



Bath Academy of English

Summer School 2016!

Hello!
Welcome to our beautiful city of Bath where we hope you will have fun improving your English.
In this booklet you will find lots of information about your classes & trips along with advice for your stay in Bath & the UK.

USEFUL INFORMATION



Where will you be staying?

Address:.....
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Telephone numbers.....

BATH ACADEMY

Address: 27 Queen Square, Bath, BA1 2HX

Telephone numbers: 01225 334577 (Office) 07493 834194 (Emergency)

OTHER NUMBERS

Police: 0845 4567000

Bus Station: 0845 606 4446

Train Station: 0845 700 0125

Taxis: Abbey Taxis (01225) 444 444

In an emergency you can dial 999 for the Police, Fire Service or Ambulance. 999 calls are free from any telephone.

CLASSES



- Try to take part in all classroom activities.
- Always talk to your teacher when you don't understand or have a question. They love to be asked questions!
- Remember to bring paper to write on and pens or pencils. There will be some in your pack.
- During class time English only please.
- Respect. Always respect your classmates and teachers and they will respect you.

- **Warning! Teachers will practice their rapping if they hear any music so mobile phones, MP3 players, Ipods etc. must be switched off and kept in your bags during class time. For your own safety.**
- **Chewing gum is not allowed in the classrooms and do not eat during class time.**
- **There is no sun in the classrooms so sunglasses and hats or caps must be removed when indoors.**
- **You will have a short break in the morning so make sure you know what time to come back to class and be on time!**
- **Always knock if the door is closed and the lesson has started**
- **You must attend every class. If you are ill or going to be late then please phone before 9.00am and tell reception: 01225 334577**
- **Be on time, glue that watch to your forehead. Morning classes begin at 9.00am, so please make sure you are in class by that time.**
- **Most importantly, enjoy your classes, it will make the learning less painful.**

*******USEFUL PHRASES*******

'How do you spell.....?'
'How do you pronounce this?'
'I don't understand!'
'Can you write that on the board please?'
'Can I borrow your pen/dictionary/pair of scissors...?'

'Where are you from?'
'Whose class are you in?'
'How long are you going to stay here?'
'Where are you living?'
'See you later!'

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BULLYING



Bullying is when someone makes you feel bad by trying to have power over you. If someone calls you a bad name, threatens you, writes bad things about you, takes away your possessions or even attack you physically.

BULLYING WILL NOT BE TOLERATED AT BATH ACADEMY.

If you are being bullied:

- **Tell an adult – your teacher or group leader will know how to help you and stop the bullying.**
- **Tell your friends and spend time with them, they will help you.**
- **Always remember that you are not the problem. The bully is the problem.**

If you see that someone else is being bullied:

- **Always try to stop it, be the good guy.**
- **Show the bully that you know what they are doing**
- **Encourage the student who is being bullied to tell an adult**

HEALTH & SAFETY DURING YOUR STAY



Fire

If you hear the fire bell during a lesson, your teacher will ask you to leave the room and move calmly, but quickly to the ground floor. Your teacher will then take you to the front exit of the building and into the car park behind the school.

Please stay with your teacher and your classmates to help us check that everybody has left the building. Please leave your things in the classroom.

If you hear the fire bell ringing when it is not lesson time, go directly to the ground floor and move calmly, but quickly to the front of the building and into the car park outside. Do not go to your classroom to get your things.

**Relax – the risk of fire is very small, but as we say -
BETTER SAFE THAN SORRY!**

First Aid

If you need first aid, please go to reception to see Natalia or Montana, who are first-aiders. First aid kits are in reception and in the staff kitchen at the back of the building.

Safety during activities

Before activities

- **Be at the meeting place on time**
- **Bring any medication you may need and water**
- **Wear sensible footwear**

During activities

- **Do not go off on your own – stay in pairs or groups**

- **Bring pocket money**
- **You may need good shoes for walking, a raincoat or umbrella**
- **If you have a problem, tell the activity leader or your group leader**
- **Phone the number on your wristband**

If you are lost or in difficulty

Phone the number on your wristband. If you don't have a phone, go into a shop or public building and ask someone to call the number

Travelling home

- **After afternoon or evening activities, always walk with small groups and not on your own**
- **Walk on well-lit streets and avoid dark places such as parks**
- **When you travel on the bus, sit close to the driver or near other people**
- **If you need a taxi, phone one – do not stop one in the street**
- **Do not get into a car with someone you do not know**
- **Always keep valuables or money hidden away in a pocket or bag and remember, in an emergency phone 999.**

*******USEFUL PHRASES TIME*****:**

'Excuse me, how much is a single/return to the town centre?'

'Excuse me, does this bus go to Queen Square?'

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AFTERNOON TRIPS&ACTIVITIES



- **We have organised loads of fun trips and activities in the afternoon, these are compulsory.**
- **In your morning classes your teachers will give you lots of information about your afternoon trips. So, make sure you see as much as possible & ask questions.**
- **Remember the meeting points & times – don't be late or we may make you run behind the coach.**
- **Phone the number on your wristband if you are in any difficulty**

- **Always stay with friends in small groups. Do not walk off on your own, wait for an adult to come with you so they can help you find what you want.**
- **The person you are staying with is your buddy, get to know them, you will be responsible for each other.**
- **Remember that in Britain cars drive on the left, so be safe & look left & right. Use a crossing! Only cross the road when you see the green man light up.**
- **You must wear your seatbelt on the coach at all times & stay seated.**
- **Please respect the historical value & beauty of the places you visit so put all litter in bins & be polite to people you meet.**
- **Please be on your best behaviour at all times and enjoy yourselves.**

PERSONAL SAFETY



Have a look at these tips for personal safety. Again put a tick ✓ by the side if you agree & a cross X if you disagree:

- **Walk around carrying lots of money & valuables**
- **Leave your bag unattended in public places**
- **Walk home alone after dark**
- **Tell your host family/leader where you are going**
- **Accept lifts from strangers**
- **Don't use illegal drugs**
- **Show people outside your camera or MP3/4 player or iPod**
- **Take your mobile phone with you & check you have credit**
- **Walk with friends**
- **When travelling always plan your route & check times of buses or trains**
- **Never walk across or touch railway lines – they have an electric current running through them that could kill you**
- **Only share taxis with people you know**
- **Give your personal details to everyone**

*******USEFUL PHRASES TIME*****:**

- ***'Excuse me. I'm looking for the gift shop.'***
- ***'Excuse me, could you tell me where the toilets are please?'***
- ***'Sorry, I don't understand. Could you speak more slowly please?'***

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MANNERS & SOCIAL BEHAVIOUR



Have a look at the advice below for people visiting the UK. Put a tick ✓ by the side if you think the advice is good or a cross X if you disagree:
You should...

- shout & talk loudly in public places
- say 'Please' & 'Thank you'
- queue up when you are waiting in a shop or for the bus
- say 'Excuse me' if you need to pass someone
- stare at people for no reason
- kiss people when you meet them for the first time
- respect people's privacy

LAWS IN THE UK



Laws in the UK may be different from those in your home country:

- You must be 18 to buy cigarettes or tobacco. You cannot smoke cigarettes if you are under the age of 16.**
- You must be 18 to buy alcohol – most pubs do not welcome under 18's.**
- It is illegal to carry any type of weapon.**
- It is illegal to steal.**

SETTLING IN & ACCOMMODATION



You have travelled a very long way and will probably feel tired for a few days, so make sure you get a good night's sleep and eat well so you have enough energy to do all the activities planned each day.

- It will take a few days for you to feel settled in your accommodation.
- If you are not happy with your accommodation you must talk to Natalia Knott, the welfare officer, who can see if your problem can be resolved.

- You must tell Natalia if:

- Anybody behaves in a way which makes you feel uncomfortable
- Your food is not suitable
- Your living or sleeping conditions are not comfortable
- You are not allowed home before a given time
- You feel afraid for any reason
- If you have any problems or feel homesick then please speak to your teacher/course director/group leader or accommodation officer.

Please don't worry the people you are staying with into an early grave, respect their curfew times and always tell them where you are going and when you expect to return.

Ask them what time evening meals will be and how long it might take to get home on the bus so that you can plan.

If you do run late, don't worry, just call them so they know you are ok and if you are lucky they will keep your dinner warm.

*****USEFUL PHRASES*****

'Do you mind if I.....?'

'Can I?'

'Could you help me with.....?'

'Could you explain how to.....?'

'I'm sorry, I can't eat any more.'

'I'd prefer not to have any'

'It's delicious. Thanks.'

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**WHAT TO DO & WHERE TO GO
AFTER SCHOOL**



There will be activities every afternoon and for the whole day on weekends, but if the weather is bad or you do need a place to study, the school will be open until 5pm Monday-Friday.

If you are unable to return home straight away after activities, just tell a leader and they will find a room allocated for study time, board games or reading.

Local food joints:

Cafes:

- Café Nero – 11 Old Bond St - fair-trade coffee and snacks.**
- Starbucks – 13 Old Bond St – a great range of drinks and toppings!**
- Boston Tea Party – 19 Kingsmead Square – sit outside on a nice day!**
- The Real Italian Ice-Cream Co – 17 York St – for the best gelato in town!**
- Wild Café – Queen Street**

Places to eat:

- Same Same – Bartlett Street**
- Yen Sushi – Bartlett Street**
- Café Rouge – Milsom Street**
- The Real Italian Pizza Company – York Street**
- Café Retro – York Street**
- Parisien Café – Milsom Place**
- Kingsmead Leisure Complex – different restaurants available (Nando’s, TGI Fridays etc) – James St West**
- Pizza Hut – 1/3 Westgate Buildings**
- McDonalds – 38/40 Southgate**
- Kentucky Fried Chicken (KFC) – Henry Street**

*******USEFUL PHRASES*******

‘A coke & a mineral water please.’
‘A double cheese burger please & an orange juice....oh, & some fries.’

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Keeping Fit & Active

Places for sport:

Bath Sport & Leisure Centre – North Parade Road

Gym, swimming, tennis, badminton, squash, table tennis etc

Royal Victoria Park – Royal Avenue – this is Bath’s largest park & is very popular in the summer for playing football, tennis, jogging & crazy golf



Cinemas:

Odeon Cinema – James St West – this is Bath’s largest cinema complex & has 8 screens showing all the latest releases

The Little Theatre – St Michael’s Place – for alternative and foreign films with subtitles



Shopping:

There are lots of shops for you to explore in Bath (especially on Milsom St, Stall St and Southgate):

Marks & Spencer’s

Next

River Island

Mr. B’s (bookshop)

Waterstone’s (bookshop)

Debenham’s

Jolly’s

Gap

Top Shop

Topping and Co (bookshop)

H&M

Urban Outfitters

**Markets: Guildhall – High St
Green Park – Green Park Rd**

**On rainy days, why not try out:
The Guildhall – High St
The Holburne Museum - Great Pulteney Street
The Victoria Art Gallery – Bridge St
Shires Yard – Milsom St**



*******USEFUL PHRASES*******

‘Excuse me, I’m looking for.....’

‘How much does this cost?’

‘Have you got a bigger one/a smaller one/one in a different colour?’

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PLACES OF WORSHIP



St Michaels – Anglican Church – Broad Street

Mosque & Islamic Centre – 8 Pierrepont St

St Johns – Roman Catholic Church – South Parade

Manvers St Baptist Church – Manvers St

A FEW SCHOOL RULES



- **Be on time! Have a look at the timetable given to you on the first day. Where are you going? How long will it take you to get there?**
- **You must attend all morning classes, afternoon activities and Saturday excursions according to the timetable.**
- **If you are ill or going to be late, you must phone the school before 9.00am and tell reception: 01225 334577**
- **There is a very strict no-drugs, no-alcohol, and no-smoking rule and any students found to be disobeying this are likely to be removed from the school.**
- **You are supervised throughout your time on the programme, by teachers, activity leaders, homestay providers and/or college residence managers. Do not walk off alone.**
- **You must be home by 9pm/10pm or at the time agreed on between your parents and the people you are staying with.**
- **You must not enter nightclubs or buy/consume alcohol.**
- **You must not travel outside Bath unless the school has prior written permission from your parents and you are with an approved responsible adult.**
- **You will be expected to pay for any damage you cause to the school.**
- **Please respect others when moving around the school, especially on the stairs. Please do not block the stairs by sitting down on them.**
- **Please do not be noisy during break time as other people are working.**
- **Always remember to knock on the door before entering the front and back offices.**
- **If you eat or drink anything then please put your rubbish in the litter bins.**

- **If you do not respect these rules, you will be interviewed by the Course Director. Should you continue to misbehave you will be interviewed by the Principal. On the third occasion, parents and/or agent will be informed and you will be asked to leave the course without any refund. The parents and/or agent will be responsible for any cost involved in the early return.**

ANY PROBLEMS OR QUESTIONS?



- **Lessons – if you have any problems with your lessons or feel you need to change classes, speak with your teacher before or after your class.**
- **Other student(s) – if you have a problem with another student, or students, speak with your teacher before or after your class.**
- **Alternatively, speak with the Director of Studies ELT regarding any of the above.**
- **Health – if you need to see a doctor or dentist, or you need any help with health issues, please speak with our Student Welfare Officer, Natalia, who will be happy to book an appointment for you at the nearby clinic.**
- **Need to talk to someone? – if you are worried about anything else or want to talk in private with someone, please see our Student Welfare Officer, Natalia.**

COMPLAINTS PROCEDURE



If you feel the need to make a complaint, please follow this easy procedure:

Step 1: Speak to a teacher or activity/group leader if there is something wrong with your lessons or activities. Speak to the Student Welfare Officer for any problems you have with accommodation and welfare.

Step 2: If you are not happy with their response, please ask to speak to the Director of Studies.

Step 3: If you are still unhappy, you can contact English UK

<http://www.englishuk.com/en/students/english-in-the-uk/student-complaints-procedure> or The British Council

<https://www.britishcouncil.org/education/accreditation/information-students-agents/student-complaints>

JUNIOR SCHOOL STAFF



Director of Studies

James Knott

Junior Activities Coordinator

Holly Edwards

Welfare Officer

Natalia Knott

Assistant Heads of Student Services

**Alice Ling & Montana
Sheikh**

Teachers

Rosi Lewis

Alison Hedger

Junior Activity Leaders

Grace

Ellinor

Ellie

Contacts:

School –

01225 334577

Emergency school contact - 07493 834194