



Group Leader **Welcome Information**

JUNIOR ACADEMIC & CULTURAL PROGRAMME





Hello & welcome to FCLC Edinburgh

Dear Group Leader,

Welcome to Fettes Centre for Language & Culture at Fettes College, also known as FCLC Edinburgh. 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 students 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.

As a group leader, you will be asked to undertake a number of duties during your stay, which are highlighted later in this information pack. We want to make your stay a pleasant one, which is why we offer group leaders free Wifi and a complimentary membership to Westwoods Health Club, situated in the grounds of Fettes College, for the duration of your stay. A full list of the facilities and classes on offer at Westwoods can be found by visiting their website, www.westwoodshealthclub.com.

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 our 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 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 to know for you and your students to get the most out of your time at FCLC Edinburgh. These pointers include the following:

- 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
- Fettes campus map & facilities

I hope that you and your students 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.

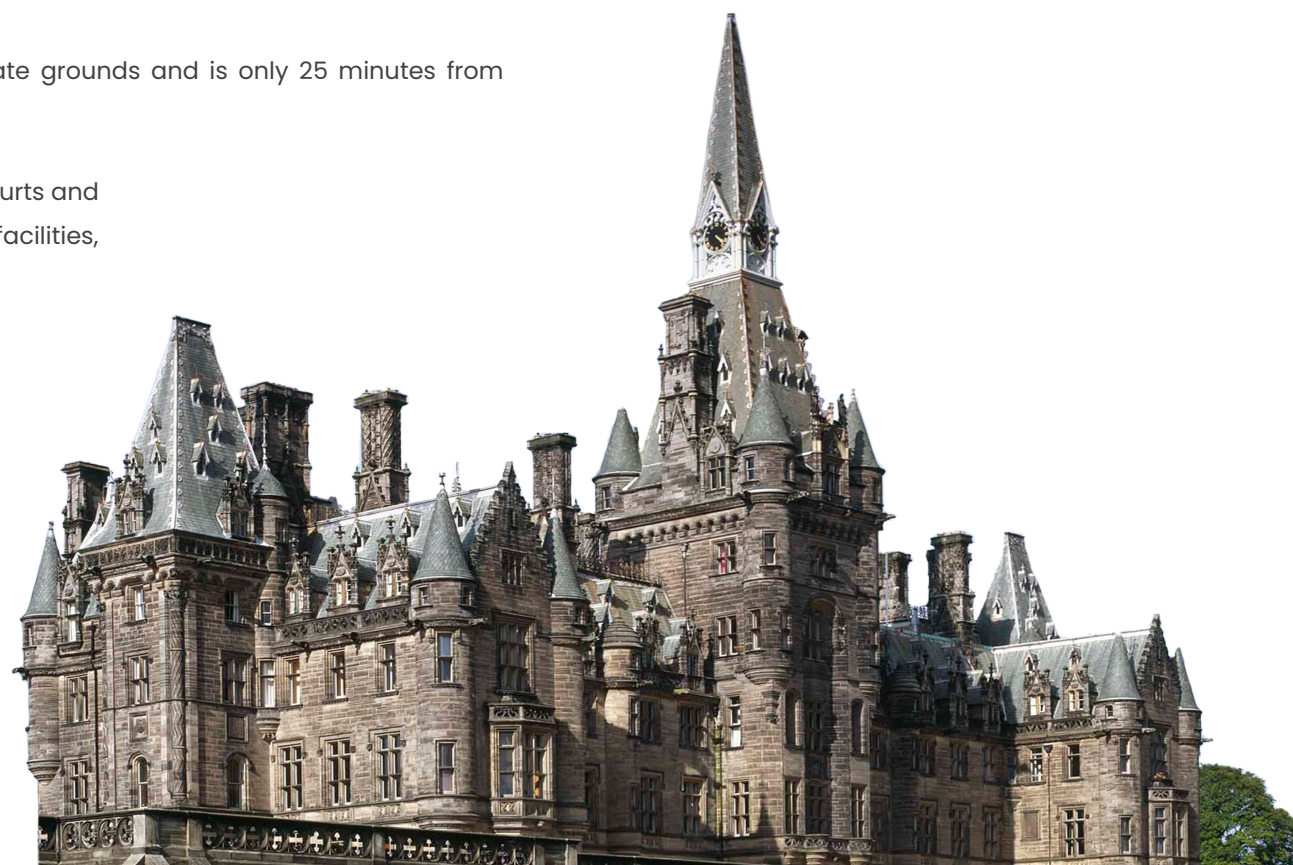
Within the school grounds there is a range of excellent facilities including tennis and basketball courts and extensive playing fields for outdoor sports and activities. There is also a fantastic variety of indoor facilities, which include a concert hall, drama studio, music room, dance studio, assembly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

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 our students.

Our programme is designed to help young people 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

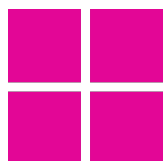
DENTIST

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 five 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 We endeavour, where possible, to meet specific requests from clients in respect of student accommodation – houses, rooms, mix, etc. but cannot guarantee that such requests will be met. Room change requests post-arrival are considered on a case-by-case basis but also cannot be guaranteed. Student 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. You 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 your group name. Two weeks prior to your group's arrival, your agency will be given the name and contact number of the member of staff who will meet your group at your arrival destination.

Should your agency have organised your transfers, a member of our team will not meet you at the airport, train or bus station.

ARRIVAL Arrival should be on the Sunday before your group's programme begins. If your agency has organised your group's transfers, you should call one of the Student Welfare manager numbers as you leave the airport, train station or bus station and again when you arrive at Fettes College, where you will be met by a member of our team.

CHECK-IN On arrival, students are taken to their accommodation, where our residential and pastoral team welcomes, registers and shows you and your students to your rooms. During registration, passports and pocket money are collected for safekeeping and are stored in our safe. If your group arrives on campus before 7pm, a hot meal will be available in the dining hall. Should your group 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 students may cause. Should damages exceed £50, FCLC will contact the agent to recover the additional cost.

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. You will ask a Student Welfare Manager to retrieve your group's money at specified times but you are responsible for managing and distributing your group's pocket money.

DEPARTURE Departure should be on the Saturday after your group's programme ends, ideally in the morning. On your group's day of departure, we organise transport to collect you from your accommodation and take you to the airport, train or bus station. If your agency has organised your transfers, please liaise with the Student Welfare Managers, who will help you co-ordinate the departure. Prior to departure, a member of the FCLC team will check the students' rooms for damages. Should there be no damage, the caution deposit will be returned. FCLC staff do not accompany group departures to the airport, train station or bus station.

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 excursions 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 them all.

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. The teachers monitor their 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 also receives 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 programmes.

CULTURAL PROGRAMME The school organises full-day excursions every Saturday and Sunday within or 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, music or arts and craft 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. Friday afternoons are reserved for the graduation ceremony and shopping or sight seeing in the city centre, which is organised by each group's leader.

Each student has the opportunity to visit Stirling Castle, Scone Palace, Edinburgh Castle or Abbotsford during their stay.



Everything you need to know

MEALS & DINING FCLC offer three meals per day plus 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, fresh 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 the FCLC team at the time of booking should any of your students 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. Boys and girls are accommodated in different areas of the houses. Bathroom and shower facilities on each floor are shared at a ratio of approximately 1:6 (single cubicles). We consider all room requests but do not guarantee that it will be possible to meet them all. 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 On arrival, passports, plane tickets, insurance documents and pocket money are stored in our safe, where group leaders and individual students can request money at designated times. As the students' rooms are not lockable, we advise them to 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 for students' safety.

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 provide washing powder. Group leaders are expected to help their students 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 to and by the General Manager. Parents taking their children off-site must show identification on each instance.

WIFI ACCESS There is free on-campus Wifi for students from 7:30am to 10:30pm and for group leaders 24 hours a day. By logging onto the Fettes College network, the group leader or student 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, mobile phones and other electronic devices are not allowed in the Dining Hall, during activities or in class and we ask group leaders to help enforce this.

SMOKING Students may not smoke at anytime, anywhere during the programme. Smoking on campus may result in the student being sent home at the cost of the parent. Group Leaders may smoke off campus but should not smoke in front of students.

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.

VISAS Non-EU citizens may require a visa. Please contact the British embassy in your country for clarification. FCLC will, upon receipt of the deposit payment, issue an enrolment letter which can support their visa application. Enrolment letters sent via DHL are charged at £40 per letter sent.

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. All staff have an identification badge

attached to a lanyard. Students and group leaders also have an identification badge and lanyard including their name, the school, the house they are staying in and the school's emergency mobile number. Lanyards must be worn at all times on- and off-campus.

CONTACT INFORMATION One week prior to your group's arrival, we will send you the name and contact number of the member of staff who will meet them on arrival. We will also include the contact details of the General Manager and the Student Welfare Managers.

MEDICAL & DENTAL TREATMENT EU students receive free emergency medical treatment 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. EU students in full-time education and under the age of nineteen are entitled to free dental treatment. Non-EU students are not entitled to free dental care and will be charged for any treatments received. Costs for transport to/from hospitals, clinics, surgeries, etc., are not covered by FCLC Edinburgh.

MEDICAL AND TRAVEL INSURANCE FCLC does not provide medical or travel insurance. However, you must ensure that all students, group leaders and any other persons within your group staying at Fettes College have 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 the programme.

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, East Lothian or Linlithgow. On returning from Saturday excursions, there is usually a major whole school event such as a gameshow, Campus Cluedo, FCLC Highland Games or a Scottish Evening. 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

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

TUESDAY

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

WEDNESDAY

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

THURSDAY

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

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

FRIDAY

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

SATURDAY

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

SUNDAY

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



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.



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.

FCLC offers a free place for a group leader for every 15 students enrolled. This free place includes accommodation, meals, cultural programme entrance fees and transport costs. In exchange for this free place, group leaders are expected to undertake daily duties within the programme. Below is an overview of the group leader's responsibilities. These duties will be explained in detail on arrival at the school.

ARRIVAL If FCLC have organised the group's transfer, the group leader 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.

Welcome talk /orientation

Update meetings with FCLC management

Update session about excursions

Group leaders' orientation

Day of arrival

Mondays at 10am and Fridays at noon

Wednesday at 10am

First Monday at 11am

MEAL TIMES Group leaders are required to help supervise at meal times, maintaining a good level of discipline, 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.

INTERNET Group leaders agree to abide by FCLC's internet usage policy. They may access the Fettes College Wifi network 24 hours a day. They must not access or create, transmit or publish offensive, obscene, defamatory, extremist or indecent material which is designed to cause annoyance, inconvenience, needless anxiety or offence.

ATTITUDE As a figure of authority within the centre, the group leader's attitude is of tremendous importance. The approach they take has a large influence on the wellbeing 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. If there is a problem, 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 your students are awake each morning, eat breakfast and get to classes on time.
- Regularly check the rooms of your 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. You must encourage your 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 your students.
- Check rooms with FCLC managers prior to departure and take responsibility for the return of caution money.

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

