



Group student guardian **Welcome Information**

JUNIOR ACADEMIC & CULTURAL PROGRAMME



Hello & welcome to FCLC Edinburgh

Dear parent,

We cannot wait to welcome your child to Fettes Centre for Language and Culture at Fettes College. Our programme is designed to give our students constant opportunities to learn, develop and practise English while learning about and exploring Scottish culture and interacting with students from around the world. As part of this, we will introduce them to Scotland and its capital city, Edinburgh, with its history and culture. With Fettes College only one mile from the city centre, we are ideally placed to take full advantage of numerous places of interest such as Edinburgh Castle, Dean Village, the Old & New Towns and Edinburgh's many attractions. Our programme is also designed to be thought-provoking, to build confidence, to promote kindness and to instil respect and acceptance of others.

The FCLC programme is based on weekly themes, which are explored in class and further developed outside class during activities and on afternoon and weekend excursions. The teaching day is made up of three sessions, all taught by the same teacher, and include assigning and correcting homework, language input, task based activities and engaging material based on our excursions. While some lessons will focus on grammar, vocabulary and phonology, FCLC's main goal is to help its students communicate and become more independent, confident users of the language, primarily while speaking. Teachers prepare their own lessons and show their plans for the week to their students at the start of each week so they can prepare themselves for the lessons and negotiate the syllabus to ensure maximum benefit.

This information pack aims to provide you with all the information that you need for your child to get the most out of their time at FCLC Edinburgh, including:

- Hello & welcome to FCLC Edinburgh
- Fettes College & our campus
- FCLC Edinburgh at Fettes
- Useful contact details
- Meet the team
- Everything you need to know
- Our highly integrated programme
- Our example programme
- FCLC Edinburgh sample menu
- School rules at FCLC
- Group leader responsibilities & duties
- Campus map & facilities

If you need to contact me urgently, our 24-hour emergency phone number is +44 (0) 7788 66757 (during summer only).

I hope that your child will have a superb summer at FCLC Edinburgh.

Greg Burrell

General Manager





Fettes College & our campus



FETTES COLLEGE

Fettes College is a unique and inspiring location, situated just one mile from the historic and cultural centre of Edinburgh. Founded in 1870, Fettes College is the legacy of Sir William Fettes who, after the death of his son in 1815, devoted his wealth to building a school for children.

Fettes College is one of Scotland's leading co-educational boarding and day schools for students aged 7-18 and enjoys a reputation for excellent academic results, the highest level of pastoral care and a proud sporting tradition.

The college's main building is a magnificent architectural masterpiece set in 90 acres of private grounds and is only 25 minutes from Edinburgh International Airport and 20 minutes from Waverley train station.

Within the school grounds there is a range of excellent facilities including tennis and basketball courts and extensive playing fields for outdoor sports and activities. There is also a fantastic variety of indoor facilities, which include a concert hall, drama studio, music room, dance studio, assembly halls and a large indoor sports hall at Westwoods Health Club.

Fettes Enterprises Limited is a subsidiary company of Fettes College and comprises Westwoods Health Club, Fettes the Venue, Fettes Active, the School Shop and Fettes Centre for Language and Culture (FCLC Edinburgh).

For more information about Fettes College, please visit the website,

www.fettes.com

Fettes College - Bryce Building



OUR AMAZING CAMPUS



FCLC Edinburgh at Fettes

FETTES CENTRE FOR LANGUAGE & CULTURE

Fettes Centre for Language and Culture, otherwise known as FCLC Edinburgh, was established in 2006 and began operating in the summer of 2007. One year later, FCLC Edinburgh was accredited by the British Council.

FCLC Edinburgh is run and managed from within the beautiful grounds of Fettes College and is a subsidiary company of Fettes Enterprises Limited. We feel truly privileged to have such an amazing campus that we can share with your child.

Our programme is designed to help our students build the confidence to use and improve their English both in and out of the classroom. Our weekly themes are based on great works of literature and much of our lesson material is unique to FCLC.

To offer the best learning experience, our students are divided into two age categories for the academic part of the programme: Our Young Learner classes are for children aged 10 to 13, while our Young Student classes are for those aged 14 to 17. As we get few students at A1 and A2 level, these classes may have mixed ages.

Morning English classes are combined with an action packed selection of cultural, social and sporting activities and excursions in the afternoons, evenings and at weekends.

Students have the chance to experience Scotland and learn English within the safety and comfort of a well organised and properly supervised programme.

To find out more about FCLC Edinburgh, please visit our website,

www.fclcedinburgh.com





The FCLC Edinburgh team

We pride ourselves on our staff and a recruitment process that selects a superb team with various skills and talents that, along with motivation, are what makes our summer school a fun, enjoyable, creative and stimulating environment.

YEAR-ROUND TEAM

WENDY WALLACE, DIRECTOR OF FETTES ENTERPRISES Following her graduation with a BA (Hons) in Leisure Management, Wendy gained extensive managerial experience in both the private and public leisure sectors throughout Edinburgh and Fife. Wendy commenced her employment for the commercial arm of Fettes College in 2002 as General Manager of Westwoods Health Club and has played an integral part in its development. She was appointed to the Board of Directors of Fettes Enterprises in 2004 and oversees the operations of the four companies, which include Westwoods Health Club, Fettes the Venue, FCLC Edinburgh and The Fettes Shop. While the FCLC programme is in operation, Wendy oversees its accommodation.

JAY BUCKHAM, HEAD OF BUSINESS DEVELOPMENT Jay graduated with a BSc in Sports Science and during this time developed a broad experience in leisure management. Jay later moved into recruitment consultancy, where he progressed into a senior executive head-hunting role. He has worked for Fettes Enterprises since its inception and has helped market and develop Westwoods Health Club, Fettes the Venue and FCLC Edinburgh. Jay is responsible for recruiting new business for FCLC and maintaining relations with existing clients and partners as well as customer service, website development, branding and marketing.

GREG BURRELL, GENERAL MANAGER Having grown up and graduated from university in the USA, Greg relocated to Malta where he spent most of the next 20 years in the EFL industry as a Director of Studies. He worked with FCLC in 2012 as Academic Manager and came back as General Manager early in 2015. Throughout the year, he is responsible for planning and preparing the summer programme. In July and August, when FCLC is operational, he is responsible for the daily running of both the academic and cultural parts of the programme and is the Child Protection Coordinator.

SUMMER TEAM

ACADEMIC MANAGER During our six-week programme, our Academic Manager is responsible for the daily aspects of the academic programme and our teaching team. This includes placement tests, class allocation, teacher development, teaching observations and liaising with group leaders regarding their students.

ACADEMIC SUPERVISOR The Academic Supervisor assists the Academic Manager in the day-to-day running of the academic programme and provides essential support to the teachers as they deliver our innovative, integrated programme.

STUDENT WELFARE MANAGERS Throughout our programme, we employ two or three Student Welfare Managers, who are responsible for our students' safety and welfare and supervise all pastoral care. The Student Welfare Managers are residential and liaise with all staff, group leaders and parents of individual students.

ACTIVITY MANAGER Our Activity Manager oversees the running of the activities and cultural programme while managing the team of activity leaders to ensure the students get the maximum benefit from our programme.

TEACHERS Our teachers are dedicated and enthusiastic about working with young students. They are qualified at post-graduate level, holding a CELTA, Cert TESOL or equivalent and often have experience of working outside the UK. Each year we have a significant number of returning staff, which is testament to the positive working environment we create at FCLC.

ACTIVITY LEADERS Our enthusiastic, energetic, creative and highly motivated team of activity leaders are residential within our student accommodation and interact constantly with the students. They are responsible for delivering an exciting activity programme and a high level of pastoral care.





Everything you need to know

ROOM REQUESTS We try to meet specific accommodation requests but cannot guarantee that such requests will be met. Room change requests after arrival will be considered on a case-by-case basis but also cannot be guaranteed. Student placement is at the sole discretion of FCLC.

TRANSFERS This is organised by your agent or group leader.

CHECK-IN On arrival, students are taken to their accommodation where our residential and pastoral team welcome, register and show them to their rooms. During registration, passports and pocket money are collected for safekeeping and are stored in our safe. If students arrive before 7pm, a hot meal will be available in the dining hall. Should they arrive after 7pm, a packed tea will be arranged and eaten in the accommodation.

CAUTION MONEY During registration, a £50/€50 deposit is collected from each student and stored in our safe to cover the costs of any damages that the student may cause. Should damages exceed £50, FCLC will contact the agent to recover the additional cost. Should there be no damage, the caution deposit will be returned.

POCKET MONEY The currency in Scotland is pounds sterling (GBP) and we recommend that each student bring £50 to £100 per week spending money. We further recommend that students bring most or all of their money on a card rather than cash. All entrance fees for excursions are already included in the programme fees. Any cash students may bring will be managed by the student's group leader, and stored in our safe.

DEPARTURE On the day of your child's departure, transport will collect the group from their accommodation and take them to the airport, train or bus station. Prior to departure, a member of the FCLC team will check the students' rooms for damages.

ACADEMIC PROGRAMME Classes take place Monday to Friday from 9am to 1pm over three teaching sessions per morning (17.5 hours per week). In addition, on three afternoons a week, each class goes on an excursion of educational interest in Edinburgh with their teacher.

Every student does an online placement test prior to arrival which is confirmed by a speaking test on the first day of their course. Care is taken to ensure that there is a variety of nationalities in each class, as far as is possible, to encourage communication between the students in English and enhance the learning environment for everyone. Should you feel that your child is in a class which is too easy or difficult, please contact your child's group leader, who will speak with the Academic Manager. Class placements, however, are at the sole discretion of FCLC.

The academic and cultural programmes are highly integrated with the topics encountered in the cultural and activity programme feeding back into the classroom. Classes are student-centred with an emphasis on effective communication. Teachers monitor students' use of English as they go about their tasks in class and, where it is clear that remedial work is required or new structures are needed to facilitate better communication, these will be focussed on. Pronunciation is a key element underlying all the language skills and teachers work to help

students improve the intelligibility of their spoken language. Acquiring new vocabulary is another key element to progressing in competency and this will also receive attention in the classroom.

Our teachers monitor their students' progress as they work in class and through the homework that they give them on a daily basis. Teachers plan their lessons to ensure that everything is geared towards their students maximising the benefit of attending our summer school by integrating the academic and cultural aspects of our programme.

CULTURAL PROGRAMME The school organises full-day excursions outwith Edinburgh on both Saturday and Sunday. A two-week stay includes two full-day excursions and a three-week stay includes four full-day excursions. Packed lunches are provided for the weekend excursions.

Every Monday afternoon, students take part in sports, drama or arts and crafts activities on campus. On Tuesday, Wednesday and Thursday afternoons students go on excursions in Edinburgh related to the weekly theme with their class and teacher, while Friday afternoons are reserved for the graduation ceremony and shopping or sight-seeing in the city centre.



Everything you need to know

MEALS & DINING FCLC offer three meals per day plus mid-morning and evening snacks. Meals are provided in the dining hall at Fettes College and include a continental breakfast, a three-course lunch and dinner as well as fresh salad, fruit and vegetables. Evening snacks are available in house. All meals are freshly prepared by our own chefs and vegetarian and vegan options are always available. Please advise your agency or group leader should your child have any dietary requirements or allergies.

ACCOMMODATION Single, twin, triple, quad and multi bedded rooms, up to 8 beds, are available within the seven boarding houses on campus. All the students in a group are usually accommodated in one house with boys and girls accommodated in different areas. Bathroom and shower facilities are shared at a ratio of approximately 1:6 (single cubicles). Each boarding house has a common room for relaxation and house meetings as well as outdoor areas for sport and relaxation.

STUDENT WELFARE We employ at least two Student Welfare Managers, who are always available if students are unwell, homesick or need someone to speak with. We operate an overall on-campus student-to-staff ratio of at least 15:1 with a minimum of three FCLC staff within each house, including a Senior Activity Leader who is in charge of the house.

VALUABLES On arrival, passports, plane tickets, insurance documents and pocket money are collected and stored in our safe, where your child's group leader can request money for your child at designated times. As students' rooms are not lockable, we advise your child not bring anything of high value. Small items of value can be stored in our safe on arrival and retrieved on departure. For other items, we advise they bring a lockable suitcase, which will be kept in their room. FCLC does not take responsibility for students' belongings and cannot be held responsible for any loss or damage to these items.

SECURITY Fettes College is a gated community and provides 24-hour onsite security.

LAUNDRY, BED LINEN & TOWELS FCLC provide bed linen and towels for students. Towels are changed twice per week and sheets are changed once per week. There are laundry facilities within each boarding house for students to wash their clothes. FCLC provides washing powder and group leaders should help students in their group to do their laundry.

LEAVING THE CAMPUS Students may not leave the Fettes College campus at any time without a member of the FCLC team or their group leader. Any off-campus events or visits organised by a group leader or family member must be arranged in advance and confirmed in writing by the General Manager. Should you wish to meet your child on campus and/or take your child off campus, proof of identity will be required on each instance.

WIFI ACCESS There is free on-campus Wifi from 7:30am to 10:30pm. By logging onto the Fettes College network, your child agrees to abide by the Fettes College internet usage policy, which forms part of our child protection policy and is available to view on our website.

MOBILE PHONES As our programme is designed to encourage communication with other programme participants, students are not allowed to use their mobile phones and other electronic devices in the Dining Hall, during activities or in class. You will be able to contact your child on their phone at all other times.

SMOKING Students are not allowed to smoke anywhere, anytime, on- or off-campus. Smoking is illegal in the UK for under 18s and may result in the child being sent home at the parent's expense.

STAFF RECRUITMENT Our staff are selected through a process which includes a personal interview and reference checks. All staff are members of the PVG Scheme, which checks their suitability for working with under 18s. Selection is based on a candidate's personality, relevant experience, education and professional qualifications in relation to the criteria within the job description.

GRADUATION Progress reports are prepared by the academic team and presented to the students on the final day of their course along with a certificate of studies at a graduation ceremony held in the stunning Fettes College chapel.

STAFF & STUDENT IDENTIFICATION All activity staff wear a navy blue t-shirt and a grey hooded sweatshirt with our company logo on the front and the word STAFF on the back. Additionally, all staff wear an identification badge attached to a lanyard. Students and group leaders also have an identification badge and lanyard including their name, the school name, the house they are staying in and the school's emergency mobile number. Lanyards must be worn at all times on- and off-campus.

MEDICAL & DENTAL TREATMENT EU students receive free emergency medical treatment in the UK on presentation of the EHIC card. Non-EU students pay a consultation fee plus treatment costs. Insurance must be in place to cover this, which FCLC does not provide. EU students in full-time education and under the age of 19 are entitled to free dental treatment while in the UK. Non-EU students are not entitled to free dental care and will be charged for any treatment.

MEDICAL AND TRAVEL INSURANCE Please make sure that your child is covered by appropriate medical and travel insurance for the duration of their stay and that it covers them for cancellations, seasonal influenza, pandemics and any medical issues or conditions that may prevent them from attending or fully participating in the programme. FCLC does not provide insurance.

LIABILITY FCLC cannot be held responsible for any loss, theft or damage to any personal property of guests, delegates, students, group leaders or any third parties employed by the client during any part of the summer programme.

WHAT CLOTHES TO BRING In addition to English lessons, our students spend a lot of time outside, so remember that Scottish weather can be wet and windy! We therefore recommend students bring trainers, sportswear, an umbrella, a waterproof jacket and a warm jumper or coat. The last several summers have been warm and sunny, so they should also bring shorts, a swimsuit, t-shirts and sun cream. If they want to impress, they might want party clothes for the whole-school discos and events. We provide each student with an FCLC branded water bottle.



Our highly integrated programme

We aim to provide our students with a highly integrated experience while immersed in an English-speaking environment. The experience begins at breakfast, where they chat with other students before going to class and continues throughout their busy day. Although the times and what is done in each teaching session may be slightly different every day, below are approximate timings for a typical week at FCLC Edinburgh.

MONDAY TO FRIDAY

8:00 to 8:45 Breakfast

9:00 TO 10:20 SESSION ONE After a motivating warm-up activity, homework is checked and the teacher directs language input based around the weekly theme.

10:20 to 10:35 Students have their morning break where they can grab a snack in the dining hall, socialise with other students, play games or relax.

10:35 TO 11:55 SESSION TWO Ideas from the book the weekly theme is based on are explored through published material or material unique to FCLC. Homework for the following day is assigned.

11:55am TO 12:10pm Second morning break

12:10 TO 1:00 SESSION THREE The teachers use Power Point presentations to prepare their students for the excursion they will go on that afternoon or at the weekend.

1:00 TO 1:30 Three-course lunch in the dining hall

1:30 TO 2:00 Free time to socialise with friends

2:00 to 5:30 We offer different experiences on each day of the week. On Mondays, students take part in sports or activities on campus. On Tuesdays, Wednesdays and Thursdays, they go on excursions in Edinburgh with their teacher and class, and on Fridays, they take

part in the end-of week chapel service/graduation ceremony in the Fettes College chapel before going out shopping or site-seeing with their group leader or activity leader.

5:30 to 6:30 Homework and socialising in house.

6:30 to 7:15 Three-course dinner

7:30 to 9:00 Most evenings, the students come together to enjoy a whole-school event on campus. These are great fun and are usually based on our weekly themes but are sometimes just old favourites. Examples include the Fettes College Ghost Tour, International Evenings, Capture the Flag and Slip 'n' Slide. While large group and team activities are exciting and lots of fun, some students do better in small groups and sometimes need to relax. Therefore, one or two evenings each week are set aside for house-based or small group activities, which may include board games, card games, movie nights, tennis or time to catch up on sleep or chat with friends.

9:00 to 10:00 In-house snacks, wind-down and get ready for bed

SATURDAY & SUNDAY

The students go on full-day excursions to carefully selected destinations outwith Edinburgh. In a short stay of two or three weeks it is not possible to visit everywhere, so we try to choose destinations that are interesting and enjoyable and that give our students an impression of what the rest of the country is like. With that in mind, one excursion each weekend is usually to a famous place like Glasgow, Stirling or St Andrews while the other excursion is usually to a lesser-known place, such as Culross, Bannockburn, Peebles, Jedburgh, the Scottish Deer Centre or Linlithgow. On returning from Saturday excursions, there is always a major whole school event such as Fashion Trashion, where students work together to design an outfit made of disused material and select a model to showcase their work on the FCLC catwalk. A panel of judges selected from our activity staff awards points to each team for their creativity, style and humour. After Sunday excursions, activities are more low-key, with existing students welcoming new students into their house or sports at Westwoods Health Club.



FCLC Edinburgh sample programme



	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY & SUNDAY	
08:00 – 09:00	Breakfast in the dining hall and walk to class					Breakfast in the dining hall from 9am to 9:45 with a traditional cooked breakfast on Sunday	
09:00 – 10:20	Teaching session 1: After a motivating warm-up activity, homework is checked and the teacher directs language input based around the weekly theme.						
10:20 – 10:35	Morning break 1					After a well-deserved extra hour in bed followed by a delicious breakfast, students go on full-day excursions outwith Edinburgh from 10am to 5pm. Each weekend we usually go to one well-known destination, like St. Andrews, Stirling or Glasgow and one less-well-known destination, like East Lothian, the Scottish Borders or Bannockburn so our students get a fuller understanding of Scotland. Packed lunches are provided for excursions.	
10:35 – 11:55	Teaching session 2: Ideas from the book the weekly theme is based on are explored through published material or material unique to FCLC. Homework for the following day is assigned.						
11:55 – 12:10	Morning break 2						
12:10 – 13:00	Teaching session 3: Power Point presentations are used to prepare the students for the excursion they will go on that afternoon or at the weekend and for communicative activities.						
13:00 – 14:00	Lunch in the dining hall & free time						
14:00 – 15:45	Students choose from a variety of team sports or group activities held on campus.	Students go on an educational excursion within Edinburgh with their teacher and class.	Students go on an educational excursion within Edinburgh with their teacher and class.	Students go on an educational excursion within Edinburgh with their teacher and class.	Graduation ceremony in the Fettes College chapel followed by time to explore the city centre, go shopping or visit an attraction with our activity leaders (individual students) or group leaders (group students).	Time to relax from 5pm until dinner	
15:45 – 17:30							
17:30 – 18:30	Homework and diary time / In-house web-access and socialising time					Time to relax from 5pm until dinner	
18:30 – 19:30	Dinner in the dining hall & free time						
19:30 – 21:00	Whole school event such as a Scottish Evening and ceilidh, FCLC Highland Games or Capture the Flag	Whole school event such as Campus Cluedo or small group activities such as making bottle rockets or tie-dye t-shirts	Whole school event such as the Fettes College Ghost Tour, Mini-Olympics or an International Evening	House activities and sports / Time to prepare for the Talent Show or International Evening	A themed disco night and youth club. Dance to international favourites or spend a quiet evening playing games.	Whole school event such as Mr & Ms Fettes, a Talent Show or a Casino Evening	Indoor and outdoor sports such as volleyball, basketball, rounders or swimming
21:00 – 22:00	In-house wind-down, snacks and getting ready for bed						
22:00 – 22:30	Lights out and bedtime						



FCLC Edinburgh sample menu

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
BREAKFAST 08.00 to 08.30 Continental breakfast Cereals, croissants, bread rolls, toast, jam, dried fruit (apricots, sultanas etc), yoghurt, crème fraîche, fresh fruit, jam, coffee, tea, fruit juice and milk LUNCH 12.45 to 13.30 Penne pasta with sausage & four cheese sauce Vegetable pie with potato topping Savoury potatoes Garden peas with sweetcorn Baked potato with grated cheese, baked beans, chef's selection of salads and Assorted cold desserts or fresh fruit EVENING MEAL 18.30 to 19.15 Chicken lasagne Spring rolls with savoury rice Stuffed roasted peppers Parsley potatoes, peas Tossed salad Assorted cold desserts or fresh fruit Tea, coffee & hot chocolate EVENING SNACK Toast, fruit, biscuits & juice	BREAKFAST 08.00 to 08.30 Continental breakfast Cereals, croissants, bread rolls, toast, jam, dried fruit (apricots, sultanas etc), yoghurt, crème fraîche, fresh fruit, jam, coffee, tea, fruit juice and milk LUNCH 12.45 to 13.30 Pork chops with tomato and mushrooms Pasta and tomato sauce Baby boiled potatoes and mixed vegetables Mixed vegetables Baked potato with grated cheese, baked beans, chef's selection of salads and Assorted cold desserts or fresh fruit EVENING MEAL 18.30 to 19.15 Cheese & ham slice Salmon steaks with white wine sauce Cheese and broccoli slices Sauté potatoes, carrot & turnip Assorted cold desserts or fresh fruit Tea, coffee & hot chocolate EVENING SNACK Toast, fruit, biscuits & juice	BREAKFAST 08.00 to 08.30 Continental breakfast Cereals, croissants, bread rolls, toast, jam, dried fruit (apricots, sultanas etc), yoghurt, crème fraîche, fresh fruit, jam, coffee, tea, fruit juice and milk LUNCH 12.45 to 13.30 Chicken, pepper, tomato mascarpone pasta Cauliflower & mushroom bake New potatoes French beans Baked potato with grated cheese, baked beans, chef's selection of salads and dressings Assorted cold desserts or fresh fruit EVENING MEAL 18.30 to 19.15 Lamb & mint kofta, pitta bread & salads Spanish omelette Lentil moussaka New potatoes Assorted cold desserts or fresh fruit Tea, coffee & hot chocolate EVENING SNACK Toast, fruit, biscuits & juice	BREAKFAST 08.00 to 08.30 Continental breakfast Cereals, croissants, bread rolls, toast, jam, dried fruit (apricots, sultanas etc), yoghurt, crème fraîche, fresh fruit, jam, coffee, tea, fruit juice and milk LUNCH 12.45 to 13.30 Chicken breast with tomato & basil sauce Pasta in a Neapolitan sauce Rice Vichy carrots Baked potato with grated cheese, baked beans, chef's selection of salads and dressings Assorted cold desserts or fresh fruit EVENING MEAL 18.30 to 19.15 Hot dogs Tossed salad & coleslaw Rice salad Potato salad Assorted cold desserts or fresh fruit Tea, coffee & hot chocolate EVENING SNACK Toast, fruit, biscuits & juice	BREAKFAST 08.00 to 08.30 Continental breakfast Cereals, croissants, bread rolls, toast, jam, dried fruit (apricots, sultanas etc), yoghurt, crème fraîche, fresh fruit, jam, coffee, tea, fruit juice and milk LUNCH 12.45 to 13.30 Breaded haddock (fish) Vegetable spring rolls & rice French fries Garden peas Baked potato with grated cheese, baked beans, chef's selection of salads and dressings Assorted cold desserts or fresh fruit EVENING MEAL 18.30 to 19.15 Spaghetti bolognese & garlic bread Gammon steak & pineapple Mushroom spaghetti & garlic bread Baby potatoes, mixed vegetables Tossed salad Assorted cold desserts or fresh fruit Tea, coffee & hot chocolate EVENING SNACK Toast, fruit, biscuits & juice	BREAKFAST 09.00 to 09.45 Continental breakfast Cereals, croissants, bread rolls, toast, jam, dried fruit (apricots, sultanas etc), yoghurt, crème fraîche, fresh fruit, jam, coffee, tea, fruit juice and milk PACKED LUNCH Piece of fresh fruit Mars bar Crisps Pack of raisins Mineral water EVENING MEAL 18.30 to 19.15 Assorted pizza Individual lentil bake String chips Courgettes Tossed salad Assorted cold desserts or fresh fruit Tea, coffee & hot chocolate EVENING SNACK Toast, fruit, biscuits & juice	BREAKFAST 09.00 to 09.45 Cooked breakfast Bacon, sausages, omelette, baked beans, cereals, fresh fruit, coffee, tea, fruit juice and milk PACKED LUNCH Piece of fresh fruit Alpen cereal bar Crisps Pack of raisins Mineral water EVENING MEAL 18.30 to 19.15 Roast turkey, stuffing & chipolatas Chicken & broccoli pie Vegetable stroganoff Roast potatoes Carrots & broccoli or tossed salad Assorted cold desserts or fresh fruit Tea, coffee & hot chocolate EVENING SNACK Toast, fruit, biscuits & juice

Please note that the above menu is a sample of a typical week at FCLC Edinburgh and may not represent your group's actual menu and may be subject to change. Tea, coffee & hot chocolate available at breakfast & dinner. Tea, coffee at lunch.



School rules at FCLC Edinburgh

PLEASE DO....

- ✓ Wear your identification lanyard at all times, on- and off-campus.
- ✓ Attend classes and respect your teacher and classmates.
- ✓ Attend and be on time for all classes, activities, meals and excursions.
- ✓ Participate fully in all parts of the programme and speak English as much as possible.
- ✓ Respect all staff, members of the public and each other, regardless of differences, at all times. "Please" and "thank you" are important phrases.
- ✓ Make friends with students from other countries so you can get to know and respect different cultures and ways of life.
- ✓ Keep your room tidy and make your bed.
- ✓ Inform a member of our staff if you accidentally break or cause any damage to our property.
- ✓ Be in bed with lights out and quiet by 10:30pm.
- ✓ Respect the No Entry signs on campus and in your accommodation as these are for your own safety.
- ✓ Complete your student diary and any homework set by your teacher each day.
- ✓ Check the information wall in the dining hall every time you pass as it is updated regularly.
- ✓ Speak to our friendly staff if you have any questions or are worried about anything.
- ✓ Ask questions as the more you ask, the more you learn.
- ✓ Remember to look left when crossing the road.
- ✓ Use the recycling bins appropriately.
- ✓ Have as much fun as possible as you will get more from the course and your English will improve.

STUDENT: I AGREE TO THE ABOVE

Student Full Name: _____

Student Signature: _____

Date: _____

PLEASE DON'T....

- ✗ Smoke. Smoking is not allowed anytime, anywhere, on- and off-campus.
- ✗ Do drugs. Buying, selling or using illegal drugs is strictly prohibited and will result in expulsion from the school.
- ✗ Buy or drink alcohol. It is illegal to buy or consume alcohol in the UK if you are under 18 years of age.
- ✗ Enter other students' bedrooms without permission.
- ✗ Enter the floor of the opposite sex in your boarding houses.
- ✗ Leave your boarding house after 10pm unless accompanied by a member of FCLC staff.
- ✗ Damage any property belonging to Fettes College or FCLC. Students found causing damage will be charged.
- ✗ Interfere with fire fighting equipment and smoke alarms. This is highly dangerous and illegal.
- ✗ Leave the campus at any time without a member of FCLC staff or your group leader.
- ✗ Throw rubbish anywhere on campus or the houses. Always use the bins provided.
- ✗ Take other people's personal property without their permission.
- ✗ Be mean to other students. Bullying of any sort will not be tolerated and may result in being sent home at your parents' expense.
- ✗ Leave any activity without the permission of a member of staff.
- ✗ Visit websites that are obscene, offensive or extremist and must not use the system to annoy or bother others.
- ✗ Use your mobile phone or other electronic device in the Dining Hall, during activities or in class, except when a member of staff instructs you to do so.



Group leader responsibilities & duties

Group leaders play a crucial role in ensuring that students have a positive, safe and enjoyable experience during their stay. FCLC staff and group leaders work together as a team in order to provide the best possible support and supervision for the students in our care.

Group leaders are expected to undertake daily duties within the programme as outlined below.

ARRIVAL On arrival in Edinburgh, group leaders should look for an FCLC activity leader displaying a sign with the group's name. The group leader should help the activity leader get the students and luggage organised and onto the coach for the short journey to Fettes College.

MEETINGS Group leaders are expected to attend regular meetings throughout the programme. These meetings are essential to keeping everyone informed of what is happening on the programme.

MEAL TIMES Group leaders are required to help supervise at meal times, maintaining a good level of discipline and ensuring students do not use their mobile in the Dining Hall and take their trays to the back of the dining hall for disposal.

CULTURAL PROGRAMME The activity programme is compulsory for all students and group leaders must ensure their students' participation.

POCKET MONEY Group leaders are responsible for the distribution of their group's pocket money, which is stored in our safe.

SUPERVISION Group leaders must ensure the welfare and safety of their students and encourage their good behaviour at all times.

CENTRE RULES Group leaders must insist that students comply with centre rules. In the event of misbehaviour, FCLC staff will work with group leaders to take appropriate action. In cases of serious misconduct, parents will be involved and may have to pay for the repatriation of their child.

PUNCTUALITY Group leaders should ensure that their students adhere to the programme timetable, arriving on time for meals, classes and activities.

ENGLISH LANGUAGE Group leaders should encourage their students to speak English as much as possible throughout their stay.

ILLNESS While FCLC staff are always on hand to provide advice, assistance and support and to arrange medical/dental appointments, group leaders are required to look after their own students if they are ill, have an accident or are homesick and accompany their students on any visits to clinics or hospitals. Costs for transport to/from hospitals, clinics, surgeries, etc., are not covered by FCLC Edinburgh.

CHILD PROTECTION Group leaders must read and agree to the policies set out in our Child Protection policy, which can be found on our website, www.fclcedinburgh.com.

PREVENT All group leaders agree to abide by FCLC's Prevent duty and to display and promote core values of democracy, rule of law, respect and tolerance of others and individual liberty.

ATTITUDE As a figure of authority within the centre, the group leader's attitude is of tremendous importance. The approach they take has a strong influence on the well-being and happiness of the students in their care, which is why we expect group leaders to approach their role with enthusiasm, flexibility and a positive attitude. Should a problem arise, FCLC managers and staff always take steps to resolve the situation swiftly and satisfactorily. We ask that group leaders work with us in a positive and helpful manner towards meeting our common goal – to provide a worthwhile, fun and memorable educational experience for our students.

RESIDENTIAL DUTIES

- Ensure their students are awake each morning, eat breakfast and get to classes on time.
- Regularly check the rooms of their students to ensure they are being kept tidy and there are no damages/maintenance issues. Group leaders are ultimately responsible for any malicious damage/breakages caused by the students in their group. They must encourage their students to respect the property both of Fettes College and of fellow students on the programme.
- Ensure students bathe and wash their clothes regularly.
- Insist on the stipulated bedtime and check on each student before lights out.
- With the help and advice of the residential team, organise and supervise laundry sessions for their students.
- Check rooms with FCLC managers prior to departure and take responsibility for the return of caution money.

Fettes College map & facilities

THE DINING HALL (20) This is the central meeting point for students, teachers, activity staff, group leaders and managers. Most information about the programme can be found on the walls of the foyer, including a whole-wall weekly plan, class lists, pictures of all our staff and information about the week's projects, excursions and activities. The information is updated regularly, so check regularly to stay informed. Breakfast, mid-morning snacks, lunch and dinner are served here and packed lunches are picked up from the foyer at weekends.

GROUP LEADERS' LOUNGE (12) Group Leaders can use this area in their free time.

MACLEOD CENTRE (19) The Macleod Centre is the perfect location for whole school events such as discos, ceilidhs, exhibitions and our International Evening.

CONCERT HALL (18) The Concert Hall is a superb facility that we use for performances and shows, such as our talent shows and Scottish evenings. Most outdoor evening activities start in the concert hall, where students are given information about the activities before they begin.

SPENS BUILDING (34) The Spens Building is our flagship state-of-the-art, purpose-built learning centre, where lessons take place throughout the summer. Classrooms on the ground and first floor are each equipped with internet and an interactive white board (IWB). The Academic Manager's office is on the first floor, near ML1, where group leader meetings are held. Art Room AR1, where many projects take place, is on the second floor.

FETTES PREP RECEPTION/WILLIAM HOUSE (6) William House is a state of the art classroom facility that may be used during the summer. Within the building there are 6 classrooms, a library and an arts and crafts centre, which we regularly use for afternoon projects.

FETTES COLLEGE MAIN BUILDING & CHAPEL (14) The stunning chapel hosts our graduation ceremony every Friday, where students receive a certificate of studies and a detailed progress report.

BIGSIDE FIELDS (39) Used for sport, activities, team building games and general fun.

FETTES PREPARATORY SCHOOL (1) We use the assembly hall for our youth club and the computer room for some projects.

CAMPUS ACCOMMODATION (2, 3, 8, 13, 16, 25, 28, 29, 30 & 33) Traditional and modern boarding school accommodation with single, twin, triple, quad and multi bedded rooms. Each house has a common room with TV & DVD player and an outside tennis court. Shower and bathroom facilities with closed cubicles are located on each floor and are shared on a ratio of approximately 1:6.

WESTWOODS & ASTROTURF PITCHES (32 & 40) We utilise the sports hall and dance studio within Westwoods Health Club for projects, house time, activities, games, dance and sports. Group Leaders benefit from free health club membership for the duration of their stay.

- A** The West Gate - Main Entrance
- B** The Gatehouse & Security Office
- C** The East Gate - No Vehicle Access
- D** Fettes Prep School Main Entrance
- E** William House & Arniston House Pedestrian Gate
- F** Westwoods Health Club Main Entrance
- G** Kimmerghame House Gate
- I** Moredun House Gate
- J** Glencorse House Gate
- 1** Fettes Prep School
- 2** Fettes Prep School - Iona House
- 3** Fettes Prep School - Arran House
- 4** North Lodge
- 5** Astroturf
- 6** Fettes Prep School Reception
- 7** Squash & Fives Courts
- 8** Arniston House
- 9** Yeo Pavilion
- 10** Cumming Pavilion
- 11** Headmasters Lodge & FCLC Main Office
- 12** FCLC Group Leader Lounge
- 13** College West
- 14** Fettes College Bryce Building & Chapel
- 15** Fettes College Main Reception
- 16** College East
- 17** War Memorial
- 18** Concert Hall
- 19** Macleod Centre
- 20** Dining Hall
- 21** Craighleith House
- 22** Science Block
- 23** East Lodge
- 24** Basketball Court
- 25** Glencorse House
- 26** Rifle Range
- 27** Tennis Court
- 28** Moredun House
- 29** Carrington House
- 30** Kimmerghame House
- 31** West Lodge
- 32** The Sutcliffe Astroturf
- 33** Dalmeny House
- 34** The Spens Building
- 35** Queen's Lawn
- 36** Drama Studio
- 37** Green Walk
- 38** Cricket Squares
- 39** Bigside Fields
- 40** Westwoods Health Club
- 41** Westwoods Health Club Car Park
- 42** Fettes College Car Park
- 43** McMurray Astro
- 44** School Shop

