating is off and a coat/jacket for outdoor use in case the weather is cold. English homes are not usually air-conditioned in summer, but the climate is rarely unbearably hot, and rooms can be cooled by opening a window.

**Laundry**

Use of the washing machine will depend on the host. However, you can expect at least one light wash and one dark wash per week. Your host will either allow you to use their washing machine or they will do your laundry for you. Hosts should not charge you for washing or soap powder. If you need to use the washing machine or have your washing done more than once a week, you should ask your host if this would be possible. If doing your own laundry, you should ask your host where you can hang your clothes to dry.

It is a good idea to check laundry facilities with your host soon after arrival, as some hosts do the weekly wash on a specific day each week. Ironing is usually not offered by the host but they will normally be able to lend you an iron and ironing board.

**Telephone**

Hosts are aware that your friends and family will want to make sure that you have arrived safely in London and contact you during your stay. Therefore, hosts have been requested to allow you to receive incoming calls on their landline. Hosts without a landline will make their mobile phone available to you if necessary. Please respect the host’s privacy and only give their number to family and close friends. Do not give their telephone number to people you do not know well. Please keep calls short and to a minimum.

You are not entitled to use your host’s telephone to make outgoing calls. If you need to make and receive a large number of social calls, you are advised to consider purchasing a mobile (cell) phone once you have arrived.

**Internet**

Although not all host families have internet access, those that do will normally allow you to use it. If you have specifically requested internet access when booking, the hosts should offer it free of charge. Normal internet browsing and email is acceptable, however please do not use the host’s internet connection to download large files or stream movies, as they may be fined for high usage. Skype calls are usually acceptable but please ask your host first. Wi-Fi passwords should be kept confidential and not shared with visiting friends without the host’s permission.

**Guests**

If you would like to invite guests over to visit, please ask your host’s permission. Some hosts may prefer that you do not bring guests into their home, as they may feel it is an invasion of their privacy. If they are happy for you to do so please discuss the visiting hours with them first. Guests are not permitted to stay overnight or to eat with you in the home without the host’s permission.
If you feel unwell at your home stay
Please speak to your host family as soon as possible if you feel ill. Your host will be able to contact a doctor on your behalf or help you locate a nearby pharmacy, clinic or hospital.

Problems or complaints
If you have a particular problem or complaint which you are not able to solve by speaking to the host, please speak to your student ambassador or a member of summer school staff who will help you.

Learning and Welfare Assistants

The Learning and Welfare Assistants or student ambassadors are Middlesex University students. They are employed to guide you on your off campus visits, to provide pastoral support and to give you plenty of opportunity to practice and refine your speaking and listening skills. They have also been chosen because they are outstanding students and have achieved very highly in their studies. They are experienced student learning assistants – this involves passing on study skills and coaching other students to boost their achievement. In particular, the Learning and Welfare Assistants have received training on the IELTS speaking test and they can give you opportunity to practice and develop these essential speaking skills as well as assisting you with listening, reading and writing. Your IELTS teachers will be working together with the Learning and Welfare Assistants to tie in your work in class with all of the extra curricula activities. Please do work with your SLAs to practice and develop advanced speaking skills. There are lots of opportunities when you are on off campus trips for you to practice. This is an important part of the programme to ensure that you achieve highly in the speaking test at the end of your stay.

If you have any questions or concerns, please raise these with your Learning and Welfare Assistants. No question is too small or too simple – we would rather deal with an issue before it becomes a problem so please do not hesitate to raise any concerns. Learning and Welfare Assistants can also provide you with information about London, the UK, what is it like to be a student, life in the UK and travelling to other places, booking accommodation and so on.

Service Learning

You will take part in two service learning projects. You will work in a group to deliver an afternoon of activities in each location. These visits will include: a visit to local primary school; and a visit to residential care home for the elderly. The purpose of these activities is to help you to develop skills in an applied context; to practice listening and speaking skills; to learn more about British culture, in particular about schools and welfare provision; and to work together as a group; as well as to contribute to the well being of local school children and elderly people. Many students report that the service learning activities are a highlight of their time in London at Middlesex University. To benefit the most from this activity it is essential that you do the best you can to take part in and support these activities.
**Preparation**

There will be 3 preparatory workshops for you to get ready before you visit. These workshops will be very interactive and you will have lots of opportunity to get involved. The first workshop will be led by a Middlesex University academic who has a lot of experience in this area. She will make sure that you are all involved and make use of the skills you already have as well as developing new skills. The second and third workshops will take place before each of the visits. It is important that you have worked out roles for the different members of your group and that you are well prepared so that when you arrive you are able to start your presentation straight away.

**Primary school**

Local school children have been working on a project about China and learning Mandarin language. They are excited to meet a group of ‘real’ Chinese students and they are very much looking forward to your visit. You should prepare some activities which you can demonstrate and they can take part in. This could be one of the following: calligraphy; paper folding; knot tying; mask painting; Chinese horoscope; traditional Chinese dance; a game; or any other suitable activity. It should be something that all of the students in your group are familiar with so that you can all take part in the activity with the children.

**Service target**

The children will be aged between 6 to 9 years of age and will be in years 3-5 of the British education system. Each group of 10 students will work with a group of 30 children.

**Venue and facilities**

The workshop will take place in a classroom. There will be a digital whiteboard including Projector and AV. There is no PA system. The school uses Microsoft Windows 8.

**Snacks**

The children love sweets. It is very important that there are no nuts in the sweets because some of the children may be allergic. White Rabbit sweets are always popular.

All students have to participate fully in delivering the workshop. It is not possible to stand on the sidelines and observe because this will distract the children. The session will last approximately 2 hours. It takes a lot of time introducing, setting up and delivering activities. You should not be over ambitious about how much you can fit into this time. We recommend a short presentation introducing an aspect of Chinese culture followed by 2 activities.

**Elderly care centre**

The residents in the elderly care home are elderly and frail. They require special care which is why they are attending the centre. They are happy that a group of students from Hong Kong are coming and they are very much looking forward to your visit. You can talk to them about your visit, about the things that you have been doing, what you expected when you came to the UK and what has surprised you. Some of the elderly people have been to Hong Kong many years ago – find out what it was like in those days and tell them how it has changed. You should prepare some material for a presentation when you arrive. The elderly people like music and songs – if any of your group can play an instrument this will be
popular and they would like it if you all sing in Chinese. Remember that the elderly people have less dexterity and the activities that you plan should take this in to account.

Service target
The age range is from 65 to 110 years old. Each group of 12 students will work with a group of 40 elderly people.

Jewishcare operate a number of residential care homes as well as day care centres in the local area around the university. The elderly residents are all Jewish. The residents in the care homes are usually more disabled and older than the people attending day care centres.

Facilities
The day care centres and residential care homes are set up to be comfortable for the elderly people and do not have facilities for making presentations. It is best to plan activities not using PA or projector. It is usually possible to play music and this can be popular.

Snacks
Jewish people have a strict kosher dietary code. We arrange for Jewishcare to get some cakes and for students to serve these with their tea. We have a similar arrangement with Age UK. It is popular to perform a Chinese tea ceremony and to serve Chinese tea as an alternative to the normal tea with milk. We recommend that you do not bring food with you for the elderly people.

Miscellaneous
Some of the elderly people are suffering from dementia. Their short term memory may be poor and they may be short tempered. However, most of them really enjoy the students’ visit and activities provided by them.

Sports

Cricket
The half day cricket workshop introduces you to the national sport of England. As well as being an enjoyable form of exercise sports activities provide a useful way to practice listening and speaking activities as well as providing an opportunity to take instruction in English and put these directly into action. If you are not sure, do ask questions – this is all part of the game!

Cricket is a bat and ball game played between two teams of 11 players on a field, at the centre of which is a rectangular 22-yard long pitch. One team bats, trying to score as many runs as possible while the other team bowls and fields, trying to dismiss the batsmen and thus limit the runs scored by the batting team. A run is scored by the striking batsman hitting the ball with his bat, running to the opposite end of the pitch and touching the crease there without being dismissed. The teams switch between batting and fielding at the end of an innings.
In professional cricket the length of a game ranges from 20 overs of six bowling deliveries per side to Test cricket played over five days. The Laws of Cricket are maintained by the International Cricket Council (ICC) and the Marylebone Cricket Club (MCC) with additional Standard Playing Conditions for Test matches and One Day Internationals.

Cricket was first played in southern England in the 16th century. By the end of the 18th century, it had developed into the national sport of England. The expansion of the British Empire led to cricket being played overseas and by the mid-19th century the first international matches were being held. The ICC, the game's governing body, has 10 full members. The game is most popular in Australia, New Zealand, England, India, Pakistan, Sri Lanka, the West Indies and South Africa.

**Horse riding**

We spend an afternoon at Trent Park Equestrian Centre and Stables. You will be given a tour of the stables and, as well as meeting the horses close up, you will learn about horse care and grooming.

You will also receive training how to ride and have the opportunity to ride a horse yourself. You need to pay attention and use all of your listening and speaking skills to be able to follow the instructions given you and to ask questions if you are unsure. You should wear suitable clothing (flat shoes and trousers) and will be provided with safety equipment including helmet and boots.

**Wembley Stadium visit**

Football is the most popular sport in the UK. Wembley Stadium is the national stadium and the home of football. We will visit Wembley stadium and take part in an exclusive guided tour. The term football encompasses a number of different but similar games. Association football, sometimes known as soccer, is the most popular form of the game. It is played by over 250 million people in over 200 countries. The game was codified in England in 1863. The English Premier League is the most widely watched and high earning league in the world. The highest earning players are paid as much as £250,000 per week. Ticket price for a league game is around £70.

**Olympic Park**

The 2012 Olympic Games took place in London. The Olympic Park was built in a run down area of east London. It was a huge project and transformed the area. We will visit the park and view some of the iconic Olympic venues including: the Olympic Stadium; the Aquatic Centre; the Copper Box; and the Velodrome. We will ascend the Orbit for a spectacular view across east London and inside the Olympic Stadium. The visit will end at Westfield Stratford Shopping Centre.

**Optional sports sessions**

There are a number of optional sports sessions available on campus, including football and basketball. These sessions usually run on a Friday evening between 6pm and 8pm. This is a great way to meet other students from different courses and countries. For some sports, matches between students from different halls of residence are organised. The sessions take place on the multi-activity courts in from of the Forum. If you like to take part just come along. The sessions will be let by professional coaches.
# Teaching Timetable

## Week 1

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
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<tbody>
<tr>
<td>Friday 1 July</td>
<td>Placement Test: Listening, Reading, Writing &amp; Speaking</td>
</tr>
<tr>
<td>Monday 4 July</td>
<td>Overview of the CALIS course and IELTS test</td>
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<tr>
<td></td>
<td>Degrees of formality – Phrasal verbs – Developing vocabulary Reading</td>
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<td></td>
<td>skills: skimming, understanding the main point/idea of each paragraph (1)</td>
</tr>
<tr>
<td>Tuesday 5 July</td>
<td>Developing listening skills – Describing &amp; interpreting pie charts</td>
</tr>
<tr>
<td>Wednesday 6 July</td>
<td>Paragraphing – linking words &amp; phrases – Reading: identifying</td>
</tr>
<tr>
<td></td>
<td>the main ideas of each paragraph (2) – The British Media</td>
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<tr>
<td>Thursday 7</td>
<td>Developing listening skills – Reading: identifying the main ideas July</td>
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<td></td>
<td>raised in a text &amp; writing a summary (1) – Presentation skills:</td>
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<tr>
<td></td>
<td>describing &amp; interpreting graph charts – Listening Test 1 – classroom debate (for &amp; against)</td>
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<td></td>
<td>Homework: Reading &amp; Writing Test 1</td>
</tr>
<tr>
<td>Friday 8 July</td>
<td>Discussion: reflection on the students’ first week in London and their visit to Cambridge – developing vocabulary – Reading: summary writing (2)</td>
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## Week 2

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<tr>
<th>Date</th>
<th>Topic</th>
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<tbody>
<tr>
<td>Monday 11</td>
<td>Presentation – use of the Passive – feedback on homework (writing) – developing listening skills The Education System in England &amp; Wales</td>
</tr>
<tr>
<td>Tuesday 12</td>
<td>Presentation – classroom debate (agree or disagree) –</td>
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<tr>
<td></td>
<td>Organising ideas in a written text and paragraphing</td>
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<tr>
<td>Wednesday 13</td>
<td>Presentation – developing listening skills – Reading: identifying the writer’s views &amp; selecting a title for a passage</td>
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<tr>
<td>Thursday 14</td>
<td>Presentation – sentence structure and paragraph writing classroom discussions (advantages &amp; disadvantages) – Feedback on reading exercises – British culture: food, pubs and street markets – Listening practice test 2</td>
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## Week 3

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<tr>
<th>Date</th>
<th>Topic</th>
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<tbody>
<tr>
<td>Monday 18 July</td>
<td>Feedback on Reading and Writing Practice Test 2</td>
</tr>
<tr>
<td>Tuesday 19</td>
<td>Presentation – developing listening skills – Reading: understanding information stated in a paragraph</td>
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<tr>
<td></td>
<td>Homework: additional reading passages</td>
</tr>
</tbody>
</table>
Wednesday
20
Presentation – feedback on writing test 2 – use of conditionals – The National Health Services (NHS) – class discussions: problems and solutions

Thursday
21
Presentation – essay writing (problems & solution) compound and complex sentences – relative pronouns and relative clauses

Friday 22
Presentation – listening Test 3 – Reading: understanding a text and making notes in a table or flow-chart form – Writing: editing your essay
Homework: reading & essay writing

Week 4

Monday 25
Feedback on homework – developing listening skills – class debate- Reading & Writing Practice Test 3

Tuesday 26
Presentation – feedback on ‘reading test 3’ – developing vocabulary – reading for details – homework: reading passages

Wednesday
27
Feedback on ‘writing practice test 3’ – developing listening skills
developing vocabulary – British festivals and celebrations

Thursday
28
Listening practice test 4 - reading for details – class debate –
Reading practice test 4 – essay writing workshop

Friday 29
Essay writing practice – review of the IELTS test – Feedback on CALIS (form to be completed by students)

Social and cultural programme & classroom sessions

<table>
<thead>
<tr>
<th>Week 1</th>
<th>Morning</th>
<th>Afternoon</th>
<th>Evening</th>
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<tbody>
<tr>
<td>Wed 29 June</td>
<td>Welcome briefing</td>
<td>Welcome lunch</td>
<td>Transfer and settle in with home stay family</td>
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<tr>
<td></td>
<td>SIM card registration</td>
<td>Enrolment, library induction and campus tour</td>
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<td></td>
<td>Oystercard distribution</td>
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<td>Home stay directions</td>
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<tr>
<td>Thurs 30 June</td>
<td>Changing of the Guard at Buckingham Palace. Visit to West End and Chinatown. Flight on London Eye.</td>
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<td>Settle in with home stay family</td>
</tr>
<tr>
<td>Fri 1 July</td>
<td>9.00-12.30 Introduction and placement test</td>
<td>Visit to British Museum</td>
<td>Settle in with home stay family</td>
</tr>
<tr>
<td>Sat 2 July</td>
<td>Cruise along River Thames to Greenwich. Visit Old Royal Naval College, Royal Observatory, National Maritime Museum and covered market. Return on DLR via Docklands</td>
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<td>Settle in with home stay family</td>
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<tr>
<td>Sun 3 July</td>
<td>Free time</td>
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<tr>
<td><strong>Mon 4 July</strong></td>
<td>9.00-12.00 classroom session IELTS preparation and general English</td>
<td>12.30-3.00 Speaking test practice wk1 (part 1 and part 2 – led by SLAs)</td>
<td>Homework and self-study</td>
</tr>
<tr>
<td><strong>Tues 5 July</strong></td>
<td>9.00-12.00 classroom session IELTS preparation and general English</td>
<td>1.30-4.30 sports activities - Trent Park stables and horse riding</td>
<td>Homework and self study</td>
</tr>
<tr>
<td><strong>Wed 6 July</strong></td>
<td>9.00-12.00 classroom session IELTS preparation and general English</td>
<td>1.30-4.30 workshop preparation for service learning</td>
<td>Homework and self study</td>
</tr>
<tr>
<td><strong>Thurs 7 July</strong></td>
<td>9.00-12.00 classroom session IELTS preparation and general English</td>
<td>Homework and self study</td>
<td>Homework and self study</td>
</tr>
<tr>
<td><strong>Fri 8 July</strong></td>
<td>9.00-12.00 classroom session IELTS preparation and general English</td>
<td>1.30-3.30 classroom session IELTS preparation and general English</td>
<td>Homework and self-study</td>
</tr>
<tr>
<td><strong>Sat 9 July</strong></td>
<td>Guided visit to Cambridge</td>
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</tr>
<tr>
<td><strong>Sun 10 July</strong></td>
<td>Free time all day</td>
<td></td>
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### Week 2

<table>
<thead>
<tr>
<th>Morning</th>
<th>Afternoon</th>
<th>Evening</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mon 11 July</strong></td>
<td>9.30-11.30 weekly IELTS test</td>
<td>1.00-4.00 classroom session IELTS preparation and general English</td>
</tr>
<tr>
<td><strong>Tues 12 July</strong></td>
<td>9.00-12.00 classroom session IELTS preparation and general English</td>
<td>Sports activities (visit to Wembley Stadium or Olympic Park)</td>
</tr>
<tr>
<td><strong>Wed 13 July</strong></td>
<td>9.45-12.45 classroom session IELTS preparation and general English</td>
<td>1.30-5.00 preparation for service learning workshop</td>
</tr>
<tr>
<td><strong>Thurs 14 July</strong></td>
<td>9.00-11.00 classroom session IELTS preparation and general English</td>
<td>service learning – visit to local primary school</td>
</tr>
<tr>
<td><strong>Fri 15 July</strong></td>
<td>Visit Bank of England Museum, Guildhall, Borough Market, the Monument, Leadenhall Market, Tower of London</td>
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</tr>
<tr>
<td><strong>Sat 16 July</strong></td>
<td>Weekend visit to Stonehenge and Glastonbury</td>
<td></td>
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<tr>
<td>Sun 17 July</td>
<td>Bath and Laycock</td>
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<table>
<thead>
<tr>
<th>Week 3</th>
<th>Morning</th>
<th>Afternoon</th>
<th>Evening</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon 18 July</td>
<td>10.00-12.00 weekly IELTS test</td>
<td>1.30-4.30 classroom session IELTS preparation and general English</td>
<td>Homework and self study</td>
</tr>
<tr>
<td>Tues 19 July</td>
<td>9.00-12.00 classroom session IELTS preparation and general English</td>
<td>12.30-3.30 Speaking test practice wk 3 (part 3 – led by SLAs)</td>
<td>River Thames dinner and dance (optional)</td>
</tr>
<tr>
<td>Wed 20 July</td>
<td>9.00-12.00 classroom session IELTS preparation and general English</td>
<td>1.30-4.30 preparation for service learning</td>
<td>Homework and self study</td>
</tr>
<tr>
<td>Thurs 21 July</td>
<td>9.00-12.00 classroom session IELTS preparation and general English</td>
<td>12.00-4.00 service learning: visit to centre for elderly people</td>
<td>Homework and self study</td>
</tr>
<tr>
<td>Fri 22 July</td>
<td>9.00-12.00 classroom session IELTS preparation and general English</td>
<td>1.30-4.30 Sports activities (cricket)</td>
<td>Homework and self study</td>
</tr>
<tr>
<td>Sat 23 July</td>
<td>Guided visit to Windsor Castle &amp; Eton</td>
<td></td>
<td>Free time</td>
</tr>
<tr>
<td>Sun 24 July</td>
<td>Guided visit to Houses of Parliament</td>
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<thead>
<tr>
<th>Week 4</th>
<th>Morning</th>
<th>Afternoon</th>
<th>Evening</th>
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<tbody>
<tr>
<td>Mon 25 July</td>
<td>9.30-11.30 weekly IELTS test</td>
<td>1.00-4.00 classroom session IELTS preparation and general English</td>
<td>Homework and self study</td>
</tr>
<tr>
<td>Tues 26 July</td>
<td>9.00-12.00 classroom session IELTS preparation and general English</td>
<td>12.30-3.00 mock speaking test (1-2-1 led by teacher)</td>
<td>Homework and self study</td>
</tr>
<tr>
<td>Wed 27 July</td>
<td>9.00-12.00 classroom session IELTS preparation and general English</td>
<td>12.30-3.00 mock speaking test (1-2-1 led by teacher)</td>
<td>Homework and self study</td>
</tr>
<tr>
<td>Thurs 28 July</td>
<td>9.00-12.00 classroom session IELTS preparation and general English</td>
<td>Industrial visit</td>
<td>Homework and self study</td>
</tr>
<tr>
<td>Fri 29 July</td>
<td>9.00-12.00 classroom session IELTS preparation and general English</td>
<td>IELTS registration and IELTS speaking tests</td>
<td>Homework and self study</td>
</tr>
<tr>
<td>Date</td>
<td>Activity</td>
<td>Notes</td>
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<tr>
<td>Sat 30 July</td>
<td>8.30-12.30 IELTS test</td>
<td>End of exam celebration lunch</td>
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<td></td>
<td>Farewell Event: Medieval Banquet at the Tower of London</td>
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<tr>
<td>Sun 31 July</td>
<td>Free time</td>
<td>Last night with host family</td>
<td></td>
</tr>
<tr>
<td>Mon 1 August</td>
<td>Transfer to London Airport</td>
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**Transport**

**Travel within London**

For trouble-free travel around London, it is useful to get a tube map which details every line of the London Underground showing connection points etc. For London transport services (tube, train or bus), fares, times and so on, you can phone the 24 hour information service on 0343 2221234 or look online. You can save money by buying a weekly or monthly pass. It is possible to put different products on the same card, for example you can have a pay as you go card and load a weekly bus pass on the same card. For more information ask one of your student ambassadors.

**Planning your journeys:**

To help plan a journey using public transport, please see [http://journeyplanner.tfl.gov.uk](http://journeyplanner.tfl.gov.uk)

**Travel Apps**

We recommend that you download Google Maps and Citymapper on your smartphone. They are both great for providing directions when travelling around London.

**Oyster Card**

We will be giving you an Oyster Card upon your arrival with £70 on the card. Thereafter you can top your card up at tube stations or newspaper shops. This is a type of travel card which can be used on London’s underground, overground trains and buses. Fares are up to 50% cheaper using an Oyster card.

How to register your oyster card:

- Go to www.tfl.gov.uk
- Click tickets
- Click order oyster card
- Click sign up and input card number
- Input answer to security question
- Input your details

It is important to register your card so that you can claim for a refund of any remaining credit at the end of your stay. You can claim up to £20 of credit remaining on the card. Make sure
that you do not overload your card so that there is more than £20 remaining at the end of your stay. Also if you have registered it, you can easily get a replacement card if you lose it.

**Travel outside London**
It is advisable to book in advance for long distance journeys. Walk-in prices may be as much as double the normal rate. If you need any help with planning travel outside London your Student Learning Ambassador will be happy to help you.

**Trains**
Various private rail companies throughout Britain run rail services. These companies run both long distance intercity trains as well as local train networks. In addition there are many local rail stations around London where you can take trains to the London suburbs and outlying areas. For information about railway services you should contact the relevant rail station or a tourist information centre. In Britain, a ticket for a journey on a train does not guarantee a seat so you should book in advance and make a reservation at the same time as buying your ticket. For train enquiries call 08457 48 49 50, or view their web site at: [www.nationalrail.com](http://www.nationalrail.com)

**Coach**
Coach travel is much cheaper than train. There are comfortable, reliable coach services throughout Britain and Europe. Information about coach travel can be obtained from Victoria Coach Station, Buckingham Palace Road, London SW1W 9TP. Telephone: 08705 808080 or [www.nationalexpress.com](http://www.nationalexpress.com)
Local area

From Hendon Central station you can walk to the University which takes 15 minutes (as you exit the station turn right and follow the footpath up to the first set of traffic lights and turn right into The Burroughs) or take a bus (number 143 or 326, bus stop F located on the opposite side of the main road, cross using subway provided) to Middlesex University. This will cost £2.40 if you pay by cash or £1.45 will be charged to your Oyster card. Alternatively, you can take a minicab from the station which should cost approximately £5.00 to The Burroughs.

Postcodes

The postcode for Hendon Campus is NW4 4BT
The Summer School Office

The Summer School Office is situated in the Quad building, on the ground floor, room CG49 9am-5pm. Summer School staff will be available to help you with any queries you may have throughout your stay.

Library Services

Library
The Sheppard Library provides a great environment to study, whether you are working on your own or in groups. There are over 1,000 study areas and more than 600 computer spaces available. Opening times will be advertised on the summer school notice boards and given to you on arrival. You will be given an induction to the Library when you enrol and information on how to access all the services will be given to you.

IT facilities
We offer free wifi access on campus. Laptops are available for loan free of charge for 24 hours, installed with the same software as on the PCs, including full printing functionality. Printing and photocopying is free for university work, linked to your student account. You will be given an email address through the Microsoft Live system, which comes with many added benefits including 10GB of online storage; a calendar; the ability to send and receive emails of up to 20 MB; and collaborative workspaces for sharing files and group work.

Health matters

If you are un-well
There are a number of trained staff responsible for first aid at the Hendon campus. If you have an accident, or are ill, you should contact the Summer School Office on 020 8411 5782, (daytime), or the Student Ambassadors, or your home stay host. The nearby ‘Ravenscroft Medical Centre’ and NHS Walk in Centres at Edgeware and Finchley will provide services for all Summer School students. You may have to pay a fee for this. If you are referred to a hospital, it will decide if the treatment can be provided by the NHS. If you need any medicines your doctor will write a prescription for you. You should take this prescription to any chemist and they will provide you with what you need. There is a charge for each item. Accident and emergency services are free to everyone.

Emergencies
In an emergency you should either:

- Phone for an ambulance/police (Telephone: 999) **FREE**
- Less urgent emergencies 111 **FREE**
- NHS Direct 0845 46 47 for free health advice and guidance (24 hours)
- Contact your student ambassador
• Get someone to take you to the nearest hospital casualty or emergency department (Royal Free Hospital)

**Dentists**
In Britain, dental treatment is not free. Everyone has to pay something towards the cost of dental treatment - even regular check-ups. If you are entitled to NHS treatment, you can receive dental treatment at reduced (NHS subsidised) rates. If you need to see a dentist, please contact the student ambassadors for advice and assistance.

**Smoking**
It is now against the law to smoke in virtually all enclosed and substantially enclosed public places and workplaces. This includes buildings on the Hendon Campus including the bar.

**Alcohol**
You must be 18 or over to be able to buy an alcoholic drink in the UK. Open bottles/containers of alcohol are not permitted on public transport. Alcohol is not permitted on the coaches travelling to off campus social events. More importantly, know your own limits and do not drink to excess.

**Telephones**

**Mobile Phones**
We provide you with a standard LYCA SIM card with a 30 day bundle including calls and data. If you need a micro or nano SIM, we have a cutter in the office that you can use. Please use your phone to keep in touch. It is important to inform us if you are delayed so that the group is not left waiting for you to arrive. There are lots of useful apps to help you while you are in London. We recommend that you install the following apps and use them to help find your way around London: Citymapper; Google Maps; WhatsApp; Facebook; Bus Times; Tube Map. All these apps are free of charge!

**Miscellaneous**

**Using the Post Office**
If you wish to send anything by post, you can buy stamps at the post office and also at many high street shops such as grocers, supermarkets and newsagents. If you are sending a letter to an address in Britain there are two postal rates: first class, which should arrive the following day, or second class, which takes a day or two longer. If you are sending a letter abroad, the cost will depend on the weight/size of the letter and how far it has to go.

**Banks**
Most banks open between 9.30am and 4.30pm Monday to Friday. Some banks are also open on Saturday. Branches of major banks near the Hendon Campus can be found at the following locations:

**HSBC Bank plc**
1 Central Circus, London, NW4 3JU
Tel: 08457 404404
Shopping
The nearest shops to Hendon campus, including mini-markets, chemists and hardware stores can be found at Hendon Broadway. Local shopping hours are usually between 9am and 6pm/8pm, Monday to Saturday. On Sundays most shops open from 10am to 5pm. The nearest large shopping Mall is Brent Cross which is a short bus ride away. Large supermarkets and stores in central London have extended opening hours and are usually open until 8pm or 10pm. The top 2 department stores are Harrods and Selfridges. Both are spectacular and worth a visit even if you do not buy anything. Primark is a fashion clothes retailer. It is the opposite end of the spectrum offering low prices and lots of choice.

Welcome to London [www.welcometolondon.com](http://www.welcometolondon.com)
This is an excellent guide which includes:

- The top 10 attractions
- Visitors Information
- Getting around
- London Regions
- Tube and rail map
- Bus routes and useful tips

Timeout [www.timeout.com/london](http://www.timeout.com/london)
Timeout London website includes up to date information about all the attractions that London has to offer. Everything from music to films to theatre to museums to markets can be found here. Many attractions are free of charge so can have a great time without spending lots of money.

Visit London [www.visitlondon.com](http://www.visitlondon.com)
This is an excellent website that provides a comprehensive guide to London with lots of ideas on things to do, places to visit and downloadable guides.

**Key contacts**

<table>
<thead>
<tr>
<th>Summer School Office</th>
<th>+44 (0)20 8411 5782</th>
</tr>
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<tbody>
<tr>
<td>Tim Rudd (Director, Summer School)</td>
<td>+44 (0)7747 697214</td>
</tr>
<tr>
<td>Matt Annecharico</td>
<td>+44 (0)7477 147444</td>
</tr>
<tr>
<td>Matin Fellani</td>
<td>+ 44 (0)7799 711088</td>
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</tbody>
</table>