



GROUP LEADER INFORMATION

We are pleased to welcome you to Language Study Centres. All of the staff are looking forward to your group's arrival and are happy to help you in any way possible.

LSC staff will be doing everything they can to make sure you have an exciting and safe time at our centres. However, we need your help to make sure your students receive the care and support they need, so please read carefully the details in the following pages.

ROLE OF THE GROUP LEADER

◇ Please ensure that you have an up-to-date contact list for all the students in your group and make a copy available to the Centre Manager.

- Each centre has a dedicated notice board with updated information about activities, excursions and contact information, but the group leader is responsible for ensuring their students know what is happening at all times.

◇ You must attend the beginning of every school day to check attendance and punctuality.

- You are responsible for the behaviour of your students and must provide supervision for your group at all times outside of class. This includes break and meal times, and activities.

◇ You should check that any homestay students have received a welcome letter explaining the rules and guidelines for British home life. Please help them to understand this.

- A damages deposit of 40 Euros will be collected from each residential student on arrival.

◇ If a student loses a key it should be reported immediately to the Halls Manager or Duty Warden. You should accompany your student to help with this. There may be a charge for lost keys.

- On arrival you should make yourself familiar with the fire instructions in each room. Please also ensure that your students understand these. Misuse of fire or safety equipment is a serious matter and may result in an automatic minimum penalty charge of £100. It may also mean expulsion without refund from the campus. This should be explained to your students.

◇ Kitchens may be available for use for pasta parties etc. This must be arranged in advance with the LSC staff. It is the group leader's responsibility to organise equipment and ensure the kitchen is left clean and tidy.

- Please make sure your students respect the common areas and keep kitchens, common rooms and corridors clean and tidy.

◇ Noise levels in college must be kept to a minimum, especially at night. It is your responsibility to ensure your students observe the nightly curfew of 11pm.

- The college has the right to expel any person from its premises immediately for extreme behaviour, malicious or wanton damage to its property. You should ensure that students are aware of this.

◇ All students are *strictly* forbidden to purchase or use drugs, carry or purchase weapons, drink alcohol, smoke (under 16), or shoplift. Breaking these rules could result in the student being sent home.

THE ACADEMIC PROGRAMME

All students take a placement test on their first morning and are divided into small groups (average fifteen) for their lessons. The lessons focus on enlarging the students' vocabularies, improving pronunciation, building their confidence to be able to communicate and helping them develop strategies to continue learning effectively when they return home. We also try to encourage interest in the language and culture of Britain and Ireland by explaining the historical significance of people, places, and events that they come across on their excursion programme.

A typical morning or afternoon's lessons will look like this:

T E A C H E R 1				TEACHER 2
First Hour	40 minutes	20 minutes		Last hour
Course Book Units	Vocabulary & Pronunciation	Diary writing	Break	Excursion worksheets/ Project work/ Language Games

Course books

The main focus of the lessons is the course book, specially designed to meet the needs of students on a vacation course. They contain activities which have a strong oral bias, structured pronunciation lessons, a diary section, spaces for project work and a section for recording vocabulary. The units cover the topics which teenagers like to discuss, such as shopping, sport, TV and films, but also include the subject areas which are covered in the Trinity College exams; this means that students who wish to take the Trinity exam can do so at short notice.

Language learning

People learn better if they are interested in the activities and tasks they engage in, and if they have a real reason for using the language. With this in mind, all our students get exposure to language and the chance to practise it through stimulating activities, regardless of which class they are in.

Punctuality

We expect all our teachers and students to be in class and ready to start lessons at 9.00 am. Students who arrive late disrupt the class and also waste valuable time when things have to be explained twice or even three times for the benefit of latecomers.

Behaviour in class

We expect all students to treat their teachers and fellow students with respect. Please make this clear to all your students at the beginning of the course. Any kind of bad behaviour or rudeness will not be tolerated, and will usually result in exclusion from class for the rest of the course. In the event of a student being excluded from class it is the responsibility of the group leader to be with that student for the time he or she would normally be in class.

Course materials

Our course books are designed to minimize the need for an additional notebook. However, students are expected to take responsibility for their learning, and it is up to them to make sure they bring their book to every lesson, together with a pen.

Class changes

Our material and approach means that we are able to deal with a range of abilities in our classes. However, if any of your students feel they should be in a different class (for linguistic reasons) you should discuss it with the Director of Studies. The DoS will listen to the student's comments, consult the teacher of the class concerned and make a decision based on this. Please remember that any class changes on a short course are disruptive for all students, so we try to avoid them unless there is a genuine reason for a change. *Under no circumstances should you try and make class changes yourself – this is the sole responsibility of the DoS.*

ACTIVITIES AND EXCURSIONS

Before departure you should have received an example of the typical social programme for your centre. These are always subject to change and a full programme will be given to you on arrival at the centre.

The programme will include various on- and off-site activities. You should check the details carefully and ensure your students know the time and place for everything. You can go through these with the Activity Coordinator. As with everything else, punctuality is essential.

Coach excursions

Some trips may be by coach, and Group Leaders should always follow the guidelines designed to make the trips both safe and enjoyable for everyone.

- Reconfirm the meeting time and place in advance, and be there 15 minutes earlier.
- ◇ Check packed lunch numbers with the LSC staff.
- Make sure you board the correct bus, and know who has the excursion name list for that bus.
- ◇ Always count your students before the coach departs and check they have all emergency numbers with them.
- No smoking, eating or drinking on board.
- ◇ No standing when the coach is moving.
- Leave the coach clean and tidy afterwards.

Optional excursions

If your group wants to participate in any optional excursions you should speak to the Activity Coordinator as soon as possible after you arrive at the centre.