



BROOKE HOUSE COLLEGE
ENGLAND



Short Course Student Handbook

Academic Year 2023/2024

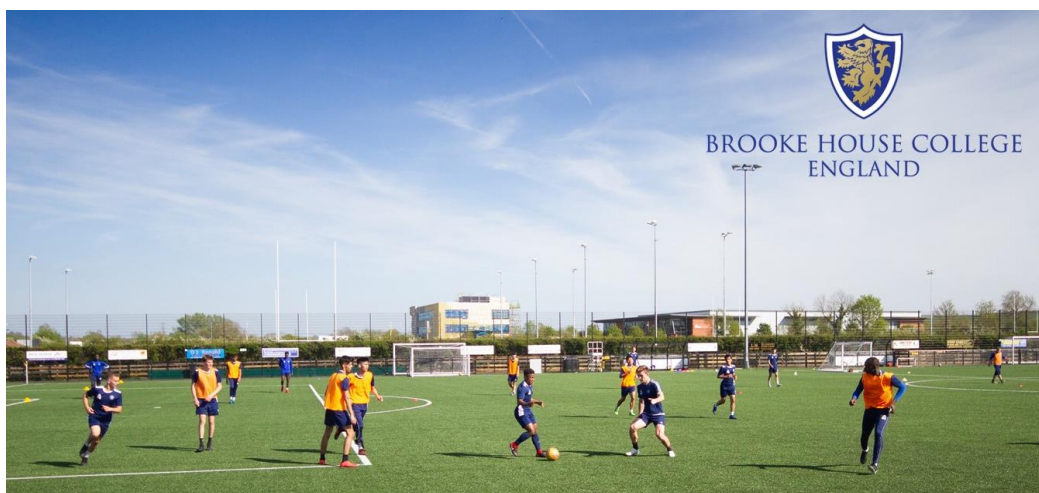
Our Goals and Values



At Brooke House, our goal is clear and simple. We want to give you a fun, friendly, caring, safe and educational stay with us. We want you to feel part of the College family and to give you an experience that you will always remember. When you leave us at the end of your visit, we want you to be able to say:

- You experienced a taste of the British Education System
- Your English improved and you are more confident using it
- The Brooke House staff looked after you and made you feel safe
- You felt at home and part of the Brooke House family
- You made new friends for life and learned about different cultures
- You had an active, busy, and fun time
- You developed your football skills (FA Players)

As a College we are always looking at ways to do things better and be the best that we can be. Your opinion is important to us – we want you to be able to talk to us if there is anything you are not happy with or if there is something that you think we could do better. Remember, you are the reason we are here. You matter.



Sample Weekday Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
	Breakfast 07:20 08:15				
1 Period 1 08:15	English Language or Immersion Academic Taster Lesson	English Language or Immersion Academic Taster Lesson	English Language or Immersion Academic Taster Lesson	English Language or Immersion Academic Taster Lesson	English Language or Immersion Academic Taster Lesson
2 Period 2 09:25	English Language or Immersion Academic Taster Lesson	English Language or Immersion Academic Taster Lesson	English Language or Immersion Academic Taster Lesson	English Language or Immersion Academic Taster Lesson	English Language or Immersion Academic Taster Lesson
3 Period 3 10:45	English Language or Immersion Academic Taster Lesson	English Language or Immersion Academic Taster Lesson	English Language or Immersion Academic Taster Lesson	English Language or Immersion Academic Taster Lesson	English Language or Immersion Academic Taster Lesson
	Lunch 11:45 12:25				
4a Period 4ab 12:25	English Language or Immersion Academic Taster Lesson	English Language or Immersion Academic Taster Lesson	English Language or Immersion Academic Taster Lesson	English Language or Immersion Academic Taster Lesson	English Language or Immersion Academic Taster Lesson
4b Period 4b 12:55	English Language or Immersion Academic Taster Lesson	English Language or Immersion Academic Taster Lesson	English Language or Immersion Academic Taster Lesson	English Language or Immersion Academic Taster Lesson	English Language or Immersion Academic Taster Lesson
5 Mentor period 13:30	Mentor Group	English Language or Immersion Academic Taster Lesson	Mentor Group	English Language or Immersion Academic Taster Lesson	Mentor Group
8 Period 5 14:05	Enrichment or Football Academy	Enrichment or Football Academy	Sports Activities Or Football Academy	Enrichment or Football Academy	Enrichment or Football Academy
9 Period 6 15:10	Enrichment or Football Academy	Enrichment or Football Academy	Sports Activities Or Football Academy	Enrichment or Football Academy	Enrichment or Football Academy
	Dinner 17:00 18:15				
11 18:30 – 19:30	Supervised Homework	Supervised Homework	Private Study	Supervised Homework	Private Study
	Free Time in Boarding House 19:30 – 22:00				

Your Personal Timetable will be issued on the first day of your course and lessons/activities will be designed according to the type of short course you have chosen and any subjects option you have submitted.



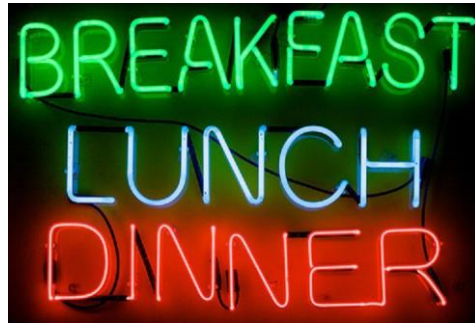


Sample Excursion Weekend Timetable

	Saturday	Sunday
Breakfast 07:30 – 09:30	Continental Breakfast & Collect Packed Lunch – Exact Timing Depending on Excursion Destination	
08:00 - 19:00	Full Day Excursion – Examples Include: <ul style="list-style-type: none"> • London Sightseeing & Free Time • London – Madame Tussauds & Camden Town • Stonehenge & Oxford • Cambridge & Punting • Harry Potter Studio Tour • Alton Towers Theme Park • Dover, The White Cliffs & Canterbury • York & York Dungeon • Birmingham & Cadbury World • Cardiff & Castle • Windsor Castle 	
Dinner 17:30 – 19:30	Dinner Exact Timing Depending on Excursion Destination	
19:30 – 22:00	Free Time in Boarding House	

Your Excursion Timetable will be issued on the first day of your course and will be designed according to the type of short course you have chosen.

On Weekend Days that do not have a scheduled excursion please note students can enjoy free time in the town of Market Harborough or city of Leicester. Age permitting and according to Boarding House Regulations.



MEALS

Meals are provided in the college. The College catering service provides a choice of dishes at mealtimes, catering for all tastes and responding to individual dietary needs noted on the Medical & Health Questionnaire.

On weekdays, the following mealtimes apply:

Breakfast	-	between 7:00am and 8:15am
Lunch	-	between 11:45am and 1:00pm
Supper	-	between 17:00pm and 18:15pm

On weekdays, the following mealtimes apply:

- 07:30am – 08:30am – Continental Breakfast
- 10.00am – 11.00am – Brunch
- 17:00pm – 18.15pm – Dinner
(Packed Lunch for Excursion Days)

Break There is a break for tea, coffee, and biscuits between 10:10 to 10:45

Tell us if there is any special food you would like!

PACKED LUNCHES

On weekend excursion days, lunch will be a packed meal. We will have a choice of sandwiches or pasta boxes as well as having a choice of chocolate, crisps & fruit. You can also fill your water bottles with water from the water coolers, the taps in your accommodation kitchen or with fruit juice from the kitchen.





BOARDING ACCOMMODATION

Students will be allocated a twin or single room in a boarding house specific to gender and age. The allocation decision is made prior to student arrival. If you have any preferences please do let us know but please understand we may not be able to match your preference.

HOUSE SUPERVISION & CARE

The Residential House Staff live in the boarding accommodation and are the primary care and supervision in the Boarding House. Students in the House will be given the House Staff contact number. The Head of Boarding, Assistant Head of Boarding and Short Course CoOrdinator will also be care givers and support students in the boarding.

ROOM KEYS

Every student will be given a key to their bedroom. Replacement keys are expensive. **If you lose your key, it will cost £50.00 for a replacement.**

Cleaners will always lock unlocked doors when they leave your bedroom. If you are locked out, please speak with your Resident Tutor or Short Course coordinator.

If you lose your key come and speak to the Short Course Coordinator (Margo). If we have found your key, we will return it free. You're only charged if it can't be found.

BOARDING REGISTRATION

This will take place three times every day. All students must be present for registration.

Check 1 – In your accommodation when the Resident Tutor wakes you up.

Check 2 – After dinner time in your accommodation

Check 3 – In your accommodation when the Resident Tutor says good night.

(You will also be registered at every lesson and activity)

DUTY STAFF

There is always a member of senior Brooke House Staff on duty from 8:00am to 5:00pm in the Work Room or Short Course office. The Duty Staff carry the Duty Telephone. That number is **0044 7852948805**. Please save this telephone number but call it only in case of emergency.

PASSPORTS and TICKETS

All passports and tickets must be handed in on arrival at the college. They will be kept in the college safe.

MONEY

All money can be handed in on arrival. It will be kept in the college safe. Each student will have his/her own record card. This can be drawn out Monday to Friday 9:00am – 3:00pm at Fountain Court. Foreign currency can be changed at the banks in the town. IT IS NOT SAFE for students to carry large amounts of money with them.

LAUNDRY

Brooke House provide and change students' bed linen once per week. Students must provide their own towels. Brooke House provides washing machines, drying machines in all accommodation areas. The students themselves are responsible for clothes washing.

MEDICINES

If you are carrying medication of any kind, you must hand this in to you resident tutor as soon as you arrive at the college. Members of college staff will then be responsible for giving you your medication at the times prescribed.

ILLNESS

If you are ill in the night, then you should tell the residential member of staff responsible for your accommodation. If you are too ill to get out of bed, call your residential member of staff, the head of boarding or the short course leader on the phone. If you fall ill during the day then tell your teacher, who will arrange for you to see the Nurse. You are also welcome to visit the nurse at any time Monday – Friday in the wellbeing centre.





GENERAL BEHAVIOUR

We expect all students at Brooke House College to behave in a sensible and courteous manner and follow the rules. Students must also co-operate with all members of staff by doing what they are told.

ATTENDANCE / PUNCTUALITY

You must attend all classes, activities and excursions. You must always be on time. You must be punctual for meals, lessons, activities, excursions and observe bedtimes.

SMOKING

Smoking (cigarettes / e-cigarettes) is not allowed at any time or in any place and it is a **criminal offence to smoke** in any building at Brooke House. Please also be aware that it is a criminal offence for any person under the age of 18 to attempt to buy cigarettes in UK.

BEDTIME

Students are expected to be in their houses by 9:30pm each night. There should be no noise and lights should be turned off by 10:00pm.

BEDS and BEDROOMS

Students must not move any beds or change bedrooms without permission. This is a safety regulation. In the case of an emergency, staff must know where every person sleeps. Once a room has been allocated to you it is vital that you do not move to another room without the express permission of the Head of Boarding.

You must also keep your rooms tidy – make the bed and tidy up your belongings each morning.

The cleaners will visit your room daily from Monday to Friday. They will empty your bins, Hoover and clean communal areas. The cleaners will also change your bed linen once a week.

HOUSES

Students may only enter the house in which they are resident. Students may not enter each others' houses and students must not pass on keys or codes to students who are not resident in the same house. You must tell a member of staff if ever there are non-residents in your house.

EVENING TIMES

In the evenings all students should attend homework sessions as per the timetable.

FREE TIME

If you are aged 14 to 17

You may leave the college campus during free time, at lunch time and after dinner before activities/homework sessions. Whenever you leave the campus you must seek permission from your residential staff member or Brooke House College staff.

If you are aged 13 and under

You may not leave the campus at any time unless you are supervised by a member of Brooke House College staff or Group Leader. You may ask members of Brooke House staff to accompany you to the town.

BALL GAMES

There must be **no ball games on the campus after 9.00pm**. After 9.00pm students who wish to be outside will be moved to the area at the front of the college.

PROJECTILE WEAPONS AND KNIVES

Students may not be in possession of any projectile weapons or knives whilst they are attending the Summer School. Projectile Weapons include catapults, air guns, BB guns, any replica guns, spud guns, bow and arrow. Any student found to be in possession of any of the above will have the weapon removed from their possession and their parents will be informed.

DAMAGE

Brooke House will charge any student who causes damage to college property. If you cause damage accidentally please report it to the Summer School Director to avoid being charged. If you witness others causing damage to college property, you must report it and those responsible for it to the Short Courses Coordinator immediately. If you do not report any damage caused you risk being charged for it yourself!



ALCOHOL

No matter what their age, no student is permitted to drink alcohol whilst attending Brooke House. Parents and representatives will be informed immediately in the event that a student who is found to be under the influence of alcohol, or where a student is found to be in possession of alcohol.

DRUGS

Any student found to be in the possession of illegal substances will be summarily removed from the college and remainder of the student body. His/her agent and parents will be informed and he/she will then be placed on the next available flight back to his/her country of origin.

BROOKE HOUSE RESERVES THE RIGHT TO TEST THE URINE OF ANY STUDENT WHO IT SUSPECTS OF TAKING ILLEGAL SUBSTANCES.

ROAD SAFETY

All students should take great care when crossing the road in England. **WE DRIVE ON THE LEFT HAND SIDE OF THE ROAD AND CARS DRIVE VERY FAST.** Make sure that you stop before crossing all roads. Make sure that you look both ways before crossing all roads. Make sure that you listen for oncoming traffic.



Stop

- Find the safest place to cross then stop.
- Stand on the pavement near the kerb or the edge if there is no kerb.

Look

- Give yourself lots of time to have a good look all around.
- Make sure you can see if anything is coming and drivers can see you.

Listen

- Listen carefully because you can sometimes hear traffic before you can see it.
- Never cross the road whilst chatting to people, listening to your iPod or talking on your mobile phone.

When it is safe to cross, walk straight across the road. Do not walk diagonally. Keep looking and listening for traffic while you cross.

EXCURSION SAFETY

**IN THE RARE EVENT OF
a firearms or weapons attack**

RUN HIDE TELL



RUN to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go, then...

HIDE. It's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so...

TELL the police by calling 999.

RUN HIDE TELL



At the moment, the issue of terrorist attacks is regularly in the news. But it's been on our agenda for much longer.

The police and security service have been working constantly to foil terrorist attacks for years, not months.

But we are not complacent about keeping you safe.

Due to events in the UK and abroad, people are understandably concerned about a firearms or weapons attack. These attacks are very rare but in the event of such an attack, it helps to be prepared.

Remember, attacks of this nature are still very rare in the UK.

So Stay Safe, and just remember the words:

RUN. HIDE. TELL.

To watch the Stay Safe film, visit
www.npcc.police.uk/staysafe

FREE TIME DURING EXCURSIONS

- Students will only be allowed free time during excursions, if they are:
 - 14 and older
 - Do not go alone. Plan to spend their free time in pairs or more
 - Do not use public transport. Free time should be spent in comfortable walking distance from the meeting point
 - Taking a telephone that has WhatsApp downloaded and be a member of the Short course group chat.



IN THE EVENT OF FIRE

1. Alert everyone in the area by shouting FIRE
2. Leave the building by the shortest safe route
 - a. Do not go through smoke if there is another way
 - b. Only use ground-floor windows if you are trapped
 - c. Do not stay to collect possessions
 - d. Close doors as you leave
3. Call the FIRE BRIGADE 999 and alert Brooke House College on +44 1858462452 and +447852948805
4. Gather AWAY FROM the building and DO NOT attempt to re-enter the building until instructed
5. In alarmed areas, IF THE ALARM IS NOT ALREADY SOUNDING, break the glass of a call point IF IT IS ON YOUR ROUTE OUT
6. Fire extinguishers and fire blankets are for use on small fires which begin in an occupied room
 - a. DO NOT open the door to a room where there is fire
 - b. DO NOT attempt to use water extinguishers where electricity is involved
7. IF TRAPPED ABOVE GROUND LEVEL:
Gather in one upstairs room on the road side of the building
Close the door and block spaces around the frame with material
Open windows and wait by the windows
Shout, wave and show light if available
DO NOT ATTEMPT TO CLIMB OUT OF THE WINDOWS UNAIDED





Accommodation

- 2. Union House
- 4. Coventry House
- 7. London House
- 9. Northampton House
- 11. DJW House First, Second & Third Floors

Classrooms

- 1. High Street
- 3. College House
- 6. Heygate
- 8. PK Building

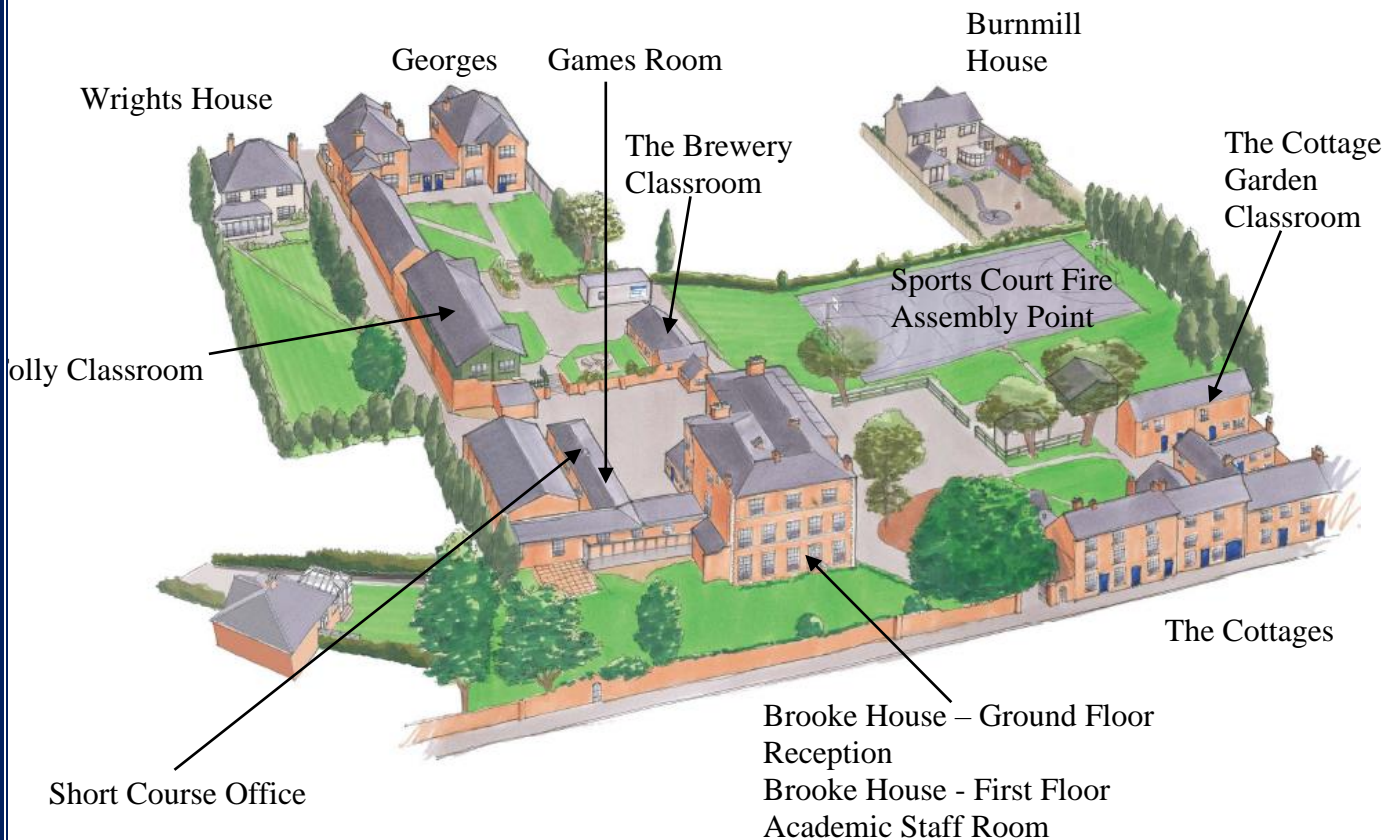
Offices / Multi Faith Prayer Room

- 5. Fountain Court

Dining Room & Wellbeing Centre

- 11. DJW House Ground Floor

Brooke House Map



WHO TO TALK WITH?

Academic Matters: Mrs Karen Randon (Director of Studies)



Accommodation, Activities/ Excursions: Margo Georgiev (Short Course Coordinator)



Illness – College Nurse / Boarding Residential Staff

**Remember you can talk to any of the Brooke House
College Staff!**

