











FCLC Edinburgh

Learn English | Live the Culture

Student Welcome Information

JUNIOR ACADEMIC & CULTURAL PROGRAMME

FCLC Edinburgh

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Hello & welcome to FCLC Edinburgh



Dear Student,

Welcome to the Fettes Centre for Language & Culture at Fettes College in Edinburgh. Our programme helps you learn, improve, and practise English every day. You will learn English in class and also use it while discovering Scottish culture and meeting students from many different countries.

We will help you learn about Scotland and its capital city, Edinburgh. Edinburgh is famous for its history and culture. Fettes College is only one mile from the city centre, so we are close to many interesting places. These include Edinburgh Castle, Dean Village, the Old and New Towns and the Royal Botanic Garden.

Our programme encourages you to think, share your ideas and feel more confident speaking English in class and in everyday life. Students come from many countries and cultures, so it is important that we are all kind, respectful, and friendly to each other.

The FCLC academic programme is organised around weekly themes. You will study these themes in class and explore them more during activities and excursions. Each teaching day has three lessons, and the same teacher teaches all of them. Lessons include homework, new language, fun activities, and work connected to our trips.

Some lessons focus on grammar, vocabulary, and pronunciation. However, our main aim is to help you communicate well and become a confident and independent English speaker. Teachers plan their own lessons and share the weekly plan with students at the start of each week. This helps you prepare, ask questions, and share ideas with your teacher.

This information pack will give you everything you need to enjoy your time at FCLC Edinburgh and get the most from your learning experience, including:

- Useful contact details
- School rules
- Useful information
- Our programme
- Abusive behaviour policy
- Anti - radicalisation policy
- Student disciplinary procedure
- Student complaints procedure
- Campus map & facilities

If you need to contact me urgently, our 24-hour emergency phone number is +44 (0) 7500 942 701 (during summer only).

I hope that you will have a great summer at FCLC Edinburgh.

Greg Burrell

General Manager

FCLC Edinburgh

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Useful contact details



1 SCHOOL NAME

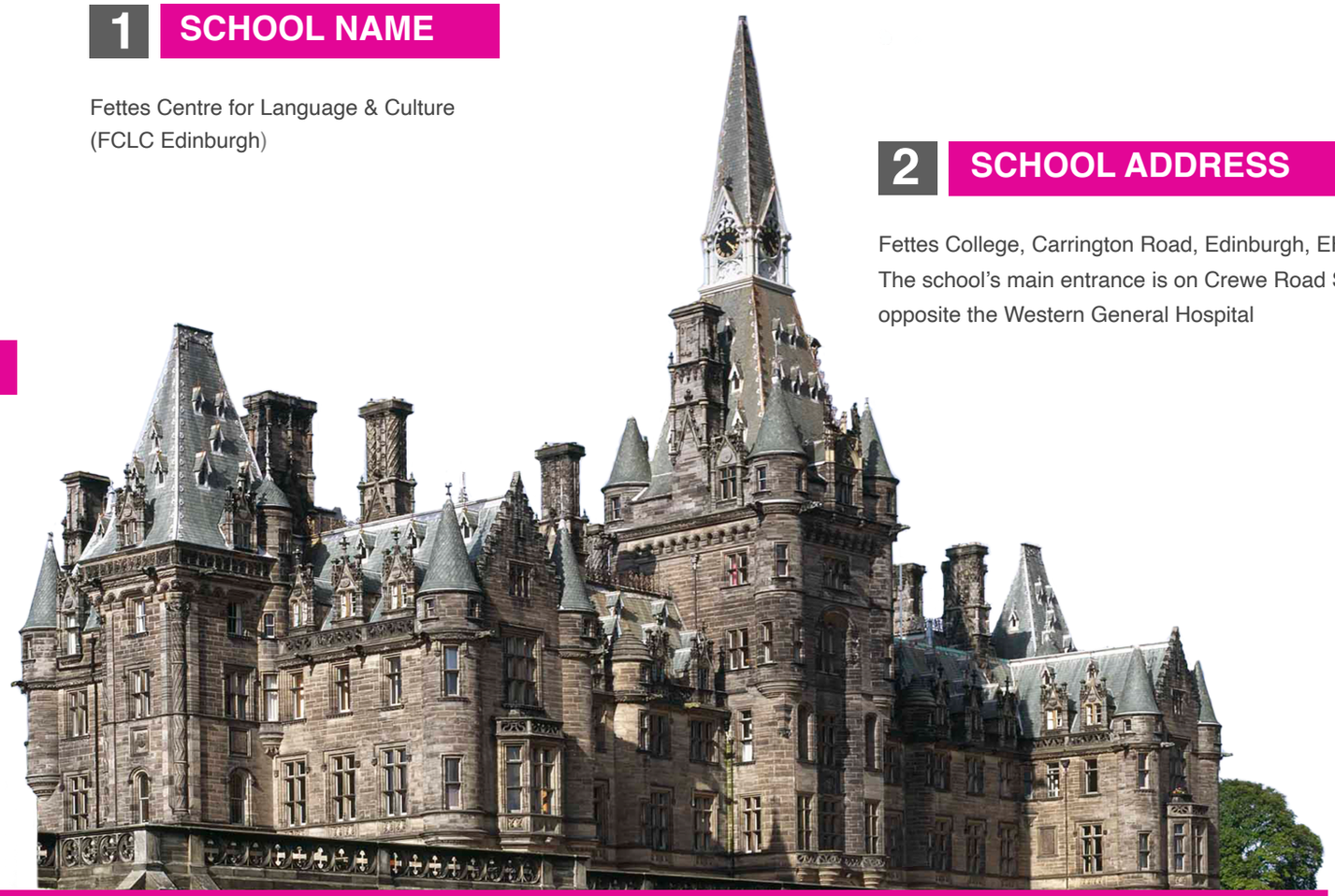
Fettes Centre for Language & Culture
(FCLC Edinburgh)

2 SCHOOL ADDRESS

Fettes College, Carrington Road, Edinburgh, EH4 1QX
The school's main entrance is on Crewe Road South, opposite the Western General Hospital

3 EMERGENCY NUMBERS (SUMMER ONLY)

24-hour emergency mobile	+44 (0) 7500 942 701
Operations Manager mobile	+44 (0) 7741 295 331
Student Welfare Manager mobile	+44 (0) 7900 720 069
Student Welfare Manager mobile	+44 (0) 7900 719 806



4 FOLLOW US ON OUR SOCIALS

www.fclcedinburgh.com

facebook.com/fclcedinburgh

instagram.com/fclcedinburgh

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School rules at FCLC Edinburgh



PLEASE DO....

- ✔ Wear your identification lanyard at all times, on- and off-campus.
- ✔ Attend classes and respect your teacher and classmates.
- ✔ Attend and be on time for all classes, activities, meals and excursions.
- ✔ Participate fully in all parts of the programme and speak English as much as possible.
- ✔ Respect all staff, members of the public and each other, regardless of differences, at all times. “Please” and “thank you” are important phrases.
- ✔ Be kind and make friends with students from other countries so you can get to know and respect different cultures and ways of life.
- ✔ Keep your room tidy and make your bed.
- ✔ Inform a member of our staff if you accidentally break or cause any damage to our property.
- ✔ Be in bed with lights out and quiet by 10:30pm.
- ✔ Respect the 'No Entry' signs on campus and in your accommodation.
- ✔ Complete your student diary and any homework set by your teacher each day.
- ✔ Check the information wall in the dining hall regularly.
- ✔ Speak to our friendly staff if you have any questions or are worried about anything.
- ✔ Ask questions as the more you ask, the more you learn.
- ✔ Remember to look left when crossing the road.
- ✔ Use the recycling bins appropriately.
- ✔ Have as much fun as possible as you will get more from the course and your English will improve.

PLEASE DON’T....

- ✘ Smoke. Smoking and vaping is not allowed anytime, anywhere, on- and off-campus.
- ✘ Do drugs. Buying, selling or using illegal drugs is strictly prohibited and will result in expulsion from the school.
- ✘ Buy or drink alcohol. It is illegal to buy or consume alcohol in the UK if you are under 18 years of age.
- ✘ Enter other students’ bedrooms without permission.
- ✘ Enter the floor of the opposite sex in your boarding house.
- ✘ Leave your boarding house after 10pm unless you are with a member of FCLC staff or your group leader.
- ✘ Damage any property belonging to Fettes College or FCLC. Students found causing damage will be charged.
- ✘ Interfere with fire fighting equipment and smoke alarms. This is highly dangerous and illegal.
- ✘ Leave the campus at any time without a member of FCLC staff or your group leader.
- ✘ Throw rubbish anywhere on campus or the houses. Always use the bins provided.
- ✘ Take other people’s personal property without their permission.
- ✘ Be mean to other students. Bullying of any sort will not be tolerated and may result in being sent home at your parents’ expense.
- ✘ Leave any activity without the permission of a member of staff.
- ✘ Visit websites that are not for children, are offensive or extremist. You must not use our IT system to annoy or bother others.
- ✘ Use your mobile phone or other electronic device when you should be sleeping, in the dining hall, during activities or in class, except when a member of staff tells you to do so.

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Useful information

MEALS & DINING FCLC provides three meals every day, plus snacks in the morning and evening. Meals are served in the dining hall at Fettes College. Breakfast is a continental breakfast. Lunch and dinner are three-course meals with fresh salad, fruit, and vegetables. Evening snacks are available in the boarding houses. All food is freshly made by our own chefs. Vegetarian and vegan meals are always available. Please tell the FCLC team if you have any food allergies or special diet needs.

ACCOMMODATION Students stay in boarding houses on campus. Rooms have between 1 and 8 beds. Boys and girls stay in different areas of each house. Bathrooms and showers are shared on each floor, with about one bathroom for every six students. Each house has a common room where students can relax and have meetings, and outdoor areas for sports and free time.

STUDENT WELFARE We have two full-time Student Welfare Managers who live on campus. They are always available if you feel unwell, homesick, or need someone to talk to. There is at least one member of staff for every 15 students on campus. Each house has at least three FCLC staff members, including a Senior House Leader who is responsible for the house.

VALUABLES When you arrive, we will take your passport, plane ticket, insurance documents and pocket money so we can keep them safe for you. You or your group leader can ask for money at set times every day. Bedroom doors cannot be locked, so please do not bring expensive items. Small valuable items can also be kept in the safe. For other items, we recommend a lockable suitcase. FCLC is not responsible for lost or damaged personal items.

SECURITY Fettes College is a gated community and provides 24-hour onsite security.

LAUNDRY, BED LINEN & TOWELS FCLC provides bed sheets and towels. Towels are changed twice a week and sheets once a week. Washing machines are available in each boarding house. Washing powder is provided. Group leaders and staff help students when needed.

LEAVING THE CAMPUS You may not leave the Fettes College campus at any time without a member of the FCLC team or your group leader. If you would like to leave campus with a family member, this must be arranged in advance and confirmed in writing by the General Manager.

WI-FI ACCESS Free Wi-Fi is available on campus from 7:30am to 10:30pm. When you use the Fettes College network, you must follow the internet rules, which are part of the child protection policy and can be found on the website.

MOBILE PHONES To help students communicate with each other, mobile phones and electronic devices are not allowed in the dining hall, during activities, or in class, unless staff say you can use them. Enjoy your time in Edinburgh by talking to new friends, not just people at home.

SMOKING Smoking at any time, anywhere during the programme is not allowed and may result in being sent home at your parent's expense.

STAFF RECRUITMENT All staff are carefully chosen. They have interviews and reference checks. All staff are members of the PVG Scheme, which checks they are safe to work with young people under 18. Staff are selected based on their experience, education, qualifications, and personality.

GRADUATION Progress reports are prepared by the academic team and presented to students on the final day of their course along with a certificate of studies at a graduation ceremony held in the beautiful Fettes College chapel.

STAFF & STUDENT IDENTIFICATION All staff wear a navy blue T-shirt and grey hoodie with the company logo and the word STAFF. All staff wear an ID badge on a lanyard. Students and group leaders also wear an ID badge with the school's emergency phone number. Lanyards must be worn at all times. If you see someone without identification, tell a staff member or call the emergency number.

EMERGENCY CONTACT INFORMATION The emergency phone number is printed on your lanyard. Use this number only in an emergency, for example if you are lost or need medical help.

MEDICAL & DENTAL TREATMENT Emergency medical treatment is free in Scotland. Other treatments may cost money. All students must have medical or travel insurance for the whole course. Students from the EU should bring their EHIC card.

LIABILITY FCLC is not responsible for any loss, theft, or damage to personal belongings during the programme.

WHAT CLOTHES TO BRING You will spend a lot of time outside. Scottish weather can be wet and windy, so bring trainers, sports clothes, a waterproof jacket, a warm jumper, and an umbrella. Summers can also be warm, so bring shorts, T-shirts, a swimsuit, and sun cream. You may also want party clothes for discos and special events.

LESSON ATTENDANCE & PROGRAMME PARTICIPATION You must attend all lessons and activities. You can only miss classes if you are ill or if your parent or group leader has permission from the General Manager. We are sure you will enjoy the lessons and activities and want to take part!

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Our highly integrated programme



We want to give our students a small taste of what boarding school life in Scotland is like. The experience begins at breakfast in the dining hall, where you will chat with other students before going to class and continues throughout your busy day. Although the times and what is done in each teaching session may be slightly different every day, below are approximate timings for a typical week at FCLC Edinburgh.

MONDAY TO FRIDAY

8:00 to 8:45am Breakfast

8:45 to 10:05am SESSION ONE After a motivating warm-up activity, homework is checked and the teacher directs language input based around the weekly theme.

10:05 to 10:20am Students have their morning break where they can have a snack in the dining hall, socialise with other students, play games or relax.

10:20 to 11:40am SESSION TWO Ideas from the book the weekly theme is based on are explored through published material or material unique to FCLC. Homework for the following day is assigned.

11:40 to 11:55am Second morning break

11:55am to 12:45 or 1pm SESSION THREE The teachers use PowerPoint presentations to prepare their students for the excursion they will go on that afternoon or at the weekend.

12:45 or 1:00 to 1:45 OR 2pm Three-course lunch in the dining hall and time to go to house to prepare for the afternoon activity.

1:45 or 2:00 to 5:15pm We offer different experiences on each day of the week. On Mondays and Wednesdays, students take part in sports or activities on campus. On Tuesdays and Thursdays, they go on excursions in Edinburgh with their teacher and class, and on Fridays, they take part in the end-of-week graduation ceremony in the Fettes College chapel before going out shopping or site-seeing with their group leader or activity leader.

5:15 to 6:15pm Homework and socialising in house.

6:15 to 7pm Three-course dinner

7:00 to 8:30pm Most evenings, the students come together to enjoy a whole-school event on campus. These are great fun and are usually based on our weekly themes but are sometimes just old favourites. Examples include the Fettes College Ghost Tour, International Evenings, Capture the Flag and Slip 'n' Slide. While large group and team activities are exciting and lots of fun, some students do better in small groups and sometimes need to relax. Therefore, one or two evenings each week are set aside for house-based or small group activities, which may include board games, card games, movie nights, tennis or time to catch up on sleep or chat with friends.

8:30 to 10pm In-house snacks, wind-down and get ready for bed

SATURDAY & SUNDAY

The students go on full-day excursions to carefully selected destinations outwith Edinburgh. In a short stay of two or three weeks it isn't possible to visit everywhere, so we try to choose destinations that are interesting and enjoyable and that give our students an impression of what the rest of the country is like. With that in mind, one excursion each weekend is usually to a famous place like Glasgow, Stirling or St Andrews while the other excursion is usually to a lesser-known place, such as Peebles, the Scottish Deer Centre or North Berwick. On returning from Saturday excursions, there is usually a whole school event. After Sunday excursions, activities are usually more relaxed, with existing students welcoming new students into their house or sports at Westwoods Health Club.

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Abusive behaviour policy



FCLC wants everyone on our programme to feel safe, included and respected. Therefore, abusive behaviour by anyone (staff, group leaders and students) is not accepted. If someone treats you in a way that you don't like or if you see someone treating someone else in a way that they don't like or that makes you feel bad, speak to a member of our staff immediately. Abusive behaviour includes hurting or trying to hurt someone as well as making someone believe that you might hurt them. This could be physical, emotional, sexual or verbal.

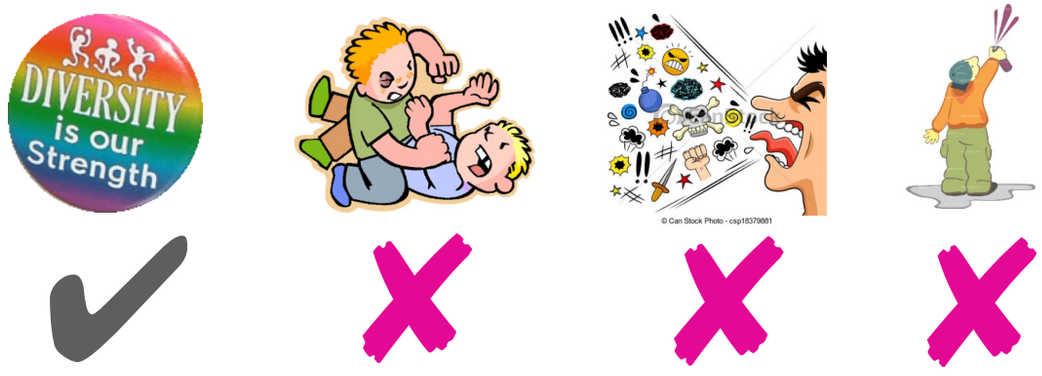
Students who are mean to other students may have to leave the programme and go back to their country. In serious cases, we may contact the police.

EXAMPLES OF ABUSIVE BEHAVIOUR

- Hurting someone (for example, hitting, kicking, pushing, biting, spitting)
- Making someone believe you are going to do something bad to them (bullying)
- Sexual harassment
- Using offensive or rude words or gestures when talking to or about someone
- Having something that can be used to hurt someone, such as a knife
- Bothering someone by following them or sending them a lot of messages, emails or gifts
- Treating someone differently because of their gender, sexuality, religion, nationality or race
- Damaging or taking something that does not belong to you

We want the FCLC programme to be a wonderful experience for everyone, so let's all treat each other with respect and kindness.

For our full Child Protection Policy including our Abusive Behaviour Policy, please visit our website,
www.fclcedinburgh.com



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Anti-radicalisation policy



Prevent is a programme in the UK that helps stop people from becoming involved in violent extremism or terrorism. This includes terrorism by people who say they are Muslim, racism, homophobia, and extreme right-wing ideas. Prevent tries to support people who may be at risk of radicalisation, and to help them before they do something bad.

We want the FCLC programme to be a supportive and tolerant place for everyone, and we support and promote core values including:

CORE VALUES

- Democracy
- The rule of law
- Individual liberty
- Respectful tolerance of different lifestyles, faiths and beliefs

If you have any concerns, however small, that any student, staff member or group leader holds extremist views, please contact the General Manager, Greg Burrell, at g.burrell@fettes.com, on his office number, 0131 297 5251 or on the 24-hour emergency number, 07500 942701.

All reports will remain confidential and will be dealt with quickly, sensitively and carefully.

For our full child protection policy, please visit our website,

www.fclcedinburgh.com



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Student disciplinary procedure



Behavioural issues are when a student does something that is harmful to themselves, to another student, to a staff member, or to the programme. If a student's behaviour interrupts a lesson or an activity, the teacher or activity leader will give a spoken warning. This warning means that further action may be taken if the behaviour does not stop. This action may include:

SPOKEN WARNING

- Informing the General Manager, Operations Manager and/or Student Welfare Managers
- Informing their parent
- Missing the weekly disco or other activity
- Apologising to the person affected
- Talking to a member of staff or their group leader to understand why what they did was wrong
- Researching why their words or actions might hurt or scare someone or make them angry

We hope that a warning will be enough to end the inappropriate behaviour. However, if further action is required, it will be done by a member of the management team. Repeated inappropriate behaviour may be treated as serious misbehaviour.

SERIOUS MISBEHAVIOUR

Serious misbehaviour may include, but is not limited to:

- Smoking
- Consumption or possession of drugs or alcohol
- Hurting another student or member of staff or making them afraid of being hurt
- Stealing
- Bullying
- Sexual harassment
- Not going to lessons or activities
- Leaving campus without a member of staff or a group leader
- Doing something bad to someone because of the colour of their skin, their religion, their gender, their sexual identity or any other personal characteristic
- Intimidating, threatening or abusive language, gestures or behaviour toward another person
- Repeated inappropriate behaviour

If a student is caught doing any of the above, it will be reported to the General Manager, who will investigate the incident and consider what action to take. Actions may include any of the warnings above, calling the police and/or sending the student home at their parent's expense.

To see our full child protection policy, please visit our website,
www.fclcedinburgh.com

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Student complaints procedure



If you have a problem, suggestion or complaint, you should speak to the following people:

IF YOU WISH TO TALK ABOUT…	YOU SHOULD TALK TO…
Classes	Your teacher or the Academic Manager
Excursions or activities	An Activity Leader or the Activity Manager
Your room, personal problems or problems with other students	Your Senior House Leader or a Student Welfare Manager

Alternatively, you can speak to your group leader (if you have one), and they will speak with an FCLC manager. A record of your complaint and the reply/follow-up will be made.

If you are not satisfied with the response to your complaint, you should make an appointment to see the General Manager or the Operations Manager. You may take a friend, your group leader or a member of staff with you to this meeting. You can also ask your mother or father to contact your agency or the General Manager. A record of the meeting and its outcome will be made. If you are still unhappy, you or your parents can contact English UK on complaints@englishuk.com.

To see our full child protection policy, please visit our website,

www.fclcedinburgh.com

Fettes College map & facilities

THE DINING HALL (11) This is the central meeting point for students, teachers, activity staff, group leaders and managers. Most information about the programme can be found on the walls of the foyer, including a whole-wall weekly plan, class lists, pictures of all our staff and information about the week's excursions and activities. The information is updated regularly, so check regularly to stay informed. Breakfast, mid-morning snacks, lunch and dinner are served here and packed lunches are picked up from the foyer at weekends.

MACLEOD CENTRE (13) The Macleod Centre is used for some whole school events such as discos and ceilidhs.

THEATRE (15) The theatre is used for performances and shows, such as our talent shows and Scottish evenings. Most outdoor evening activities start in the theatre, where students are given information about the activities before they begin.

SPENS BUILDING (17) The Spens Building is our flagship state-of-the-art, purpose-built learning centre, where lessons take place throughout the summer. Classrooms have internet and an interactive white board (IWB). The Academic Manager's office is on the first floor. Art Room AR1, which is used for arts & crafts activities, is on the second floor.

FETTES COLLEGE MAIN BUILDING & CHAPEL (21) The chapel, on the first floor, hosts our welcome talk every Monday morning and our graduation ceremony every Friday afternoon.

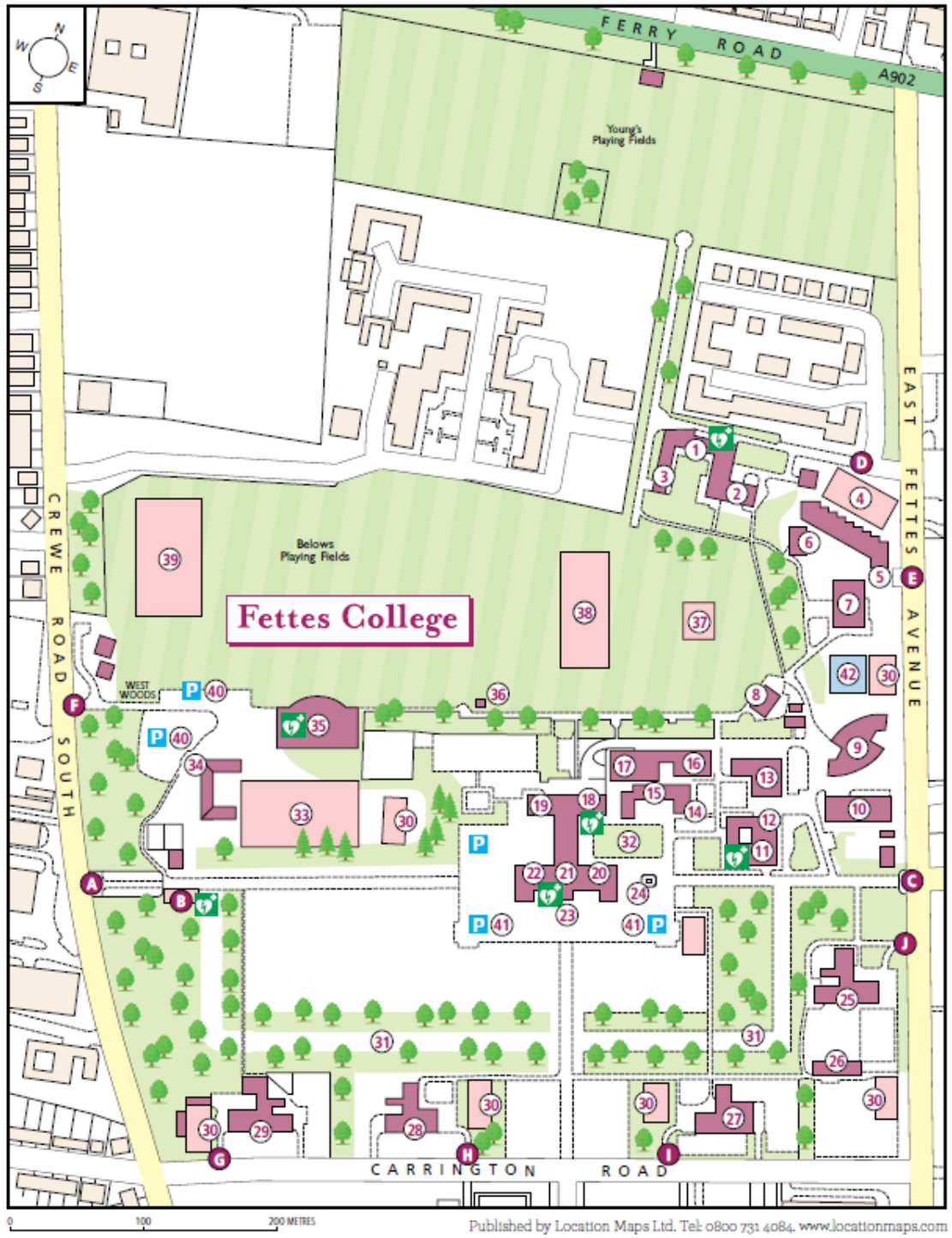
BIGSIDE FIELDS (38) Used for sports, activities, team building games and general fun.

CAMPUS ACCOMMODATION (7, 20, 22, 25, 27, 28, 29 & 34) Traditional and modern boarding school accommodation with single, twin, triple, quad and multi bedded rooms. Each house has a common room and outdoor recreation areas.

WESTWOODS & ASTROTURF PITCHES (33 & 35) We use the sports hall and dance studio within Westwoods and the pitches in front of Westwoods for house time, activities, games, dance and sports. Group leaders benefit from free health club membership for the duration of their stay.

Key

- A West Gate
- B Gatehouse
- C East Gate (no vehicular access)
- D Prep School Gate
- E William House & Arniston House Pedestrian Gate
- F Westwoods Health Club Gate
- G Kimmerghame House Gate
- H Carrington House Gate
- I Moredun House Gate
- J Glencorse House Gate
- 1 Fettes Preparatory School
- 2 Fettes Prep - Iona House
- 3 Fettes Prep - Arran House
- 4 Astroturf
- 5 Fettes Prep Reception
- 6 Squash & Fives Courts
- 7 Arniston House
- 8 Cricket Pavilion
- 9 Craigleith
- 10 Science
- 11 Dining Hall
- 12 School Shop
- 13 MacLeod Centre
- 14 Drama Studio
- 15 Theatre
- 16 Culachy Music School
- 17 Spens Building
- 18 Medical Centre
- 19 Head's Lodge
- 20 College East
- 21 Main College & Chapel
- 22 College West
- 23 Reception
- 24 War Memorial
- 25 Glencorse House
- 26 Grassie Range
- 27 Moredun House
- 28 Carrington House
- 29 Kimmerghame House
- 30 Tennis Courts
- 31 Green Walk
- 32 Queen's Lawn
- 33 Sutcliffe Astro
- 34 Dalmeny
- 35 Westwoods Sports Centre
- 36 Cummings Pavilion
- 37 'Turf' 1st XI
- 38 'Bigside' 1st XV
- 39 McMurray Astro
- 40 Car Parking at Westwoods
- 41 Car Parking
- 42 Site of the proposed new Wellbeing Centre
- Defibrillator



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