

Information for Group Leaders



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Hello and welcome to GEOS-LTC International College!

We are looking forward to welcoming you and your group. We hope your stay here will be pleasant and memorable and we will do our best to help you enjoy your time here. Here is some information, which will help you understand what will happen when you come to us.

BEFORE ARRIVAL

Please send Maria (maria@geos-ltc.com) the following:

- any food requirements / allergies so we can inform host families/our kitchen staff accordingly. If someone has a serious allergy, please send us their photo in .jpg format and a full list of all prohibited foods.
- a curfew time for homestay groups so we can pass it onto the families.
- a group leader's mobile phone number in case we will need to contact you urgently on arrival.

You will receive from us

- a confirmation of your group's accommodation as soon as we have arranged it. It will be either the homestay details (sent by Nicole) or a room allocation list (sent by Maria). If you have any questions please contact us.
- a transfer confirmation (if applicable) with all the relevant details (sent by Maria). You will be brought to GEOS-LTC first and then if you are staying in the homestay families, they will collect you from there.
- your social programme. If you want to discuss any of the excursions, please contact Maria.

DEPOSIT

Residential groups - we ask each student to bring a £10 deposit with them. It will be collected on the first day and returned on the last day provided no damage was caused during their stay.

GRAFFITI AND DAMAGE

GEOS-LTC International College is a historic building. Please help us look after it. Any damages or graffiti will be charged accordingly.

All residential groups will be asked to inspect their rooms on arrival and departure and sign a form to confirm that everything is in order. If any graffiti or damage is found during the group's stay, they will be charged accordingly.

ACCOMMODATION

Residential

- 4-5 students per room on average (but some rooms are bigger and have 6, 8 or 10 beds).
- Twin rooms for Group Leaders to share allocated as near the students' bedrooms as possible.
- Please note we may ask you to vacate your rooms after breakfast on the day of departure.
- Let us know which nationalities you would prefer to stay with in the room before arrival.
- We will try to accommodate your students according to their wishes but it may not always be possible.
- You will receive the room allocation list before your arrival, which you will need to fill in and send back to Maria. We need to have the completed list before arrival for Health & Safety reasons.
- All your students will be given a locker key. Valuables such as cameras and iPods should be kept in their lockers. GEOS-LTC does not accept responsibility for items stolen from bedrooms.
- **Please note that we do not provide towels.** However if a group is staying with us for more than 2 weeks, we can provide a fresh towel each week for a deposit of £5.



Boys' room



Girls' room

Homestay

- Let us know if any of your students have allergies or medical conditions well in advance.
- We will try to accommodate students according to their preferences.
- Group leaders can also be accommodated in homestay families. However, this is not always possible in the summer months and group leaders might be accommodated in self-catering flats.
- GEOS-LTC College sets a standard curfew time of 21.00 o'clock for 13-15 year olds. If students are allowed to go out in the evening, it is still a requirement that an adult from the host family or the group leader knows where they are. The curfew time for 16-17 year olds is 23.00 o'clock. It is important that you let us know if the coming home times for your group are different. Please advise us about your set curfew time as early as possible so that homestay families can be informed accordingly.
- The accommodation officer and host family must be given 1 week's notice if changes to homestay arrangement have to be made. Otherwise you will be charged one week's money.

EXCURSIONS AND SOCIAL ACTIVITIES

All excursions start from GEOS-LTC - half day at 13.30 and finish at 18.00 and full day excursions start at 8am and finish at 18.00 approximately.

You will get a packed lunch from either the college or the homestay families. Please note that we can help you book an excursion on the days when you don't have anything organised.

We work with Discovery Tours <http://www.discoverytours.uk.com/> who provide an guided excursions to places like Oxford, Bath, Stonehenge, etc.

- Please note that if you are staying in residence and come back after a day out later than 19.00 hours, you will be offered cold dinner only.
- If you are going to be late from an excursion, please call all the host families and warn them of the estimated time of arrival.

MEAL TIMES

The kitchen is open from 07.00- 19.00. The meal times are as follows:

08.00 – breakfast (for residential groups only)

12.30 – hot lunch

18.00 – hot dinner (for residential groups only)

Please note that we can provide a packed meal instead of any of the above if requested in advance (if the group is going out on a trip, etc). However, we can only offer either a packed supper or a cold buffet after 19.00 o'clock.

Please note we cannot change any meal arrangements with less than 24-hour's notice. Please make all changes through Maria.

Please note that neither group leaders nor students are allowed in the kitchen, for insurance reasons.

BADGES

Please note that for security reasons all GEOS-LTC staff and group leaders are required to wear name badges whilst on the school premises. You will get your badges in the welcome pack when you arrive. They also act as meal tickets so our kitchen staff know who is entitled to which meals.

MOBILE PHONE

Each group will be supplied with a college mobile phone to facilitate communication between them, the college and the host families. If the group is homestay, the number will be given to all the host families in the group to let the families contact the leader directly in case of emergency. The school will pay for all the necessary calls (except international). Parents can contact the leader on this phone as the incoming calls are free. The number will be emailed to the agent / group leaders by Maria before arrival.

MONEY AND VALUABLES

Be careful with money and valuables at all times. If something is stolen, GEOS-LTC cannot accept responsibility. If you wish us to keep money, passports, flight tickets etc in a safe for you, please speak to Alisdair.

We also have lockers available for each residential student. Please encourage them to use the lockers for all their cameras, iPods, etc The key to the locker is attached to the bedroom key so each student will have their own set. There is a £10 charge to replace any lost keys.

WRISTBANDS

Please note that all Young Learners are required to wear wristbands at all times.

They have a dual purpose

- to act as meal tickets so our kitchen staff know who is entitled to which meals.
- to act as security in case the student gets lost as they have the name of the college and the contact numbers printed on them

You will get them in the welcome pack when you arrive. They are made of soft plastic and are very comfortable to wear. Once fastened, they cannot be removed unless cut with scissors.

Please warn your students that there will be a charge of £5 to replace a wristband (unless the group is staying with us for more than 2 weeks and therefore replacement may be required through natural wear and tear, in which case it will be free of charge).

WHEN YOU ARE FREE

- If you have nothing to do when the students are in English classes, we are happy to recommend places to visit. You can join the adult English classes only if there is room in a suitable class.
- You may want to observe some classes. We are happy to arrange this but it is better not to observe in the first few days of a course to let the students settle in. Also:-
 1. Please arrange all observations with Alisdair in advance.
 2. Please speak to Alisdair if you have any problems.

INTERNET

We offer free wireless connection if you bring your laptop with you. Students under 16 can use our computers for free after 17.00.

PLEASE HELP US LOOK AFTER YOUR STUDENTS

- Co-ordinate with GEOS-LTC staff members.
- Check with the staff in Reception for any messages.
- Please do not arrange to meet your students near the Reception as it distracts the office staff.
- Listen to students and let relevant GEOS-LTC staff know about any problems.
- Let us know if a student is ill so that we can help. Please note that if you come from a non-EU country, you might have to pay for a doctor's visit (currently £45 per visit). It can be claimed back on insurance later on.
- Please be available on Saturdays and Sundays.
- Accompany students on excursions and support GEOS-LTC staff to make sure students don't get lost.
- If the fire alarm rings, please help us to get the students out of the school immediately, check that ALL of them are out and report to GEOS-LTC staff.
- Help residential students get up on time and down to breakfast. Help residential students get to bed on time (22.00 hours).
- Check students' rooms are tidy and they are washing clothes etc.
- Check bedrooms for vandalism and graffiti (residential groups).

USEFUL TIPS

Communication

The cheapest way to phone is to buy a phone card. You can buy them at LTC if you want one. Please ask at the front office.

We have 2 phones:

Back door	01323 747 760
Under the stairs	01323 722 485

Students should tell their family to phone at specific times and wait by the phone. GEOS-LTC staff never answer these phones.

Our e-mail address is: info@geos-ltc.com

Please remind your students that not all host families will be happy for them to use their home phone. They will need to check with the family first before making any calls.

Elderly People


Please remember that some elderly people can find large groups of young people intimidating. If you are taking a large group of students along the pavement, please make sure they leave room for elderly people coming the other way.

Electricity

Remember our system is different as we use 3-pin plugs. You can buy an adapter in the local shops. Students staying in the college are not allowed to use electrical appliances in their rooms for safety reasons.

Feeling Ill

Let us know if a student needs a doctor or a dentist and we will make an appointment for them. They will have to pay to see a doctor. The current charge is £45 per visit (excluding prescriptions). Everyone must pay to see a dentist and it is very expensive.

We have qualified First Aiders in the college who deal with medical emergencies on the premises. Look out for the staff badges with a red cross  on them.

You will get staff photos in your welcome pack. The First Aiders will be highlighted there with a red cross under their name.

Food

If there is anything you or any of your students can't eat, please tell us in advance. We try to cater for different needs.

Money

Ask your students to be careful, there are pick-pockets. We can keep your money and passports in a school safe for you. Please do not forget to collect them before departure.

Laundry

We have a laundry at the college. We will show you where it is and how to operate it on your first day. It costs £2 per wash and £1 per one cycle of drying. If you are with a homestay family, they will usually wash your clothes for you once a week.

If you are staying in the college, please bring a towel.

Traffic

Remember we drive on the left so please tell your students to be careful when crossing the road. Look right first, then left!

Weather

The weather in England can be rather changeable. It is always wise to bring an umbrella and a raincoat regardless of the time of the year you come! For the most up-to-date information on local weather click on this link <http://www.bbc.co.uk/weather/> and put our postcode in "BN21 1EH".

Student Cards

Ask your students to keep their student cards with them at all times. It has all the information and telephone numbers they need on it.

Emergency Numbers

The emergency number for Fire, Police or Ambulance in England is 999.

GEOS-LTC emergency number is 079 85 3434 40.

Useful Links

Eastbourne	http://www.visiteastbourne.com/
Eastbourne maps	http://www.eastbourne.org/maps/
Eastbourne buses	http://www.stagecoachbus.com/eastsussex/
National Rail	http://www.nationalrail.co.uk/
Heathrow	http://www.heathrowairport.com
Gatwick	http://www.gatwickairport.com/
Stansted	http://www.stanstedairport.com/

Problems

Sometimes little problems can seem very big. Let us know if there is anything you are worried about, we are always happy to help.

We are sure you will enjoy your stay as much as we will enjoy hosting you.
We look forward to meeting you!

GEOS European Network

London • Paris • Dublin • Brighton and Hove • Eastbourne • Malta

