



York, Bootham School

CENTRE HANDBOOK 2021

UK Language Courses

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 **BRITISH COUNCIL**
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 **YOUNG
LEARNERS
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CENTRE HANDBOOK 2021

Thank you very much for your interest in our centre in York, Bootham School. We hope you find everything you need in the following pages but if you have any questions or specific requests then please get in touch with us at Head Office on 0044 1244 577995.

We look forward to a successful summer 2021 at Bootham School.



YORK, BOOTHAM SCHOOL

SUMMARY



AMAZING
CITY CENTRE
LOCATION



BOARDING
SCHOOL



SWIMMING
POOL



YOUNG
LEARNERS



EXCELLENT
SPORTS
FACILITIES



DRAMA



INTENSIVE
ENGLISH



FOOTBALL



DANCE

CENTRE DESCRIPTION

Bootham School is a traditional English private boarding school in the centre of York. It is a closed urban campus 6 minutes' walk from the city centre.

It is a closed site with high security; there is CCTV on campus and the buildings have coded doors for access, the entrance gate is locked overnight and there is an on-site security guard from 8am until 10pm.

There is a total of 149 beds in 3 separate houses. In each house, there is a common room and at least one kitchen that can be accessed by our groups.

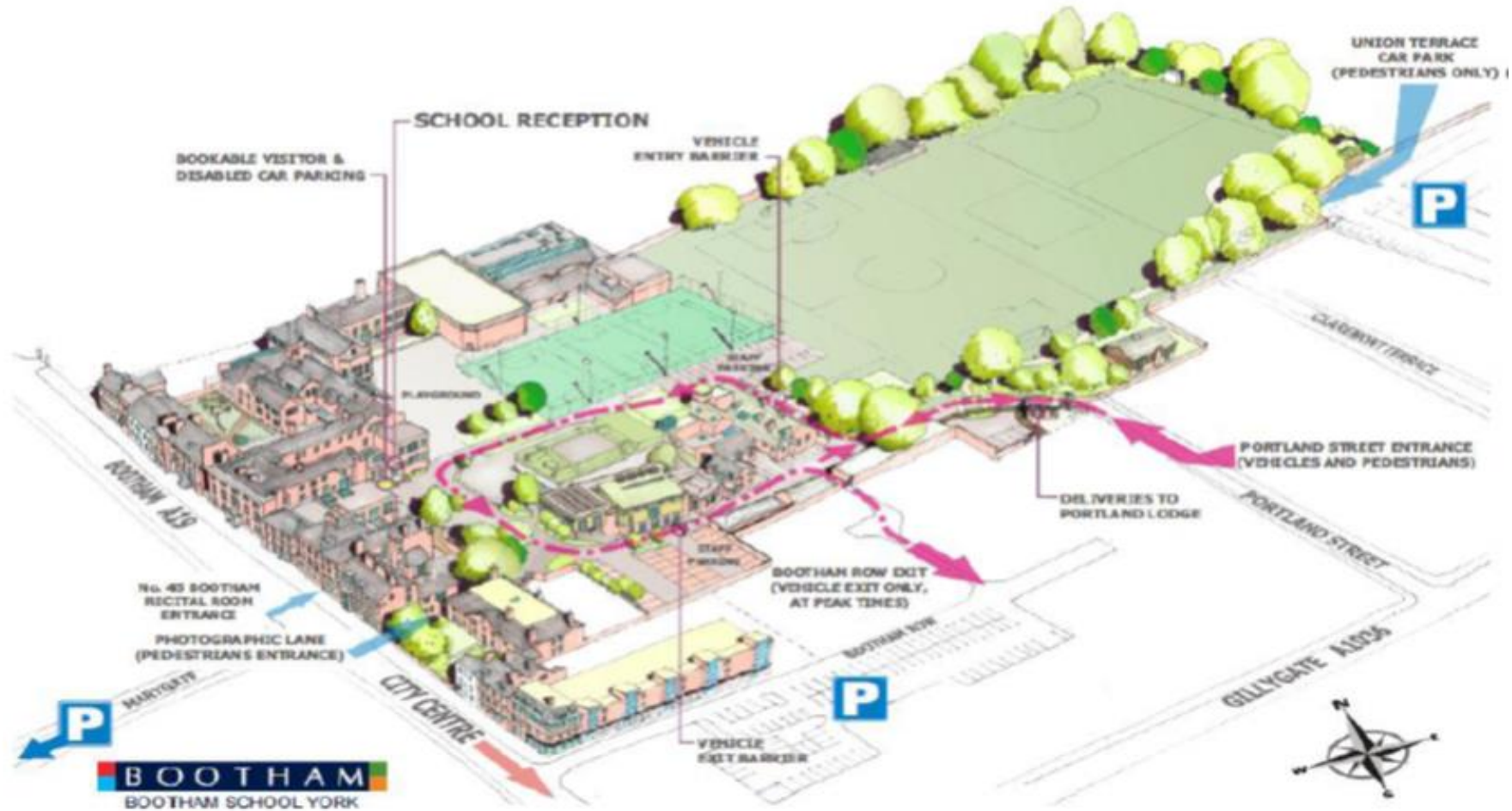
On campus, there are grass areas where students can take part in sports and activities.

In this centre, we accept students travelling in a group or as an individual* from 8 - 17 years old.

*For individual students travelling without a Group Leader, they will be allocated a UKLC member of staff to act as their Group Leader and point of reference at all times.



YORK, BOOTHAM SCHOOL CAMPUS MAP



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LOCATION

BOOTHAM SCHOOL, YORK, YO30 7BU
Telephone Number - +44 (0) 1904 623261
Population- 200,000

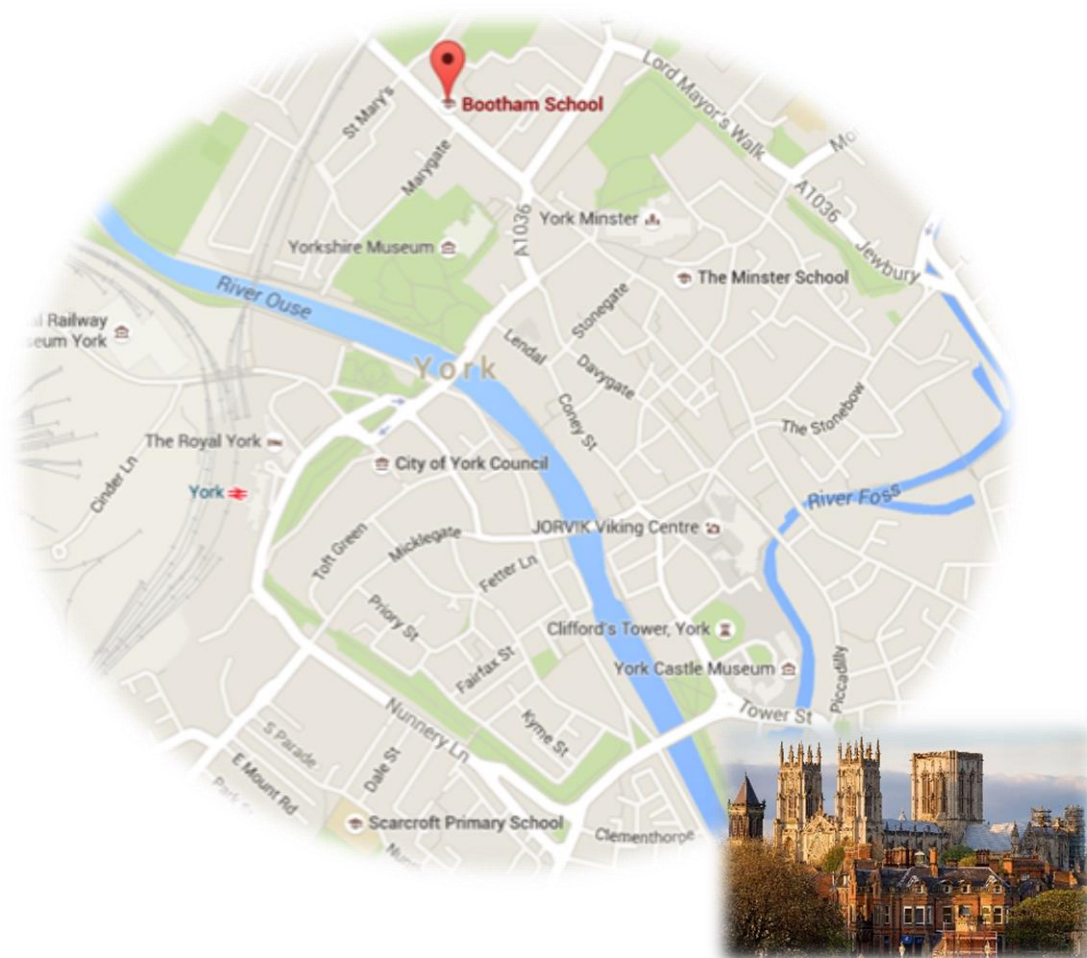
It is a short distance to the city centre from Bootham School - approximately 0.3 miles (6 minutes' walk)

Airport transfers:

Manchester: 1 hour 40 minutes

Leeds Bradford: 55 minutes

London Heathrow: 3 hours 45 minutes



York is undoubtedly one of the most beautiful cities in the UK, known for its rich history and heritage. It is to be found 40km to the east of Leeds and 40km from the east coast of England. The city has a proud Roman and Viking heritage which is still in evidence today. With a population of 200,000, York is big enough to feel lively, but small enough to be friendly and easy to explore on foot. York is regularly voted one of the best places to live and visit in the UK.

LOCAL AMENITIES

Post Office

Post Office Ltd

Address: 22 Lendal, York, YO1 8DA (0.4 miles / 7 minutes' walk)

Supermarket

Sainsbury's Local

Address: 31 Bootham, York, YO30 7BT (358ft / 1-minute walk)

ATM

Sainsbury's Local

Address: 31 Bootham, York, YO30 7BT (358ft / 1-minute walk)

Chemist

Cohens:

Address: 22 Gillygate, York, YO31 7EQ (0.2 miles / 4 minutes' walk)

Hospital

York District Hospital

Address: Wigginton Road, York, YO31 8HE (0.7 miles / 14 minutes' walk)

Doctors

NHS walk in medical centre at the York District Hospital.

N.B. If a student is ill and requires a doctor, then a Group Leader and a UKLC staff member will take the student to the NHS medical centre at York District Hospital. The student will be required to fill out a temporary patient form and will be seen on the same day.

Dentist

Aldwark Dental Practice

Address: 60-62 Aldwark, York, YO1 7BU (0.5 miles / 11 minutes' walk)

Bus Stop

Turn right out of the school and they are approximately 100 meters away. There are frequent buses that run to the train station and neighbouring towns.

Train Station

York Railway Station

Address: Station Road, York, YO24 1AB for frequent, fast rail links to London and major cities in the UK.

0.6 miles (13 minutes' walk)

Taxi Companies

659 Taxis: 01904 659659

Fleetways Taxis: 01904 365365

Coffee Shops

Bistro Guy

Open as a café, 7 days a week, serving light lunches alongside a daily changing specials board and open in the evenings as a bistro.

Address: 40 Gillygate, York, YO31 7EQ

Walking distance from Bootham: 0.2 miles (4 minutes' walk)

Brew and Brownie

A stylish café open 7 days a week, serving wonderful coffee and great quality breakfast or lunch.

Address: 5 Museum Street, York, YO1 7DT

Walking distance from Bootham: 0.3 Miles (5-minute walk)

Perky Peacock Coffee Shop

Serving light lunches with the fine products from some of York's best artisan producers.

Address: 72 Gillygate, York, YO31 7EQ

Walking distance from Bootham: 0.2 miles (4 minutes' walk)

Restaurants

Thomas' of York

Thomas' pub and kitchen has a typical British food menu in York.

Address: Museum St, York, YO1 7DT

Walking distance from Bootham: 0.3 miles (7 minutes' walk)

Hole in the Wall

Traditional, red brick venue with ales and classic pub food.

Address: York, YO1 7EH

Walking distance from Bootham: 0.2 miles (3 minutes' walk)

Mamma Mia

Mamma Mia serves authentic Italian food.

Address: 20 Gillygate, York, YO31 7EQ

Walking distance form Bootham: 0.2 miles (4 minutes' walk)

ACCOMMODATION

The school has three residential houses with single, twin, triple and multi-bedded rooms and shared shower and toilet facilities. Each house has its own common room with TV. The houses are called Rowntree, Evelyn and Fox.

Rowntree has a total of 42 beds made up of 1 twin room, 1 triple, 6 quads, 1 quint, 1 sext and 2 single rooms. There is a total of 14 showers making a bathroom ratio of 1:5. There are 2 kitchens and 1 common room in this house.

Evelyn has a total of 22 beds made up of 1 single room, 6 twins and 3 triple rooms which are en-suite. There is 1 kitchen and 1 common room in this house.

Fox has a total of 85 beds made up of 10 single rooms, 9 twins, 8 triples, 4 quads, 1 quint and 2 sext rooms. There is a total of 17 showers and 1 bath making a bathroom ratio of 1:5. There are 3 kitchens and 1 common room in this house.

Room Allocation

We divide the students up according to their age, gender and group. We take into consideration any specific requests, e.g. friends who want to share. Group Leaders will stay in the same house as their students. Room allocation is normally done on arrival. If you would like any further information on this, please contact us.

HOUSEKEEPING

Bedding is changed once a week. Bedrooms and bathrooms are cleaned 6 times a week. All bedding is provided but students need to bring their own towels.

There are washing machine and tumble dry facilities located in Rowntree house that are coin operated. It costs £1.00 per wash and students must provide their own washing powder.

Deposits

We will ask each student for a deposit of €25/£25 on arrival. We will check their rooms before they arrive and before they leave, returning the money if everything is in order. If there is damage to the houses and nobody owns up, we will ask everyone in the house to share the cost.



MEALS

When the students are on campus, they will eat their meals in the dining hall on site. When they are out on full day excursions, they will be provided with packed lunches.

There is the option of having a cooked breakfast once a week.

Mealtimes: *

Breakfast: 08:00 - 08:45

Morning Break: 11:10 until 11:25 (biscuits & juice provided in dining hall)

Lunch: 12:30 - 13:30

Dinner: 18:30 - 19:30

If we are aware in advance, we can advise the catering staff of any dietary requirements or allergies and the canteen staff can cater to these.

*Mealtimes are subject to change

YORK, BOOTHAM SCHOOL SAMPLE MENU

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Breakfast	Selection of Cereals, Yoghurts, Bread to Toast & Hot Choices including Bacon, Scrambled Egg, Baked Beans, Flat Fried Mushrooms & Roast Tomatoes	Selection of Cereals, Yoghurts, Bread to Toast, Croissants, Pain Au Chocolat and a hot choice of Kedgeree	Selection of Cereals, Yoghurts, Bread to Toast, & Hot Choices including Bacon, Poached Egg, Baked Beans, Flat Fried Mushrooms & Roast Tomatoes	Selection of Cereals, Yoghurts, Bread to Toast & Hot Choices including Sausages, Fried Eggs, Baked Beans, Potato Waffles & Plum Tomatoes	Selection of Cereals, Yoghurts, Bread to Toast, & Hot Choices including Bacon, Scrambled Egg, Baked Beans. Croissants & Pain Au Chocolat	Selection of Cereals, Yoghurts, Bread to Toast & Hot Choices including Bacon, Scrambled Egg, Baked Beans, Flat Fried Mushrooms & Roast Tomatoes	Selection of Cereals, Yoghurts, Bread to Toast, & Hot Choices including Bacon, Scrambled Egg, Baked Beans. Croissants & Pain Au Chocolat
Lunch *(V) Vegetarian option available	Aubergine Parmigiana (V) Or Chicken Korma, Basmati & Poppadums, Cauliflower & Chutneys Or Fusilli Roasted Tomato & Basil Sauce with Focaccia Slab Mixed salads, Soups and Filled Breads available	Stuffed Red (V) Peppers with Spinach, Peppers, Rice & Thyme Or Lamb Moussaka with Green salad & Garlic Bread Or Leek & Gruyere Cheese Pastry Tart Mixed salads, Soups and Filled Breads available	Mushroom Stroganoff on Brioche with Parsley & Fresh Salad (V) Or Roast Loin of Pork, Yorkshire Pudding, Roast Potatoes, Broccoli, Carrots & Gravy Or Roasted Vegetable, Garlic Bread & Salad Mixed salads, Soups and Filled Breads available	Beetroot & Squash Frittata with Smoky Mayonnaise (V) Or Cobbler with Beef Mince, Carrot & Sugar Snap Peas Or Squash and Sage Risotto Mixed salads, Soups and Filled Breads available	Spring Vegetable Paella (V) Or Breaded Plaice, Poached Fish with New Potatoes & Peas, Tartare Sauce Or Spinach & Ricotta Tortellini Mixed salads, Soups and Filled Breads available	Warm Duck Salad with Mango, Beetroot and Honey & Orange Dressing (V) Or King Creole Chicken served with Wild Rice Or Pasta Shells with Chickpeas, Red Cabbage, Garlic, Chilli & Olive Oil Mixed salads, Soups and Filled Breads available	Cannelloni Or Breaded Plaice Goujons Or Cheese & Onion Pastie Selection of Vegetables, Potatoes & Plain Pasta Salad Mixed salads, Soups and Filled Breads available
Pudding	A selection of seasonal cut fruit, Homemade Yoghurt with Fresh Fruit toppings, Raisins and Banana chips and Chocolate and Orange Sponge with Custard	A selection of seasonal cut fruit, Homemade Yoghurt with Fresh Fruit toppings, Raisins and Banana chips and Summer Fruit Jelly	A selection of seasonal cut fruit, Homemade Yoghurt with Fresh Fruit toppings, Raisins and Banana chips and Apple, Sultana & Cinnamon Crumble with Custard	A selection of seasonal cut fruit, Homemade Yoghurt with Fresh Fruit toppings, Raisins and Banana chips and Iced Lemon Cake	A selection of seasonal cut fruit, Homemade Yoghurt with Fresh Fruit toppings, Raisins and Banana chips and a selection of Mousses and Compotes	A selection of seasonal cut fruit, Homemade Yoghurt with Fresh Fruit toppings, Raisins and Banana chips and homemade Gateaux	A selection of seasonal cut fruit, Homemade Yoghurt with Fresh Fruit toppings, Raisins and Banana chips and Summer Fruit Jelly
Dinner *(V) Vegetarian option available A selection of Cheese, Biscuits & Fruit is available with Dinner	King Prawn, Spring Onion, Ginger, Garlic, Soya Bean, Broccoli & Corn Noodles Or Tomato & Mozzarella Calzone with Fresh Green Salad Mixed salads and Filled Breads available	Bootham Buffett Meats, Fish, Pickles, Salads, Breads & Hot Potatoes Mixed salads and Filled Breads available	Roasted Summer Vegetable Tart & Summer Salad Minted Potatoes Or Yorkshire Beef Meatballs in a Mediterranean Sauce & Linguine Pasta Mixed salads and Filled Breads available	Vegetable Kiev served with Summer Green Vegetables & New Potatoes Or Slow cooked Chicken, Rogan Josh Mixed salads and Filled Breads available	Mushroom Burgers & Blue Cheese with Cos Lettuce, Or Katsu pork with Sticky Rice & Greens Mixed salads and Filled Breads available	Traybake Sausages with Pepper, Onions, New Potatoes, Fennel & Herbs with Crusty Bread Mixed salads and Filled Breads available	Battered Fish with Tartare Sauce Or Meat Balls in Tomato Sauce Mixed salads and Filled Breads available

TECHNOLOGY

Wi-fi is available campus wide and is password protected. We normally only give this password out to group leaders / adults. Being a private boarding school, the internet access is firewalled as per the boarding school regulations. However, it is at the Group Leader's discretion whether they give these details to their students. Wi-fi will be switched off between 00:00 and 07:00.

There is computer access on campus and you will have access to this on a timetabled basis.

There are no public phones on site. The nearest are in York city centre.

SECURITY

There is CCTV coverage on campus and duty security officers 06:30-23:00.

Emergency contacts: Each student will be given a wristband when they arrive and this will have the following emergency telephone number printed on it: 00 44 1244 567695. If you need to contact the centre in the event of an emergency please call this number and follow the options for the relevant centre, this will then put you through to the person on duty.

Certain basic guidelines are common to all centres and students. Students should:

?? Never walk away alone!

?? Never leave the residence without permission in the evening!

?? Always make sure they have understood when and where the meeting point is whilst out on excursions!

? Always wear their identification lanyard and their UKLC wristband! *

*students found not wearing their lanyard or wristband will be fined £1

Remember:

- ✓ That there is a 24-hour emergency telephone number on the wristband (**0044 1244 567695**) and that the number for the emergency services (Ambulance/Police/Fire) in England is **999**, or the single emergency number for the EU including the UK is **112** or you can call **101** to report a crime where you do not need an emergency response
- ✓ That the police are there to help and protect and can be asked for assistance!
- ✓ Never to respond to someone if you feel threatened, simply walk away!
- ✓ To give your money to the UKLC management team to put in the safe and never to carry large amounts of cash around!
- ? To be careful crossing the road. Remember that in the UK we drive on the left!
- ? If you are ill or need a doctor, tell a member of UKLC staff immediately!
- ? To keep all windows closed when not in your bedrooms!

Insurance and valuables: Although all houses will be accessed via key codes, it is suggested that students try to avoid bringing very expensive items with them. If they are bringing valuables with them, it is essential that they have sufficient insurance to cover any loss of damage as neither the centre nor the company can be held responsible if anything goes missing. The Centre Manager will have access to a safe if it is required.

PROGRAMME

All UKLC summer programmes include:

- 15 hours of English lessons
- Full board accommodation in residence or homestay
- Full programme of excursions, activities and evening entertainment
- Evening Conversation Clubs (optional)
- 1 Free leader for 15 students
- Placement Test on arrival and End of Course Certificate

These are summaries of UKLC programmes for Summer 2021 at Bootham School:

English Plus Multi-Activity

The “typical” summer programme consisting of a wide variety of activities and sports. Sessions are structured and are coached by specialist staff. Sessions can include tennis, basketball, volleyball, swimming, photography workshops, dance, football, and drama etc. Students are moved through two or three activities on rotation in each session.

English Plus Dance*

For students with a passion for dance. Sessions take place with a specialist dance teacher and the programme works towards an end-of-course performance to the whole school. Sessions begin with a warm up before learning new steps and techniques needed to put together a dance routine. The second part of the sessions allows students to practise what they have learnt and rehearse any routines for the final performance. Styles covered include street dance, modern jazz, contemporary and West End musical.

English Plus Drama*

For students with an interest in drama and a desire to improve their English through confidence building performances. Sessions take place with a teacher who will guide the students through a programme exploring various elements of acting, including improvisation, mime and role play. They will perform at the end of the course either a part of a well-known play or something they have written themselves.

English Plus Football*

For students who love football and want to play it every waking minute! Coaching sessions are led by qualified staff, and aim to improve each student’s technical skills and abilities. It also aims to build on their understanding of match tactics and playing systems. There are regular matches and a weekly showpiece game.

English Plus Intensive English*

Additional English lessons for those who really want to maximise their language learning during their stay in the UK. Students will build on their lessons through additional taught classes at a level appropriate to their achievement in the placement test. The lesson content will be a continuation of the UKL4 programmes as outlined in the accompanying Academic Summary (see section on “Academic Tuition”).

English Plus Life Skills*

For students aged 14-17 who want more from their summer school experience. The purpose is to develop students in a way that is going to be useful to them as they go on to become young adults. They will undertake seminars and workshops on topics such as “CV writing”, “interview skills”, “presentation skills”, “writing for academic purposes”, “projecting confidence, competence and credibility” etc. Elements of this will be incorporated into project work that will be presented at the end of the course.

*Students aged between 11 and 17 who are enrolled on Multi-Activity or English Plus courses will be divided by age for activities where numbers allow. Students can choose whether to enrol on the Multi-Activity or an English Plus course.

**These programmes vary at each centre. A minimum of 10 students applies to each programme and each student will be asked to select a 1st and 2nd option before arrival which they will join for the duration for their stay. Students who do not choose in advance (deadline 31st May) will join the standard English Plus Multi-Activity.

***Students under the age of 11 will automatically be enrolled on our English plus multi-activity programme



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York, Bootham School Sample Programme Summer 2021

Week 1	Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday		Monday	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
	English Testing	Multi-Activity or Chosen Programme	English Lessons	York with York Dungeons	English Lessons	Multi-Activity or Chosen Programme	English Lessons	Leeds with Leeds City Museum	English Lessons	Multi-Activity or Chosen Programme	Whitby with Bark Endeavour		English Lessons	Multi-Activity or Chosen Programme

Week 2	Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday		Monday	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
	English Lessons	York with National Railway Museum	English Lessons	Multi-Activity or Chosen Programme	English Lessons	Castle Howard	English Lessons	Multi-Activity or Chosen Programme	Manchester with Man Utd Old Trafford Tour		Free Time, Activities or Optional Excursion		Depart	

Please note: This is a sample programme and may be subject to change. It may also be necessary to operate a zig zag programme of morning / afternoon lessons.

A full evening programme will be included. Activities could include Speed Dating, Paparazzi, Trashion Show, Disco and Quiz Night.

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PROGRAMME

A typical day for students:

08:00 – 09:00 – Breakfast

09:00 – 10:00 – Lesson 1

10:00 – 10:15 – Break

10:15 – 11:15 – Lesson 2

11:15 – 11:30 – Break

11:30 – 12:30 – Lesson 3

12:30 – 13:30 – Lunch

14:00 – 17:30 – Afternoon Activities

18:30 – 19:30 – Dinner

20:00 – 22:00 – Evening Activities

22:00 – Bedtime!

FACILITIES AND USE

Sports facilities on site

- Sports hall
- Heated indoor swimming Pool
- 4 x tennis courts
- 2 x marked grass football pitches including moveable goals
- 1 x marked grass volleyball pitch
- 1 x marked grass rounders pitch

Drama and dance lessons will be held in the main hall.

Sports available at this centre can include - football, handball, basketball, rounders, volleyball, cricket, lacrosse, table tennis, tag rugby, indoor hockey, badminton & tennis.

Evening Entertainment

The UK Language Courses staff plan fantastic activities to make sure the students enjoy their evenings. For example: discos, quizzes, fashion shows, blind date, sports tournaments etc. We ask Group Leaders to encourage students to participate as much as possible and to communicate any special ideas or requests from students.

Here are a few brief descriptions of just some of our activities for students to join in on:

Around the World

Consists of a number of different stations based on activities from different countries. One staff member will be placed at each activity station. They will each represent a country and have to create an activity related to that country (for example: New Zealand – The Haka). Students will be divided into groups and given a time for each station. Students will visit each station.

Oscars Night

Involves students watching a number of scenes from selected films. They will have the chance to re-enact a famous selected scene. Creating their own script, which must be in English and costumes (out of various given equipment). Scenes will be shown on a big screen for everyone to watch. Awards will be given by UKLC staff for the best reproduction.

Speed Dating

Enables students from mixed nationalities to socialise and get to know each other whilst improving their spoken English. Students will have a short period of time to have a conversation on their interests, hobbies etc. Once the given time finishes they will move to another student and begin the same process again.

Talent Show

Gives students the opportunity to perform talents such as singing, dancing and acting in front of the whole centre! Sign-up sheets will be available in the centre a few days before the event. There will be judges who will score the performances and give positive feedback to each student who performs on the evening.

We are Covid Secure

Our job is always to keep our students safe. Alongside everything that we usually have in place to do this, we have now added in some new elements that will help us minimise the risk of Covid-19. Please refer to our We are Covid secure document which highlights the measures we have put in place. In addition, you can read our comprehensive policies and procedures in OSH (Operations and Safeguarding Handbook). These can be found on our website (www.uklanguagecourses.com/agent-area). This will continue to be updated regularly in line with government guidance.

The UKLC team look forward to welcoming you to Bootham School in summer 2021!

