



University of Chichester

CENTRE HANDBOOK 2022

UK Language Courses

Accredited by the
 **BRITISH
COUNCIL**
for the teaching
of English in the UK

ALTO Association of
Language Travel
Organisations



Educate, Inspire, Enrich

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**YOUNG
LEARNERS**
ENGLISHUK

CENTRE HANDBOOK 2022

Thank you very much for your interest in our centre at the University of Chichester. 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 +44 (0)1244 577995.

We look forward to a successful summer 2022 at University of Chichester.



UNIVERSITY OF CHICHESTER

SUMMARY



AMAZING
CITY CENTRE
LOCATION



LONDON
EXCURSION
AVAILABLE



ENSUITE
ACCOMMODATION



COLLEGE OR
UNIVERSITY



EXCELLENT
SPORTS
FACILITIES



DRAMA



INTENSIVE
ENGLISH



DANCE



FOOTBALL

CENTRE DESCRIPTION

The University of Chichester dates back to 1839 and is set in spacious surroundings which include historic buildings and modern facilities. It is a closed urban campus 10 minutes' walk from the city centre and close to the South coast. It has excellent performing arts facilities.

It is a closed site with high security. With CCTV on campus, the buildings have key coded access and on-site security officers.

There is a total of 257 beds in 12 separate houses.

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

In this centre, we accept students travelling in groups from 11- 17 years old.



UNIVERSITY OF CHICHESTER CAMPUS MAP



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LOCATION

UNIVERSITY OF CHICHESTER, COLLEGE LANE, CHICHESTER, PO19 6PE

Telephone Number: 0044 1243 816000

Population: 26,795

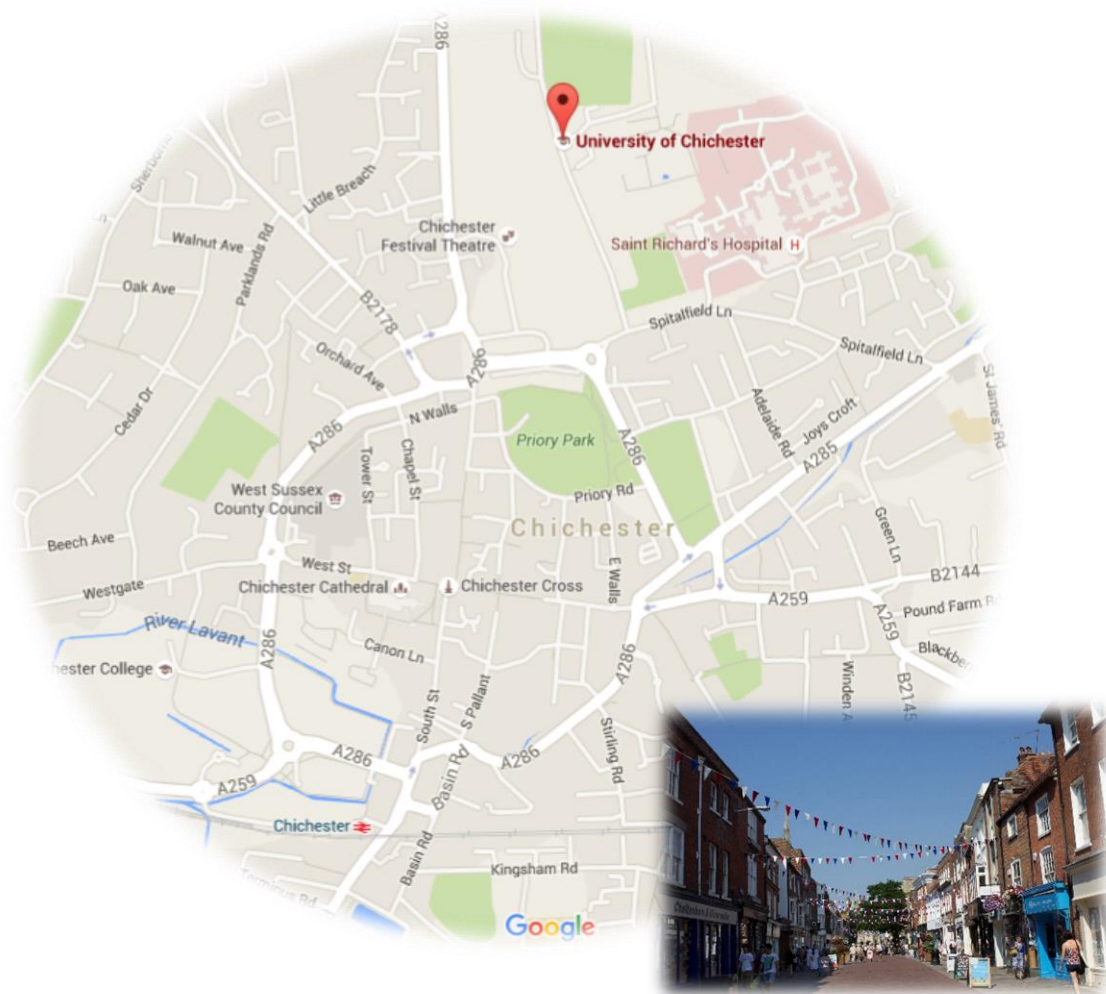
It is a short distance to the city centre the from University of Chichester - approximately. 0.7 miles (10 minutes' walk)

Airport transfers:

London Gatwick: 1 hour

London Heathrow: 1 hour 10 minutes

London Stansted: 2 hours



Chichester is a cathedral city in West Sussex in south-east England, surrounded by beautiful countryside. It has a long history as a settlement from Roman times and was important during the Anglo-Saxon period. It is home to some of the oldest churches and buildings in Great Britain. Chichester's pedestrianised city centre is neatly enclosed within the ancient city walls which helps keep it safe and secure for visiting students to explore on foot.

LOCAL AMENITIES

Post Office

Chichester Post Office

Address: 10 West St, Chichester, PO19 1AB (0.8 miles / 15 minutes' walk)

Supermarket

The Co-operative Food

Address: Spitalfield Ln, Chichester PO19 6SB

ATM

Brittania

Address: 24 North Street, Chichester, Sussex, PO19 1LB (0.5 miles / 11 minutes' walk)

Chemist

Boots Pharmacy

Address: 50 North St, Chichester, West Sussex, PO19 1NQ (0.5 miles / 10 minutes' walk)

Hospital

St Richard's Hospital

Address: Spitalfield Lane, Chichester, West Sussex, PO19 6SE (0.3 miles / 6 mins)

Doctors

Langley House Surgery

Address: 27 West Street, Chichester, PO19 1RW (0.9 miles / 18 minutes' walk)

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 St Richard's Hospital. The student will be required to fill out a temporary patient form and will be seen on the same day.

Dentist

Little London Dental Care Ltd

Address: 31 Little London, Chichester, PO19 1PL (0.6 miles / 12 minutes' walk)

Bus Stop

Turn left out of the school and it is approximately 100 metres away. There are frequent buses that run to the train station and city centre.

Train Station

Chichester Railway Station

Address: Southgate, Chichester, PO19 8DL (1.1 miles / 22 minutes' walk)

Frequent, fast rail links to London, Brighton, Portsmouth and Southampton.

Taxi Companies

Central Cars Chichester: 01243 789432

Station Taxis (Black cabs): 01243 774948

Coffee Shops

The Exclusive Cake Shop & Vintage Tearooms

The tearooms offer a real 'Vintage Tea Experience'. There is a large selection of fine teas to choose from as well as good quality coffees.

Address: Hill House, North St, Chichester, PO19 1NF

Walking distance from Chichester: 0.5 miles (10 minutes' walk)

Restaurants

The Park Tavern

A cosy traditional pub that offers the very best of British. Fresh real ales and rustic home-made food.

Address: 11 Priory Rd, Chichester, PO19 1NS

Walking distance from Chichester: 0.6 miles (12 minutes' walk)

The Nags Head

Traditional pub serving real ales, featuring patio seating and an informal restaurant, offering a carvery and classic home-cooked food.

Address: 3 St Pancras, Chichester, PO19 7SJ

Walking distance from Chichester: 0.6 miles (12 minutes' walk)

ACCOMMODATION

The University has 12 residential houses with is a mix of single en-suite, twin and single standard rooms. These houses are subject to change depending on availability. The houses and rooms on campus will be accessed via swipe card or key entry system.

All bedding and towels are provided.

Room Allocation

We divide the students up according to their age, gender and group where possible. 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 about this, please contact us.

Housekeeping

Bedding and towels are changed once a week. Bedrooms and bathrooms are cleaned once a week. Rooms are checked with bins emptied 3 times a week.

There are washing machine and tumble dry facilities located in the main quad that are coin-operated. It costs £2.00 per wash and £1.00 per dry.

Key Loss

Group leaders and students will be issued with a key for their room. If any key is lost during the stay, there will be a £25 fee for a replacement.

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 admits fault, 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.

Mealtimes:

Breakfast: 08:00 - 09:00

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

UNIVERSITY OF CHICHESTER, SAMPLE MENU

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Breakfast	Croissants Toast, Cereal, Yoghurt Butter and Jams	Croissants Toast, Cereal, Yoghurt Butter and Jams	Croissants Toast, Cereal, Yoghurt Butter and Jams	Croissants Toast, Cereal, Yoghurt Butter and Jams	Croissants Toast, Cereal, Yoghurt Butter and Jams	Croissants Toast, Cereal, Yoghurt Butter and Jams	Croissants Toast, Cereal, Yoghurt Butter and Jams
Lunch *(V) Vegetarian option available (Mixed salads, Soups and Filled Breads available everyday)	Aubergine Parmigiana (V) Or Chicken Korma, Basmati & Poppadums, Cauliflower & Chutneys Or Fusilli Roasted Tomato & Basil Sauce with Focaccias Slab	Stuffed Red (V) Peppers with Spinach, Peppers, Rice & Thyme Or Lamb Moussaka with Green salad & Garlic Bread Or Leek & Gruyere Cheese Pastry Tart	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	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	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	Cannelloni Or Breaded Plaice Goujons Or Cheese & Onion Pasty Selection of Vegetables, Potatoes & Plain Pasta Salad
Pudding	Fresh Fruit Cold Sweet	Fresh Fruit Cold Sweet	Fresh Fruit Cold Sweet	Fresh Fruit Cold Sweet	Fresh Fruit Cold Sweet	Fresh Fruit Cold Sweet	Fresh Fruit Cold Sweet
Dinner *(V) Vegetarian option available	Chicken Zigger Burgers Sundried Tomato Mayo Or Pork Rib Steaks with B.B.Q Sauce Or Vegetable Ravioli Selection of Vegetables, Potatoes, Plain Pasta, & Rice Salad	Minted Lamb Burgers Or Chicken Fajitas Or Macaroni Cheese Selection of Vegetables, Potatoes, Plain Pasta, & Rice Salad	Battered Fish with Tartare Sauce Or Spicy Bean Burger Or Meat Balls in Tomato Sauce Selection of Vegetables, Potatoes, Plain Pasta, & Rice Salad	Lemon Pepper Chicken Baguette Or Pasta Carbonara Or Cauliflower and Broccoli Cheese Selection of Vegetables, Potatoes, Plain Pasta, & Rice Salad	Roast Chicken Portions Or Omelettes Or Veggie Hot Dog & Onions with Sweetcorn Relish Selection of Vegetables, Potatoes, Plain Pasta, & Rice Salad	Southern Fried Chicken Or Pasta with Italian Sauce Or Scampi Selection of Vegetables, Potatoes, Plain Pasta, & Rice Salad	Roast Pork Or Hot Dog Sausage Or Pasta in a Cream and Mushroom Sauce Selection of Vegetables, Potatoes, Plain Pasta, & Rice Salad
Pudding	Cold Sweet Fresh Fruit	Cold Sweet Fresh Fruit	Cold Sweet Fresh Fruit	Cold Sweet Fresh Fruit	Cold Sweet Fresh Fruit	Cold Sweet Fresh Fruit	Cold Sweet Fresh Fruit

TECHNOLOGY

Wi-fi is available in all the houses and parts of the campus and is password protected. We normally only give this password out to Group Leaders / adults due to it being a university campus and limited on firewall security. It is at the Group Leader's discretion whether they give these details to their students. We endeavour to switch off wi-fi between 00:00 and 07:00.

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

SECURITY

There is CCTV coverage on campus and 24/7 duty security/wardens.

Emergency contacts: During their stay each student will be given a wrist band upon arrival, 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 all 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 their bedrooms!

Insurance and valuables – Although all houses are accessed via swipe card entry or key entry systems, 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.

TEACHING

We know how important it is for each individual student to find their own path in language learning. We use a wide range of methods to engage and stimulate our students. This is why we have created a programme based on the students' age, level and need. It is called 'You Can Learn 4', or as we like to call it: 'UKL4', and it includes:

UKL4 FUN (Ages 8-11): Highly engaging lessons that offer a wide range of tailored material and activities for our young learners. It makes games into lessons and lessons into games.

UKL4 CONNECTION (Ages 11-14): Highly dynamic lessons that include a variety of topics and media, especially designed to reflect the quick-paced, interactive world our young students are growing up in. Available in levels A1-C1.

UKL4 ACTION (Ages 14-17): Lessons especially designed to engage our older students through more abstract tasks, topics and contemporary issues. Available in levels A1-C1.

UKL4 CONNECTION and UKL4 ACTION programmes consist of three different lessons a day:

1. TBL (Task Based Learning): During these lessons students are encouraged to use the language to complete a task. Language is therefore acquired through the task as it emerges naturally as the result of the students' communicative needs.

2. S&S (Skills & Systems):

These lessons aim at empowering our students' linguistic awareness and capabilities by thoroughly working on all language skills (reading, writing, listening, speaking) and systems (grammar, phonology, lexis, discourse) as well as using materials relevant to exam preparation (KET, PET, FCE, CAE, TOEFL, IELTS, GESE).

3. CLIL: (Content and Language Integrated Learning):

These lessons merge CLIL and British culture. Students learn about art, literature and science, or about the history and geography of the UK, while activating their linguistic knowledge.

Placement tests

We offer classes at four levels from elementary to upper intermediate. Students are given a placement test on their first day of classes to ensure they are placed at the correct level.

Once the tests have been marked, students will not be told their score unless they specifically ask for it but will be placed into a class level from A1-C1 based on these results.

If students are not happy with their level, they can speak with the Course Director who can decide if it is necessary for the student to change levels.

We always try to split groups into different classes to mix nationalities, but this does depend on their levels and the numbers of students that we have on site.

We will provide all course materials including an exercise book and a pen.

Students are taught in class sizes up to 16.

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 English Plus programmes for Summer 2022 at University of Chichester:

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, 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”).

*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.

Please note UKLC strictly adheres to the advertised age limits but understands that slightly younger/older students may come in a group. UKLC reserves the right to accept students who are slightly younger or older than the advertised minimum/maximum age. The minimum stay is 1 week, and the maximum is 6 weeks.



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University of Chichester Sample Programme Summer 2022

	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Week 1	English Testing	Multi-Activity or Chosen Programme	English Lessons	Chichester with Town Trail	English Lessons	Multi-Activity or Chosen Programme	London - Natural History Museum, Harrods, Hyde Park & Covent Garden		English Lessons	Multi-Activity or Chosen Programme	English Lessons	Free Time, Activities or Optional Excursion	London Walking Tour - Buckingham Palace, Downing Street, Houses of Parliament, Big Ben & London Eye	

	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Week 2	English Lessons	Multi-Activity or Chosen Programme	English Lessons	Chichester with Chichester Cathedral	English Lessons	Multi-Activity or Chosen Programme	English Lessons	Portsmouth with Spinnaker Tower	English Lessons	Multi-Activity or Chosen Programme	Brighton Walking Tour with Royal Pavilion		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

- 1x sports hall
- 1x indoor sports dome
- 1x dance studio
- Grass pitches
- Astroturf pitches
- Indoor tennis courts

Dance lessons will be held in the dance studio.

Sports available at this centre can include - football, handball, basketball, rounders, netball, volleyball, cricket, uni-hoc & 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 the University of Chichester in summer 2022!

