



Student **Welcome Information**

JUNIOR ACADEMIC & CULTURAL PROGRAMME





Hello & welcome to FCLC Edinburgh

Dear Student,

Welcome to Fettes Centre for Language & Culture at Fettes College in Edinburgh. Our programme is designed to give you 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 you 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.

FCLC's academic programme is based on weekly themes, which are explored in class and further developed outside class on excursions and activities. 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 you communicate and to become a more independent, confident user 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 you 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 get the most out of your time at FCLC Edinburgh, including:

- Welcome
- Useful contact numbers
- School rules
- Everything you need to know
- Our programme
- Abusive behaviour policy
- Anti - radicalisation policy
- Student disciplinary procedure
- Student complaints procedure
- 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 you will have a great summer at FCLC Edinburgh.

Greg Burrell

General Manager





Useful contact details

1 SCHOOL NAME

Fettes Centre for Language & Culture
(FCLC Edinburgh)

2 SCHOOL ADDRESS

Fettes College, Carrington Road, Edinburgh, EH4 1QX
The school's main entrance is on Crewe Road South,
opposite the Western General Hospital

3 EMERGENCY NUMBERS – 30 JUNE TO 10 AUG

24-hour emergency mobile

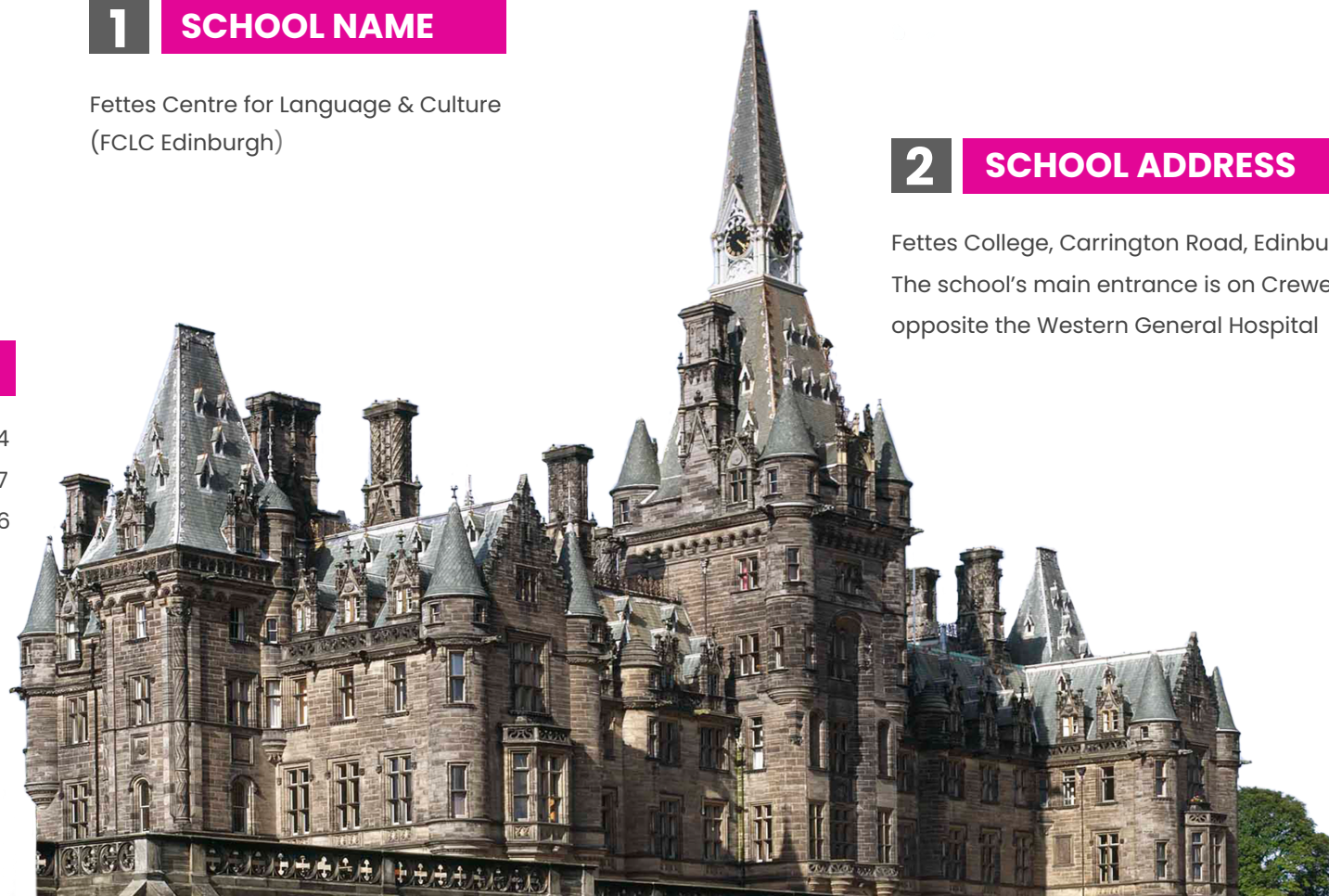
+44 (0) 7788 667574

Student Welfare Manager mobile

+44 (0) 7798 630117

Student Welfare Manager mobile

+44 (0) 7788 606176

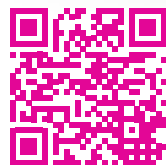


4 FOLLOW US ON OUR SOCIALS



WEBSITE ADDRESS

www.fclcedinburgh.com



FACEBOOK ADDRESS

facebook.com/fclcedinburgh



INSTAGRAM ADDRESS

instagram.com/fclcedinburgh



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.



Everything you need to know

MEALS & DINING FCLC offers three meals per day plus mid-morning and evening snacks. Meals are provided in the dining hall at Fettes College and include a continental breakfast, a three-course lunch and dinner as well as fresh salad, fruit and vegetables. Evening snacks are available in house. All meals are freshly prepared by our own chefs and vegetarian and vegan options are always available. Please advise the FCLC team should you 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 accommodated in different areas of each house. Bathroom and shower facilities on each floor 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 full-time residential Student Welfare Managers who are always available if you are unwell, homesick or need someone to speak with. We operate an overall on-campus student-to-staff ratio of at least 15:1 with a minimum of three FCLC staff within each house, including a Senior Activity Leader, who is in charge of the house.

VALUABLES On arrival, passports, plane tickets, insurance documents and pocket money are stored in our safe, where you or your group leader can request money for you at designated times. As students' rooms are not lockable, we advise you not bring items of high value. Small items of value can be stored in our safe on arrival and collected on departure. For other items, we suggest you 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 provides washing powder. Group leaders help students in their group and our staff assist individual students.

LEAVING THE CAMPUS You may not leave the Fettes College campus at any time without a member of the FCLC team or your group leader. If you would like to leave campus with a family member, this must be arranged in advance and confirmed in writing by the General Manager.

WIFI ACCESS There is free on-campus Wifi from 7:30am to 10:30pm. By logging onto the Fettes College network, you agree 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, except when the teacher instructs you to use one. Use your time in Edinburgh to get to know the people around you rather than gaming and chatting with friends back home!

SMOKING Smoking at any time, anywhere during the programme is not allowed and may result in being sent home at your parent's expense.

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

GRADUATION Progress reports are prepared by the academic team and presented to the students on the final day of their course along with a certificate of studies at a graduation ceremony held in the 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. All staff wear an identification badge attached to a lanyard. Students and group leaders also have an identification badge and lanyard containing the school's emergency mobile number. Lanyards must be worn at all times on- and

off-campus. If you see anyone on campus not wearing Fettes College or its associated companies' identification, please speak to a member of staff or call the emergency number given on your lanyard.

EMERGENCY CONTACT INFORMATION The school's emergency contact number will be printed on your identification lanyard. Please only use this number in case of an emergency, for example, if you are on an excursion and get separated from your group or need medical assistance.

MEDICAL & DENTAL TREATMENT EU and Swiss students can receive free emergency medical treatment from the NHS upon presentation of their EHIC card. All other students are liable to pay a consultation fee plus treatment costs. All students must have medical/travel insurance in place for the duration of their course and students from the EU should bring their EHIC card.

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, you will be spending a lot of time outside, so remember that Scottish weather can be wet and windy! We therefore recommend bringing trainers, sportswear, an umbrella, a waterproof jacket and a warm jumper or coat. The last several summers have been warm and sunny, so also bring shorts, a swimsuit, t-shirts and sun cream. If you want to impress, you might want party clothes for the whole-school discos and events.

LESSON ATTENDANCE & PROGRAMME PARTICIPATION You must attend all lessons and participate in all parts of the programme. The only reasons that you may miss classes or activities is if you are ill or if your group leader or parent has agreed permission with the General Manager for you to be elsewhere. We promise, however, that you will want to attend the lessons and activities!



Our highly integrated programme

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

MONDAY TO FRIDAY

8:00 to 8:45 Breakfast

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

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

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

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

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

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

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

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

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.





Abusive behaviour policy

FCLC wants everyone on our programme to feel safe, included and respected. Therefore, abusive behaviour by anyone (staff, group leaders and students) is not accepted. If someone treats you in a way that you do not like or if you see someone treating someone else in a way that they do not like or that makes you feel bad, speak to a member of our staff immediately. Abusive behaviour includes hurting or trying to hurt someone as well as making someone believe that you might hurt them. This could be physical, emotional, sexual or verbal.

Students who are mean to other students may have to leave the programme and go back to their country. In serious cases, we may contact the police.

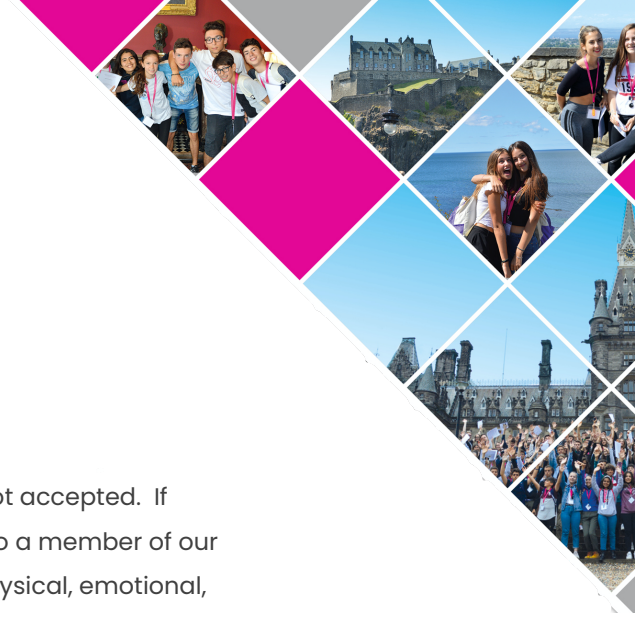
EXAMPLES OF ABUSIVE BEHAVIOUR

- Hurting someone (for example, hitting, kicking, pushing, biting, spitting)
- Making someone believe you are going to do something bad to them (bullying)
- Sexual harassment
- Using offensive or rude words when talking to or about someone
- Having something that can be used to hurt someone, such as a knife
- Bothering someone by following them or sending them a lot of messages, emails or gifts
- Treating someone differently because of their gender, sexuality, religion, nationality or race
- Damaging or taking something that does not belong to you

We want the FCLC programme to be a wonderful experience for everyone, so let's all treat each other with respect and kindness.

For our full Child Protection Policy including our Abusive Behaviour Policy, please visit our website,

www.fclcedinburgh.com





Anti-radicalisation policy



Prevent is a government strategy to stop people becoming involved in violent extremism and/or supporting terrorism and applies to any form of extremism, including Muslim terrorism, racism, homophobia, right-wing ideologies and sectarianism. FCLC seeks to provide and maintain a supportive and tolerant environment for everyone in our programme and supports and promotes core values including:

CORE VALUES

- Democracy
- The rule of law
- Individual liberty
- Respectful tolerance of different lifestyles, faiths and beliefs

Should you have any concerns, however small, that any student, staff member or group leader holds extremist views, please contact FCLC's General Manager, Greg Burrell, at g.burrell@fettes.com, on his office number, 0131 297 5251 or on the 24-hour emergency number, 07788 667574.

All reports will remain confidential and will be dealt with quickly, sensitively and carefully.

For our full child protection policy, please visit our website,

www.fclcedinburgh.com





Student disciplinary procedure



Behavioural issues when you do something that is bad for you, another student, a staff member or the programme. If a student's behaviour is causing disruption to a lesson or activity, he or she will be given a verbal warning by the teacher or activity leader. This means warning of further action, which may include:

VERBAL WARNING

- Informing the General Manager or Student Welfare Managers (as relevant depending on circumstances)
- Informing their parent
- Missing the weekly disco or other activity

We hope that a verbal warning will be enough to end the inappropriate behaviour. However, if further action is required, it will be done by a member of the management team. Repeated inappropriate behaviour may be treated as serious misbehaviour.

SERIOUS MISBEHAVIOUR

In cases of serious misbehaviour, students may be sent home at their parents' expense. Serious misbehaviour may include, but is not limited to:

- Smoking
- Consumption of drugs or alcohol
- Assault on another student or member of staff
- Stealing
- Bullying
- Abusive behaviour
- Repeated inappropriate behaviour

If a student is caught doing any of the above, it will be reported to the General Manager, who will inform the Director of Fettes Enterprises, will investigate the incident and consider what action to take.

To see our full child protection policy, please visit our website,

www.fclcedinburgh.com



Student complaints procedure

If you have a problem, suggestion or complaint, you should speak to the following people:

IF YOU WISH TO TALK ABOUT...

Classes

The cultural programme

Accommodation/Welfare

YOU SHOULD TALK TO...

Your teacher or the Academic Manager

An activity leader or the Activity Manager

A Student Welfare Manager

Alternatively, you can speak to your group leader (if you have one) or the Activity Leader you were assigned to (individual students) about any aspect of the programme. Your group leader or activity leader will inform a member of the FCLC management team and follow-up action will be taken. A record of your complaint and the reply/follow-up will be made.

If you are not satisfied with the response to your complaint, you should make an appointment to see the General Manager. You may take a friend, your group leader or a member of staff with you to this meeting. A record of the meeting and its outcome will be made. If you are still unhappy, you or your parents can contact English UK on complaints@englishuk.com.

To see our full child protection policy, please visit our website,

www.fclcedinburgh.com



Fettes College map & facilities

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 car park 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 Night.

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, 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 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 lockers are located on each floor and are shared on a ratio of approximately 10 to 1.

WESTWOODS & ASTROTURF PITCHES (32 & 40) We utilise the sports hall, swimming pool and dance studio within Westwoods Health Club for house events, 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

