



# Student Handbook

**LAL BRIGHTON**

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# Welcome



We are delighted that you have come to LAL Brighton and I am sure that you will have an unforgettable time here.

Please read and keep this handbook – it has lots of useful information.

We want your stay to be comfortable, educational and fun. We are always ready to answer your questions and help in any way we can, so please tell the LAL team if you have any problems.

Have a great time, make some new friends and enjoy learning some more English!

**Lawrie Western**  
**UK Summer Schools Operations Manager**



Have you called home to tell your parents you are ok? If not, then do it, or they will call us!

Please bring this handbook to the welcome talk and your first lesson!

On the back, there is a map of the school.

LAL Summer Schools, c/o University of Sussex  
Bramber House, Falmer  
Brighton, West Sussex  
BN1 9NZ, England

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# Your First Day

## MORNING

08.00–08.45 Breakfast

09.00–10.00 English Written and Oral Placement Test

10.00–10.30 Get a quick break

10.30–11.30 Welcome Talk with your Centre Manager (bring this book, please)

11.30–12.00 House Parent Introduction

12.00–12.30 Relax

## AFTERNOON

12.30–13.30 Lunch

13.30–14.00 Meet some new friends

14.00 Assembly

14.00–15.00 Tour of School

15.00–17.30 See the town

17.30–18.00 Relax

## EVENING

18.00–19.00 Dinner

19.00 Assembly

19.00–22.00 Welcome Event

22.00 Back to your Accommodation House

22.30 Lights out and good night

# The LAL Team



## ENGLISH COURSE

**Teachers** give your English lessons. If you are not happy in class, please tell your teacher or the Academic Manager.

The **Academic Manager** is responsible for the Teachers and works in the office.

## FUN

**Activity Leaders** make your stay fun and safe. Teachers and House Parents will help Activity Leaders on excursions and activities.

The **Leisure Manager** is responsible for the excursions and activities and works in the office.

## WELFARE

**House Parents** are responsible for your accommodation, wake you up, make sure you are in bed at night and help you if you are worried, not well or homesick.

The **Welfare Manager** is responsible for the House Parents and works in the office. Speak to the Welfare Manager if you are not well.

## OFFICE & MANAGEMENT

The **Centre Manager** is responsible for everything.

The **Office Manager** is responsible for passports, tickets, damage deposits, and pocket money.

## LAL OFFICE

### Office opening hours:

08.50-12.30

13.30-18.00

18.50-21.00

### What happens here?

- You can get your pocket money
- You can speak to someone if you have a problem
- You can buy an adaptor to charge your phone
- You can buy a SIM card for your mobile phone.



# Food & Drink

- Be on time
- Bring your ID Card
- Wait in the queue – don't push in
- Get a tray
- Help yourself (some dishes will be served by kitchen staff)
- Take what you need the first time – second visits are only on request
- Be polite, say “please” and “thank you” to the kitchen staff
- Put your tray on the racks provided
- Tap water in the UK is safe to drink

Lunch and dinner are split according to the colour of your lanyard. These times will be shown at the school.

Meal times may change and we will tell you at assembly or at House Parent meetings.

## **USEFUL LANGUAGE AT MEAL TIMES**

- What is that?
- Can I have that please?
- Where can I get knives and forks?
- Where is the water?



**SPEAK  
ENGLISH ONLY**

# Lessons

- Be on time!
- Be respectful to the teacher and to your classmates
- Do not use your phone during lessons unless it is part of the lesson
- Attend every lesson to receive your certificate
- You get an LAL course book - bring it every day
- You get an LAL pencil – make sure you write notes and do the exercises
- You get an LAL pencil sharpener – make sure you can write with your pencil
- You get 10 lessons of 90 minutes every week.
- See the timetable on page 14 & 15

## IN YOUR LESSONS, YOU WILL

- use the LAL course books to study
    - vocabulary
    - grammar
    - pronunciation
  - you will practise
    - speaking
    - listening
    - reading
    - writing
- Remember to attend the graduation ceremony at the end of your stay:
- Get your certificate
  - Get your report
  - Get a photo
  - Applaud your friends
  - Celebrate your stay with us

## QUICK WAYS TO IMPROVE YOUR ENGLISH

- Try to read, speak and listen to English all the time.
- Speak English to people when you are not in class:
- Speak to your friends in English – you can speak your own language when you are back home
- Read signs in the school and when you are on excursions
- Take photos of things you don't know the words for, and ask your teacher or friends



## ASSEMBLIES

- Assembly at least once a day
- The whole school meets
- Find out what is happening
- Other news and some fun activities to start the day

## LAUNDRY

- Dirty clothes? Speak to your House Parent
- You can do one wash per week
- Do not use a washing machine on your own

## SNACK SHOP

You can buy:

- Drinks
- Snacks
- Chocolate
- Sweets

## INTERNET ACCESS & IT

- There is free WiFi throughout the school - but don't spend all your time on your phone!
- Android phone? Download an App so you can scan QR codes and give your feedback

## YOUR STUDENT CARD

- Always keep it with you
- Show it on excursions and for meals
- The card shows emergency phone details if you get lost or have a problem
- If you lose it, you will need to buy another one from the office for £2

## RESPECT

- Respect other students, staff, their things and the school



A photograph of two people running away from the camera in a grassy field. The person in the foreground is wearing a plaid shirt and dark pants, and the person behind them is wearing a dark top and dark pants. The background shows a clear blue sky and some buildings in the distance.

# Things you need to know

## LEAVING THE CAMPUS

### Under 16?

- You can only leave the campus with your Group Leader or a member of LAL staff

### 16 or over?

- You may leave the campus in the afternoons only, with at least two friends who are also 16
- You must have at least one working mobile phone
- Sign out at the office when you leave and sign in when you return
- Permission from parent must be given in the Welfare Form only

## ELECTRICITY

- The UK has a unique plug and socket system
- Do not attempt to put the wrong type of plug into the socket
- If you have not brought an adaptor, come to the office and ask for help

## MONEY

- The currency of the UK is the Pound (£) Sterling. There are coins of 1p, 2p, (brown) 5p, 10p, 20p, 50p, (silver) £1 (gold) £2 (gold and silver). Notes are £5 (blue), £10 (orange), £20 (purple) and £50 (red). All coins and notes are different sizes
- You may have notes from a previous visit or a relative gave you some English notes – these may have changed and you may not be able to use them in shops
- We can exchange them for current notes at the office or when you are on an excursion, you can take them to a bank
- You can exchange your country's notes for Pounds at the Post Office or the bank – you may need your passport or national ID so please ask at the office if you want to do this while on an excursion

# Lals



## WHAT ARE LALS?

'Lals' can be spent at the Casino and Auction nights to win prizes. LAL Staff will give you Lals for positive reasons like winning competitions, helping others and for good behaviour – you get nothing for bad behaviour.

### GOOD BEHAVIOUR

- ✓ Helping someone in class
- ✓ Doing well in class
- ✓ Good sportsmanship
- ✓ Winning a competition
- ✓ Positive comments
- ✓ Taking part in activities

### BAD BEHAVIOUR

- ✗ Being late for assembly
- ✗ Being late for class
- ✗ Being silly
- ✗ Being rude
- ✗ Being negative

You will also get some Lals on Casino and Auction night. Enjoy this very popular event and win something!

We would kindly ask you to leave any unused Lals in the Office before you leave – please keep one as a souvenir.



# Activities, Excursions & Upgrades

## ACTIVITIES

While you are here, our team will organise lots of things for you to do. In the afternoons, there are choices of activity.

Each evening, we usually have one main event.

We ask that you either attend and take part in the activities or at least watch others. These activities are a great opportunity to meet friends and practise your English.

If you are not sure what something is, ask one of our team and they will explain it to you.

## EXCURSIONS

During your stay with us, we will take you to lots of different places.

We also offer extra excursions which you need to pay for. They are available on the calendar on page 13. Please go to the office and speak to the Leisure Manager.

## LEISURE BOARDS

These are located near the office/ around the school telling you what is happening now and in the future.

## UPGRADES

We run the following courses which you may want to do while you are here:

**Leadership Summer School**

**University Taster Summer School**

Speak to someone in the office to see if there is availability and the price.



**Excursion**  
*Calendar*



July 2019			
1	Mon		WEEK 1
2	Tue	Royal Pavilion & the Lanes	
3	Wed	<b>Brighton SeaLife Centre</b>	
4	Thu		
5	Fri		
6	Sat	London West End	
7	Sun	<b>Natural History Museum, Science Museum &amp; Harrods</b>	WEEK 2
8	Mon		
9	Tue	Seven Sisters Country Park	
10	Wed	<b>Hove Lagoon Water Sports Centre</b>	
11	Thu		
12	Fri		
13	Sat	Canterbury	WEEK 3
14	Sun	<b>British Museum &amp; Oxford Street</b>	
15	Mon		
16	Tue	Royal Pavilion & the Lanes   British Airways i360 (3 & 4 week students)	
17	Wed	<b>Brighton Marina &amp; Bowling</b>	
18	Thu		
19	Fri		WEEK 4
20	Sat	London West End   Portsmouth (3 & 4 week students)	
21	Sun	<b>London Eye &amp; Madame Tussaud's</b>	
22	Mon		
23	Tue	Seven Sisters Country Park   Lewes (3 & 4 week students)	
24	Wed	<b>Brighton SeaLife Centre</b>	
25	Thu		WEEK 5
26	Fri		
27	Sat	Canterbury   Natural History Museum, Science Museum & Harrods (3 & 4 week students)	
28	Sun	<b>Natural History Museum, Science Museum &amp; Harrods</b>	
29	Mon		
30	Tue	Royal Pavilion & the Lanes	
31	Wed	<b>Hove Lagoon Water Sports Centre</b>	

August 2019			
1	Thu		WEEK 5
2	Fri		
3	Sat	London West End	
4	Sun	<b>British Museum &amp; Oxford Street</b>	WEEK 6
5	Mon		
6	Tue	Seven Sisters Country Park	
7	Wed	<b>Brighton Marina &amp; Bowling</b>	
8	Thu		
9	Fri		
10	Sat	Canterbury	
11	Sun		

Included Excursions  
Optional Excursions

A photograph of two young women sitting on a bed, laughing and looking at each other. The woman on the left is wearing a green top and blue jeans, and the woman on the right is wearing a black top and blue jeans. They are both smiling broadly. The background is a plain, light-colored wall.

# Accommodation



## Student Residence

- Single bedrooms
- En-suite bathrooms

### HOUSE PARENT

They live in the same accommodation as you and would like you to:

- Keep your room tidy
- Wake up when asked
- Go to bed when asked
- Keep the noise down at night
- Attend the House Parent meeting before bed-time. They take a register to make sure everyone is there and remind you what is happening tomorrow.

### CLEANING, BEDDING & RECREATION

- Everything is cleaned every day except Sunday
- Bed linen changed once a week
- Recreation rooms with:
  - comfy armchairs
  - some indoor games
  - TV and DVD players

# Timetable

Check the leisure board near the office to see what's happening.

## Week 1

	SUN	MON	TUE	WED	THU	FRI	SAT
08.00		Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
09.00		Assembly	Assembly	Assembly	Assembly	Assembly	Assembly
	Arrivals	Level Test	Lessons	Lessons	Lessons	Lessons	Full-day Excursion
		Break	Break	Break	Break	Break	
		Induction & Campus Tour	Lessons	Lessons	Lessons	Lessons	
12.30	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	
13.30	Assembly	Assembly	Assembly	Assembly	Assembly	Assembly	Full-day Excursion
	Arrivals	School tour & walk into town	Half-day Excursion	Activities Optional Excursion	Activities	Activities	
18.00	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner
19.00	Assembly	Assembly	Assembly	Assembly	Assembly	Assembly	Assembly
	Speed Friending	Summer Fete	Chill Out Night / LAL Cinema	Quiz Time!	Murder Mystery Night	Themed Disco	Casino & Auction
22.00	House Meeting & Bed Time	House Meeting & Bed Time	House Meeting & Bed Time	House Meeting & Bed Time	House Meeting & Bed Time	House Meeting & Bed Time	House Meeting & Bed Time
23.00	Lights Out	Lights Out	Lights Out	Lights Out	Lights Out	Lights Out	Lights Out





## Key

- Lessons
- Activities
- Excursion
- Meal Times / Break
- Arrivals / Departures

# Week 2

	SUN	MON	TUE	WED	THU	FRI	SAT	
08.00	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	
09.00	Activities	Assembly	Assembly	Assembly	Assembly	Assembly	Assembly	
		Lessons	Lessons	Lessons	Lessons	Lessons	Lessons	
		Break	Break	Break	Break	Break	Break	
		Lessons	Lessons	Lessons	Lessons	Lessons	Lessons & Final Feedback	
		Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	
12.30	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Full-day Excursion	
13.30	Assembly	Assembly	Assembly	Assembly	Assembly	Assembly		
	Activities	Activities	Half-day Excursion	Activities	Optional Excursion	Activities		Activities
18.00	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner		Dinner
19.00	Assembly	Assembly	Assembly	Assembly	Assembly	Assembly	Assembly	
	Treasure Hunt	Bigger, Better, Best	Trash Fashion	Gladiator Contest	Talent Show & Karaoke	LAL Graduation & Farewell Party	Casino & Auction	
22.00	House Meeting & Bed Time	House Meeting & Bed Time	House Meeting & Bed Time	House Meeting & Bed Time	House Meeting & Bed Time	House Meeting & Bed Time	House Meeting & Bed Time	
23.00	Lights Out	Lights Out	Lights Out	Lights Out	Lights Out	Lights Out	Lights Out	

# Rules

To make sure you have a great time with us, please read this important list.



Do not buy or smoke cigarettes or e-cigarettes



Do not buy or drink alcohol



Do not buy or use drugs



Do not buy knives, guns or other weapons



No boys in girls' accommodation



No girls in boys' accommodation



Do not take anything that is not yours



Stay out of pubs and bars



Do not leave your phone unattended or charging all night



Listen to LAL staff



Put rubbish in bins and use recycling bins for your plastic bottles, tins and paper. Wrap chewing gum in paper and put it in the bin.



Carry your ID card at all times

## Some other tips to help you make the most of your time here:

- Enjoy England and its culture
- Talk to people from other countries and ask about their cultures
- Make new friends.

# Fire Safety

There are fire safety notices around the school, please follow the fire safety instructions upon discovering a fire or hearing the fire alarm.

## IF YOU DISCOVER A FIRE

**Sound the alarm** by breaking the glass of a Fire Alarm call point (red box). If you do not know where a call point is, ask a member of staff.



## WHEN YOU HEAR THE FIRE ALARM

The fire alarm is a continuously ringing bell or siren. If you hear the alarm:

**Leave the building** by the nearest available exit, go to your meeting point and find a member of staff.



**DO NOT** try to extinguish fires.

**DO NOT** stop to collect personal belongings.

**DO NOT** take risks.

**DO NOT** re-enter the building for any reason until a member of staff tells you that it is safe to do so.

**DO NOT** touch the smoke detectors.

**DO NOT** play with fire extinguishers.

**DO NOT** smoke, or use matches or cigarette lighters.

**DO NOT** use the fire alarm if there is no fire: if you start the alarm as a joke, you will be sent home.



# Your Safety



Some things are the same in England as in your country, but many things will be different from the way you live at home. Here is some useful information to help with your stay.

Britain is generally a safe country and Brighton is a safe town to visit. Take these precautions to make it even safer:

- Keep valuable things safe and out of sight
- Leave expensive things at the LAL office – we have a safe.

## THE POLICE

In Britain, they are friendly. If you have a problem or need help, any policeman or policewoman in the street will be happy to help you.

## FREE TIME ON EXCURSIONS

- Don't walk around on your own
- Walk with at least two friends
- Avoid dark or empty places
- Don't reply to threats or insults
- If someone shouts at you, walk away immediately.

## ROADS

- Cars drive on the **left** in the UK
- Look **right** before crossing
- Do not wear headphones while crossing the road.
- Use a pedestrian crossing
- Wait until your Activity Leader has told you it is safe before crossing

## ZEBRA CROSSINGS

- In the UK, cars will stop for you at a zebra crossing
- Wait for them to stop and keep looking both ways while you cross the road.

## LIGHT-CONTROLLED CROSSINGS

- Press the button on the box
- Wait for the red man to turn into the green man
- Check that there are no cars coming
- **STOP, LOOK, LISTEN**
- Cross the road.

## ALWAYS USE THE GREEN CROSS CODE

- Find a safe place to cross
- Stop before you get to the kerb
- Look all around for traffic and listen
- If traffic is coming, let it pass
- When it is safe, go straight across the road
- Do not run
- Keep looking and listening while you cross.

# Manners

## Please



Always say **"please"** if you want something...

## Thank you



...and say **"thank you"** if you get something.

**Hold doors open** for other people, especially disabled people and the elderly.



**Don't stand in large groups** blocking the pavement.



**Always queue:** wait behind the last person in a line and never push to the front of the queue.

Say **"sorry"** if you bump into someone...



...or even if they bump into you!



# Useful language

## SAYING HELLO



Hello  
Hi, how are you?  
Alright!  
Hey!

## THANKING PEOPLE



Thank you  
Thanks  
Cheers!

## SAYING GOODBYE



Goodbye!  
See you soon!  
Catch you later!

## SAYING YOU'RE UNWELL



I don't feel well  
I feel sick  
I have hurt myself

## CLASSROOM LANGUAGE



I have lost my coursebook  
What does this word mean?  
How do you spell.....?  
Can I have some paper please?  
May I go to the toilet, please?

## ASKING FOR HELP



What time do the lessons start?  
Where can I buy a dictionary?  
Where are the toilets, please?  
Can you tell me.....?  
Can I have my pocket money, please?  
Can you help me, please?

# Feedback



What you think is very important to us. We need you to go online and complete our easy feedback forms. You can use your phone and scan the codes below. If you have an Android phone, you may have to download an App to allow you to scan QR codes. There are lots to choose from and they are free.

In your first week, please tell us how things are going:



On the last day of your course, please tell us about your stay with us:



For each school, we will choose a name at random and send the student a £20 Amazon or iTunes voucher.





# Leaving

It is very important to be on time for your coach. If you are late, the plane will not wait for you.

## ON THE DAY BEFORE YOU LEAVE

- Find your name on the notice board near the office and check which coach you are on and where your bags need to be left.
- Go to the office at the correct time to sign for your documents, deposit and any pocket money you have left
- Pack your bags on the day before you leave and take them to the correct place.

## ON THE DAY YOU LEAVE

- Be ready to leave at the correct time
- Take your bags to the coach
- Do not leave any of your belongings in your room
- If you do, they will be kept for one month then thrown away
- Your room must be clean and empty by 09.00

## SECURITY DEPOSIT

- You will receive your security deposit only on the day of departure when your room has been checked for damage, including graffiti.
- **YOU** are responsible for the condition of your room before you leave, so make sure that you report any damage to your House Parent!

# Emergencies & Problems



Please speak to an LAL staff member or your Group Leader if you have any problems. We are here to help you.

Below are some useful numbers to use in an emergency when you are away from the school.

## LAL EMERGENCY NUMBER

☎ **+44 (0)1273 929 491**

☎ **+44 (0)7521 651528**

- Enter these numbers into your phone
- Available 24 hours a day
- Direct contact with a member of LAL staff
- Only use in a **real emergency**

### Examples of a real emergency

- ✓ A strange person walking around the accommodation
- ✗ I can't find my chocolate bar

## PUBLIC EMERGENCY SERVICES

If you need to call the Fire Brigade, Police or Coastguard, or need an Ambulance while you are out of the school, dial **999** or **112**.

To call the police for a non-emergency, please call **101**.

It is important that you do not call these numbers as a hoax. You may be arrested or deported for wasting police time.

# If you are Lost

## IF YOU HAVE A MOBILE TELEPHONE

- Find the name of the road or go into a shop
- Call the school on

 **+44 (0)1273 929 491**

- Or use Whatsapp:

 **+44 (0)7521 651528**

- Say your name and the name of the road and/or shop where you are
- Wait there until a member of staff or your Homestay host arrives

## IF YOU DON'T HAVE A MOBILE TELEPHONE

- Find a shop and go inside
- Show your Student Card
- Say "I am lost. Please help me"
- Ask the shop to call the school on **+44 (0)1273 929 491**
- Say your name and the name of the road and/or shop where you are
- Wait there until a member of staff or your Homestay host arrives
- When you call the school, stay where you are. We can't find you if you move around.
- Do not get into any stranger's car.

# Campus Map

## LAL Brighton

- Facility used by LAL
- Facility not used by LAL
- Access routes
- WC

1 Northfield (accommodation)

2 Bramber House (classrooms, office, dining hall and meeting area)

3 Sports Centre

