

**PORTSMOUTH
ENGLISH
LANGUAGE
SCHOOL**



Welcome to

Portsmouth

English Language

School

Junior Handbook

The fun starts here!! **Please read through this handbook.**
If you have questions- just send us an email!:

info@portsmouthels.co.uk

1) “What do I need to bring?”

Here is a list of things that you need to bring with you:

- ✓ Your passport, visa and offer letter
- ✓ Details of your travel and medical insurance
- ✓ Consent forms-completed by your parents (if they have not already sent them)
- ✓ Clothes suitable for the season (but don't forget to prepare for rain- even in the summer!)
- ✓ A rain coat and waterproof shoes

You may also want to bring smart clothes, spending money, mobile phone, tablet or laptop, camera, mp3 etc... **but please make sure that you have travel insurance**



2) “What will happen on my first day?”

- ✓ You must come to school early on your first day (before 9am)
- ✓ We will show you around the school (the classrooms, social rooms, toilets and computer room)
- ✓ We will talk to you about being healthy and safe at school and at home.
- ✓ You will have a test
- ✓ You will go to your classroom and meet your teacher
- ✓ Your lesson will finish at 12.15 pm. You will have one hour for lunch. There will be an adult with you (under 16s) in case you need anything
- ✓ Afternoon activities start at 1.15, and finish at 4pm

3) “What am I going to study?”

Your classes will be fun and interactive! You will study the four skills: **reading**, **writing**, **speaking** and **listening** through a range of activities from the course book and from natural contexts. You will learn new **grammar** and **vocabulary**. You will get to work on your **pronunciation**. There will be themed weeks and some project work too! Your class will have other children of a similar age and ability to you and a well -qualified teacher.



At the end of your course you will be given a certificate.

4) “What will I be doing in the afternoons?”

You will go on many exciting activities- You get to do fun things like maybe **bowling, cinema, go-karting, ice skating** etc.



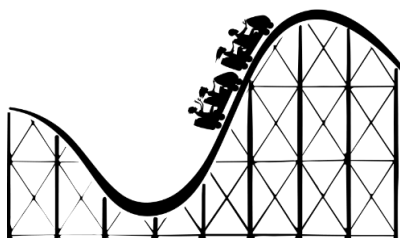
You may visit museums, Historic Ships, Spinnaker Tower etc.....



You could try Sports activities....**football, beach volleyball, mini golf, basketball** etc...



5) “What happens at the weekend?”



On Saturdays we might take you to a different city- like **London, Brighton or Bath**, or a **theme park** or other attraction. On Sunday you stay with your **host family**.



6) “What do I do if I have a problem or I get sick?”

- ✓ You may feel homesick at first and miss your family! This is completely normal. It is a good idea to bring some photos from home if you think you may feel homesick. If it becomes a problem, or you have any other problems, you can talk to our **Welfare Officer**.
- ✓ You can always talk to your **teacher**, who will be happy to help. If your problem is more serious you can make an appointment to see the **Director of Studies**.
- ✓ If you feel sick, you must tell someone-either at **school** or your **host family**. A lot of our staff at school have **first aid training**.
- ✓ We will be able to take you to see the **pharmacist, nurse or doctor if you need to**. If you take **regular medication** you must tell the **school** and your **host family**.

7) “Are there any rules?”



Of course!

- ✓ There are rules to keep you safe and healthy.
- ✓ There are classroom rules which your teacher will tell you.
- ✓ There are rules for your homestay accommodation. (page 9)
- ✓ There are rules about coming to school and not being late. (page 7)
- ✓ There are rules about your behaviour. (page 8)

You will be asked to sign the policies on your first day of school, so please make sure that you have read them and understand them!

If you break the rules, we may call your parents. In serious cases, you may be sent home early

8) “What can I do to improve my English outside the classroom?”

- ✓ Always do your homework!
- ✓ Be organised! Make sure you have paper, pens and a folder. Take notes during class.
- ✓ Talk to people outside school. Talk to your host family in the evenings and weekends and talk to your friends (in English!!) during activities.
Remember, you should never talk to strangers (people you don't know) as it may not be safe to do so.
- ✓ Watch English TV and films, and listen to English radio- this will improve your listening, speaking and pronunciation.
- ✓ Read novels, magazines and newspaper articles in English.
- ✓ Keep a vocabulary book and write down all of the new words you hear.
- ✓ Don't be scared to ask questions!



Don't forget:

You must not smoke or drink alcohol. If you do this, you may be sent home

It is also very important to be careful with your money and other expensive items such as mobile phones and laptops.

9) Attendance and Punctuality Policy for Juniors

a) Attendance

You are expected to attend 100% of your classes and activities.

If you are unable to come to school because you are sick, please call us or email us before school starts at 9am. info@portsmouthels.co.uk 02392736662

If you do not call us or email us, we will try to contact you.

If we do not know where you are, we will call your parents and maybe the police.

If you do not come to school or contact us, you may be sent home. We may tell the UKVI

You must attend afternoon activities. If you do not, we will treat it as absence and the above rules will apply.

b) Punctuality

You must be at school by 9 am. If you are going to be late, you must call us or email us before 9 am. info@portsmouthels.co.uk 02392736662

If you are more than ten minutes late, you will not be able to join the class. You will be supervised and have to do some reading or writing alone.

If you are often late, you will have to have a meeting with the Director of Studies, who may decide to call your parents.

c) Behaviour Policy for Juniors

If you break any of the following rules you will have to attend a meeting with the Director of Studies. We may call your parents. In extreme cases, we may call the police or you may be sent home:

- ✓ You must respect our staff and students. You must respect different races, religions and gender.
- ✓ You must not be naughty and you must not hurt or say you will hurt anyone
- ✓ You must not steal anything from the school.
- ✓ You must follow Health and Safety rules and be careful of your own health and safety and the health and safety of others.
- ✓ You must follow the rules set by your teacher in the classroom, and the rules set by the Social Activities Coordinator on activities. You must not be disruptive or noisy.
- ✓ You must not use tobacco, alcohol or illegal drugs.
- ✓ We do not accept bullying of any kind (bullying is being unkind to other children)

- ✓ Any illegal activity (breaking the law) will be reported to the police.

I understand and agree to the rules in the above policy

d) Homestay Rules for Juniors

Please read the rules and sign at the bottom of the page:

- ✓ Always follow the host family's rules which they will discuss with you when you arrive
- ✓ The rules in the Behaviour Policy also apply in your host's home
- ✓ Keep your bedroom (and any other room you use such as the bathroom) tidy and clean.
- ✓ Always tell your host family what time you will be home, and where you are going. You must stick to the curfew that has been agreed by your parents.
- ✓ Always ask permission before using the host family's phone or internet.
- ✓ You must not use the internet to look at adult content.
- ✓ You must not smoke, drink alcohol or use illegal drugs.

- ✓ Tell your host family about any medication you are taking, such as asthma inhalers or painkillers.
- ✓ Look after your house keys. Do not give them to anyone else.
- ✓ Do not make too much noise-especially at night.
- ✓ Make sure that you get up early enough in the morning, so that you have time to use the bathroom and have your breakfast. If your host family is bringing you to school, don't make them late.
- ✓ Don't forget to practise your English!

e) Computer and Internet Acceptable

Use and e-safety

Please read the rules and sign at the bottom of the page

- ✓ Be nice! Treat everyone online as you do in real life
- ✓ Don't post anything online that you wouldn't want people in real life to see.
- ✓ Check your privacy and security settings on social media sites and keep them as private as possible.
- ✓ Don't ever post personal information like your home address, your email or your phone number



- ✓ If you see something online that worries or upsets you, tell an adult straight away
- ✓ Do not copy other people's work and say that it is your own
- ✓ Take care on the computers- do not eat or drink near the computers or install any programs.

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