



Frequently asked questions

Group Leaders

GENERAL

Q: Who is responsible for my students?

A: Care for our students is a shared responsibility between you and our staff and, in fact, you are the primary person responsible for your students and their behaviour. Our staff will work together with you to ensure all students in your group follow school rules and do not negatively impact other students' enjoyment of the programme. Please ask your agency to share our Group Leader Information Pack with you if they have not already done so.

ACCOMMODATION

Q: What will my group's accommodation be like?

A: All students and group leaders stay in boarding houses on the Fettes College campus. Each house is split over multiple levels and can accommodate 40-50 students, generally with boys on one floor and girls on another. Each house has a common room, a laundry, sports facilities and Wi-Fi. At least three FCLC staff live in each house. If your group has more than 15 students, it will need to have at least two group leaders, as we may split the group between two houses to have a better nationality mix in each house. If we split a group, we will inform your agency of this in advance. As most of the houses are over 100 years old, they do not have lifts. Please inform us immediately if this will be challenging for you or anyone in your group.

Q: What will my accommodation be like? Will I have a single room with a private bathroom?

A: Group leaders stay in rooms similar to those of the students they are accompanying. Although you will be placed in a single, lockable room, you will not have a private bathroom and, in most cases, you will share a bathroom with your students but you will use the shower facilities while your students are in class or on excursions. You may also use the showers at Westwoods Health Club, on campus. No accommodation at Fettes College offers en-suite bathrooms.

Q: Can I change my students' accommodation once they are here?

A: In general, no. We ask clients for accommodation preferences at the time of booking and we do our very best to meet all requests. The accommodation plan, however, is very complicated as, in addition to requests (if received), we must keep in mind students' ages, genders, nationalities and arrival & departure dates. As a result, it is not always possible to place a group in the house they request or individual students in the type of room or with the person they ask to be with. Because seemingly small changes can have large future ramifications, you may not change students' accommodation on arrival and you should not ask an activity leader or other member of staff to do so as only Wendy (Director of Fettes Enterprises) has the authority to make room changes. If you would like to make any changes to your students' accommodation, you will have the opportunity to speak with her on Monday morning after the group leader welcome talk and she will do her best to make everyone happy. In the meantime, it is your responsibility to encourage your students to be happy where they are and, should a change not be possible, to communicate this news to your students in a positive manner.



Lessons & mid-week class excursions

Q: Can I change my students' classes/levels once they are here?

A: Maybe. We understand that some students do better or worse on the online test than their true level. Therefore, our teachers assess new students' levels on Monday morning and meet with the Academic Manager immediately after lessons to discuss class changes. Changes are made that afternoon, the changes are reflected on the updated class list in the dining hall foyer and students are informed of the changes. If a student's level has not been changed, it means that our staff are satisfied that they are in a class at their correct level. If, on Tuesday morning, you see that a student is in a class that you feel is incorrect, you should go to the Academic Manager's office immediately after breakfast (between 9 & 9:30am) and fill in a form requesting a change of class. The Academic Manager will review this together with the student's teacher and will make any changes that the teacher agrees to. Typically, requests to move down are agreed to immediately. If, however, a request to move up is received and the student's test score and the student's teacher both indicate that the student is in a class at the correct level, the student will have to sit a paper-based Oxford Placement Test with a writing and speaking component during Session 3 that day and the test score will be definitive. Any class changes will be made immediately so the student can join their new class for that afternoon's project or excursion. Class changes are generally not allowed after this point in the week for organisational reasons.

We realise that some students and their parents may be disappointed that they are in a class at a level lower than the one they assumed they would be in. We must keep the interests of all students in mind, however, when forming classes and we place students at their correct levels rather than those that they, their parents or their group leaders desire

Q: Can I go on mid-week excursions with students in my group?

A: Yes, and FCLC will pay for any transportation and ticket costs. Keep in mind that mid-week excursions are done by class, not by group, so your students will be going on different excursions on different days and not all classes go on the same excursions. A list of every class's excursions each day is posted in the Dining Hall foyer, next to the class list, and you should sign up for any excursion you wish to go on at least 24 hours before the excursion so the teachers can be notified and tickets and transportation arranged. A maximum of two group leaders can accompany any group. While you will not be in charge of the group, we would appreciate it if you would give the teachers any help they may ask for. Please bear in mind that our teachers are not tour guides and most of them are not from Edinburgh, so while they have been prepared for the excursions they will be leading, they may not have all the particular local knowledge that you are interested in.

Q: Can I go off campus on my own while my students are in class or on excursions?

A: Yes. We would love for you to get to know Edinburgh while you are here and you probably need some time away from your students. Please ensure that you have your mobile with you and do remember that you must return to campus immediately if our staff ask you to do so. However, you cannot leave campus if any students in your group require your supervision on campus (if they are ill, for example).

FRIDAY AFTERNOON, WEEKEND EXCURSION & PROGRAMME PARTICIPATION

Q: It seems that the entire programme is already organised by FCLC. Do I have any opportunities to do something with my group on our own?

A: Yes. We have not planned anything during the time directly after each Friday graduation. Group leaders can use this time to do anything they want with their group. Most groups go to the New Town for shopping but you can also organise a visit to a museum, a meal out or whatever you agree with your students. Any costs associated with the afternoon are the responsibility of the group. Bus tickets, if required, can be purchased at the group leader meeting on Friday at 12pm.

Q: Can we change the excursions?

A: No. Edinburgh and Scotland are full of interesting, beautiful places and it is only possible to see a small fraction of what is available. Our excursion programme is set months in advance and considers a number of factors including suggestions from past students and group leaders, how close destinations are to the school, their historic or cultural importance, their relationship to the weekly themes, how much young people will enjoy them and whether we have visited them in past years. Over the winter, FCLC's year-round staff visit all the sites on our programme and prepare information sheets, lessons and activities for them and we feel that we offer our students a good selection of what Edinburgh and Scotland have to offer. We will send your agency a detailed weekly programme at least one month prior to your arrival at FCLC. Please remember that changes may need to be made to the programme in response to conditions or events outwith our control.

Q: Some of my students are 16 or 17 years old and would like more freedom. Can they go off campus on their own or skip activities that they don't want to do?

A: No. Our programme is specifically for juniors, unlike some other programmes, which mix 16-17-year-olds with adults and allow the children more independence. All FCLC programme participants must be supervised at all times and must therefore take part in all aspects of the programme. 14-17-year-olds can be unsupervised on parts of excursions if their parents have agreed to that, but if a student is looking for a programme that allows them a large degree of independence, the FCLC programme may not be a good fit.

Q: My students are tired. Can they choose not to participate in some lessons / activities / excursions?

A: No. The FCLC programme is very intense and you should inform your students and their parents that almost every moment of every day of the programme is filled with activity as we want our students to get the maximum benefit from their time with us. Students are woken up at 7am during the week and at 8am at weekends and go to bed at 10pm. They must take part in every part of the programme as we cannot leave any children unsupervised at any time. We therefore recommend that you insist your students sleep at night and, if they are still tired, speak with your house's Senior Activity Leader to plan resting time during house activities. If a student is unable or unwilling to participate fully in the programme, their parent should consider enrolling them on a programme more in line with their desires and needs. .

MONEY MATTERS

Q: My students were given old British money (paper £5, £10, £20 and £50 notes) when they exchanged money at home and I am worried that they will not be able to spend them. What can I do?

A: Prevention is better than cure — tell your students and their parents not to accept old paper notes when exchanging money (new ones are polymer). While old notes cannot be spent, if you will bring any old notes you or your students may have to one of the weekly group leader meetings, we will exchange them for new ones.

For a variety of reasons, we would recommend that students bring most or all of their money on a card rather than cash.

**ANY FURTHER QUESTIONS
JUST ASK!**