



Direct student guardian **Welcome Information**

JUNIOR ACADEMIC & CULTURAL PROGRAMME



Hello & welcome to FCLC Edinburgh

Dear parent or guardian,

We cannot wait to welcome your child to Fettes Centre for Language and Culture (FCLC Edinburgh) 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 your child 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, 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:

- Welcome to FCLC Edinburgh
- Useful contact details
- The FCLC Edinburgh team
- Everything you need to know
- Our highly integrated programme
- Example programme
- Example menu
- School rules
- Fettes 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 great 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





Useful contact details

SCHOOL INFORMATION

SCHOOL NAME

Fettes Centre for Language & Culture or FCLC Edinburgh (09:00 to 17:00, Monday to Friday)
+44 (0) 131 297 5252

SCHOOL ADDRESS

Fettes College, Carrington Road, Edinburgh, EH4 1QX (Main Reception) The main entrance of the college is on Crewe Road South, opposite the Western General Hospital.

SCHOOL CONTACT PHONE NUMBERS

Bookings and general enquiries (office hours 9am to 5pm)	+44 (0) 131 297 5252
24 Hour Emergency duty mobile (during summer only)	+44 (0) 7788 667574
Student Welfare Manager mobile 1 (during summer only)	+44 (0) 7798 630117
Student Welfare Manager mobile 2 (during summer only)	+44 (0) 7788 606176

EMAIL ADDRESSES

General Enquiries	fclc@fettes.com
New Business	j.buckham@fettes.com
General Manager	g.burrell@fettes.com

GOVERNMENT INFORMATION

UK BORDER AGENCY (UKBA)

UKBA website www.ukba.homeoffice.gov.uk

HEALTHCARE INFORMATION

HOSPITAL FOR MINOR INJURIES (ADULTS/STUDENTS AGED 12+)

Western General Hospital Minor Injuries Unit, Crewe Road South, Edinburgh, EH4 2XU

HOSPITAL FOR EMERGENCIES (ADULTS & STUDENTS AGED 12+)

Royal Infirmary of Edinburgh, 51 Little France Crescent, Edinburgh EH16 4SA

HOSPITAL FOR MINOR INJURIES & EMERGENCIES (STUDENTS UNDER 12)

Royal Hospital for Sick Children, 9 Sciennes Road, Edinburgh, Midlothian EH9 1LF

DOCTOR'S SURGERY

Bangholm Loan Doctors Surgery, Bangholm Loan, Edinburgh EH5 3AH

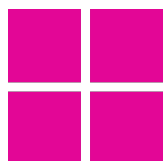
DENTIST

Chalmers Dental Centre, 3 Chalmers Street, Edinburgh EH3 9EW
Students must take their passport, ID card, insurance policy and their EHIC card if they are an EU Citizen.

COMPLAINTS PROCEDURE

If you are not completely satisfied with any part of the service that you or your clients receive, please put your concerns in writing and email Greg Burrell, General Manager, on g.burrell@fettes.com, who will respond within 2 working days.

If you are still unhappy, you may contact English UK on complaints@englishuk.com.



WEBSITE ADDRESS

www.fclcedinburgh.com



FACEBOOK ADDRESS

facebook.com/fclcedinburgh



INSTAGRAM ADDRESS

instagram.com/fclcedinburgh



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, Fettes Active 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 Room requests should be submitted at the time of booking. We try to meet specific rooming 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 accommodation placement is at the sole discretion of FCLC.

TRANSFERS We offer transfers from Edinburgh International Airport as well as Edinburgh's Waverley and Haymarket train stations and Edinburgh bus station. Your child will be met by a member of the FCLC team, who will be wearing our branded uniform and holding a sign with our logo and the student's name. Two weeks prior to your child's arrival, you will be given the name and contact number of our Transfer Co-ordinator, who will meet your child at his or her arrival destination.

Should you wish to organise your child's transfers yourself and you or another guardian will be accompanying your child to FCLC, please feel free to do so and inform us of this at the time of booking.

ARRIVAL Arrival must be on the Sunday before your child's programme begins. If you will be bringing your child to Fettes College yourself, please call one of our Student Welfare Managers as you leave the airport, train station or bus station and again when you arrive at Fettes College. You will enter the campus through the gate on Crewe Road South, opposite the Western General Hospital, and will sign in at the gatehouse. Once you have done so, you should take your child to the Dining Hall, where our staff will be waiting for you. You will be asked to show our staff proof of identity on arrival. The name of the person bringing the child to/picking the child up from the school will be confirmed at the time of final transfer confirmation.

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 is available in the dining hall. Should they arrive after 7pm, a packed meal can be arranged and eaten in the accommodation. This must be arranged at the time of booking as food may not be available otherwise.

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 may contact you to recover the additional cost. If there are no damages, the deposit will be returned to your child before departure.

POCKET MONEY, PASSPORTS, FLIGHT TICKETS AND OTHER DOCUMENTS 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 our Student Welfare Managers and stored in our safe along with their passport, flight tickets and other documents.

DEPARTURE Departure must be on the Saturday after your child's programme ends. If you have opted for FCLC to organise your child's transfer, a member of our team will accompany the student to their place of departure (Edinburgh airport, bus station or train station). If you have organised your child's transfers yourself, we would ask that the student be collected between breakfast and 10am. Should you require alternative arrangements, please liaise with our team at the time of booking. If you are picking your child up, please remember to bring your passport or some other official proof of identity.

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

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 are 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 also receives attention in the classroom.

Our teachers monitor their students' progress as they work in class and through the homework that they are given 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 programmes.

CULTURAL PROGRAMME The school organises full-day excursions every Saturday and Sunday outwith Edinburgh. 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 visit a site or attraction 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. All meals are freshly prepared by our own chefs and vegetarian and vegan options are always available. Please advise the FCLC team as early as possible if your child has 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. Boys and girls are accommodated in houses together but 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 provide 24/7 care and supervision and operate an overall off- and on-campus student-to-staff ratio of at least 15:1 with a minimum of three FCLC staff resident in each house, including a Senior Activity Leader, who is in charge of the house.

VALUABLES As students' rooms are not lockable, we advise your child not bring items of high value. If they do bring expensive items, they can be stored in our safe on arrival and retrieved at departure. For things of less value, we suggest students bring a lockable suitcase. 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. 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 will provide washing powder and our staff will assist individual students to do their laundry.

LEAVING THE CAMPUS Your child may not leave the Fettes College campus at any time without a member of the FCLC team. Any off-campus events or visits organised by a family member must be arranged in advance and confirmed in writing by the General Manager. Proof of identity is required each time a child is taken off campus.

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 anytime, anywhere during the programme. Smoking may result in your child being sent home at your 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 beautiful 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 the school's emergency mobile number. Lanyards must be worn at all times on- and off-campus.

EMERGENCY CONTACT INFORMATION Our emergency telephone number is +44 (0) 7788 667574. This phone is answered 24 hours a day, seven days a week during the programme but we would ask you to only call this number in an emergency. For normal contact, please call our office between 9am and 5pm, Monday to Friday on +44 (0) 131 297 5252.

MEDICAL & DENTAL TREATMENT EU students receive free emergency medical treatment in the UK on presentation of the EHIC card. Non-EU students are liable to 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 medical or travel 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.



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

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 Peebles, Jedburgh, the Scottish Deer Centre or Linlithgow. On returning from Saturday excursions, there is usually a whole school event. After Sunday excursions, activities are usually 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.
- ✓ 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 house.
- ✗ 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.

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.

THEATRE (18) The theatre 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 theatre, 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 sometimes use the assembly hall for our youth clubs on Friday evenings.

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 outside recreation areas. 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, swimming pool and dance studio within Westwoods Health Club for house time, activities, games 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** Theatre
- 19** Macleod Centre
- 20** Dining Hall
- 21** Craigleith 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

