



## The Scholar English programme

*Residential courses for 13-17 year olds*

*Academic term courses - Short revision courses - Exam preparation courses*

*OISE Newbury*

# The right course

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Courses are designed to meet a precise set of learning objectives.

For teenagers aged 13-17 years.

30 hours of tuition a week.

A maximum of 8 students per class.



## Scholar English

A bespoke education structured around:

- Accuracy and fluency in the English language
- Development of intellectual and social understanding
- Knowledge growth in a wide range of subjects
- Effective autonomous learning
- The acquisition of cultural and social literacy

*Personal growth through a  
broad curriculum of subjects*

# for high achievement

Constant opportunities to perform in English. Constant encouragement to practise the language within a study community of highly motivated language learners. It is in such a studious environment that participants are challenged and driven to exceed their own expectations and personal goals. Because of their focus on serious, concentrated study programmes, OISE schools are the preferred choice of the most ambitious and committed students.



The expertise, enthusiasm and sympathetic approach of the teaching team all combine to sustain the student's effort and concentration making each lesson a productive and stimulating learning experience. Coming from diverse study and career backgrounds, they are able to offer instruction in a wide range of specialised areas of the language.

Teachers are chosen for their personal qualities and their ability both to engage the participants and to facilitate the language learning process. They are trained to focus on the needs and weaknesses of the learner and to plan the structure and content of the lessons accordingly. The students therefore always receive tuition that is relevant and based on what they actually need to learn.

# The right course

30 hours of tuition a week.

Each course is designed to meet a precise set of learning objectives.

A maximum of 8 students per class.

Students are taught by a number of different teachers each day.



## *Academic term courses*

A bespoke education structured around:

- Development of life skills and learning strategies
- Academic subject classes
- Group and individual projects for cross-cultural collaboration skills
- English language lessons for accuracy and fluency
- Student assessment and coaching sessions

*Personal growth through a broad curriculum of subjects*

## *Academic English for exam preparation*

To achieve the desired result in either the IELTS exam or the Cambridge exams.

- Revision of core language skills
- Revision and practice in exam content
- Coaching in the complexities of the exam
- Mock exams and timed practice tests

*Strategic preparation for academic exams*

# for academically ambitious young minds



## *Short revision courses - all year*

To revise and practise core language skills.

- Accuracy in written expression
- Fluency and confidence
- Express ideas and opinions
- Understanding of the cultural context of the language

*Developing 21st century skills*

## *Summer revision courses*

To revise and practise core language skills.

- Accuracy in written expression
- Fluency and confidence
- Express ideas and opinions
- Understanding of the cultural context of the language

*Developing 21st century skills*

### **Included in the course**

- Accommodation and all meals
- Course certificate
- Extra-curricular activities
- Full day excursion

# Scholar English: to foster an erudite identity in English

## Academic term courses

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The term course in Newbury is designed for pupils who want to develop their command of English within an academic context: this will prove extremely useful for both teenagers who aspire to go to university in an English speaking country or who want to absorb both academic and cultural knowledge in English to operate on a level playing field with native speakers.

## *Academic programme*

**The course is divided into 4 areas of competences:**

1. **Fluent use of English:** it will take the pupil from his or her school knowledge of the language to a level that will allow them to manipulate the language in most international life situations.

\* **Academia:** the students learn the vocabulary and the codes to study at University in English.

\* **Exam preparation:** many of the pupils want to take an official examination to prove the level they have attained in the language.

\* **Creative writing:** to develop style and depth in writing.

\* **Drama:** lots of role play to learn how to project their personality in English.

2. **Cultural awareness:** this is the part of the course that aims at developing a broad understanding of sophisticated general knowledge:

\* **Literature in English:** an insight into the authors who wrote and write in English. The programme does not limit itself to Irish and British authors but also covers American, Australian and New Zealand writers.

\* **Music and art appreciation:** the pupils learn about composers and artists who dominate the music and art scene at present. The lessons might lead to a visit to an important art museum or to a concert locally or in London.

\* **The drama lessons encourage the students' interest in theatre and give them a basic knowledge of what constitutes good thespian skills**

3. **Introduction to career subjects:** journalism, ecology, sociology and psychology are all taught at beginners level and take the students into the realm of university subjects. As tasters they allow the pupils to acquire both a knowledge of the subject and a taste for the subject.

\* **Journalism:** newspaper articles, TV reports, radio programmes are dissected for identifying the skills that go into good journalistic reporting. Pupils are also expected to try their hand at writing an article or producing a programme of their own.

\* **Sociology:** although sociology is the universal study of social life and the causes and consequences of human behaviour, the course tries to identify specific codes of Anglo Saxon behaviour. The pupils are encouraged to investigate the structure of groups, organizations and societies, and how people interact within these contexts.

\* **Psychology:** this subject has been added to the curriculum because of its wide appeal among university students.

\* **Ecology:** study of the environment is a non-negotiable necessity for all teenagers: the course takes them through the essential elements that affect the environment and the climate.

4. **Academic subjects:** the course includes a number of modules to cover the most fundamental academic subjects: History, Maths, Geography, Literature. The purpose of these lessons is to both improve the students' knowledge in the subject and give them the ability to explore the subject in English. Terminology is one of the limiting factors for those who have studied the subjects in English. The course equips students with the skills to transfer into English the knowledge they have in their own language.

# Academic English for exam preparation

## IELTS exam and Cambridge exams



Strategic coaching by experienced tutors to give students the practice and revision techniques they need in order to achieve their required score in the test.

The programme prepares students for the exam, and focuses on their speaking, reading, listening and writing skills whilst fine-tuning their use of English.

### *To understand and achieve the expectations of the exam*

- **IELTS exam preparation**
- **Cambridge exam preparation - Cambridge B2 First and Cambridge C1 Advanced exams**

This programme coaches students to enable them to meet the expectations of the test and to achieve their desired score in the exam. Students practise and revise the components of the language which are tested in the exam and are given strategies for overcoming anxiety to become confident exam candidates. This course prepares students who need to prepare for either the Cambridge B2 First or the Cambridge C1 Advanced exam, or the IELTS exam.

#### **English language revision**

Exercises and practice to develop accuracy in grammar, vocabulary and comprehension. Speaking tasks and projects develop fluency and allow students to become comfortable and relaxed when using the language. Sessions on compensation strategies allow students to prepare themselves mentally for the test and to equip themselves with practical solutions for unexpected questions in the test. Essay-writing sessions teach students how to structure the essay and manage the essay content in line with the requirements of the test.

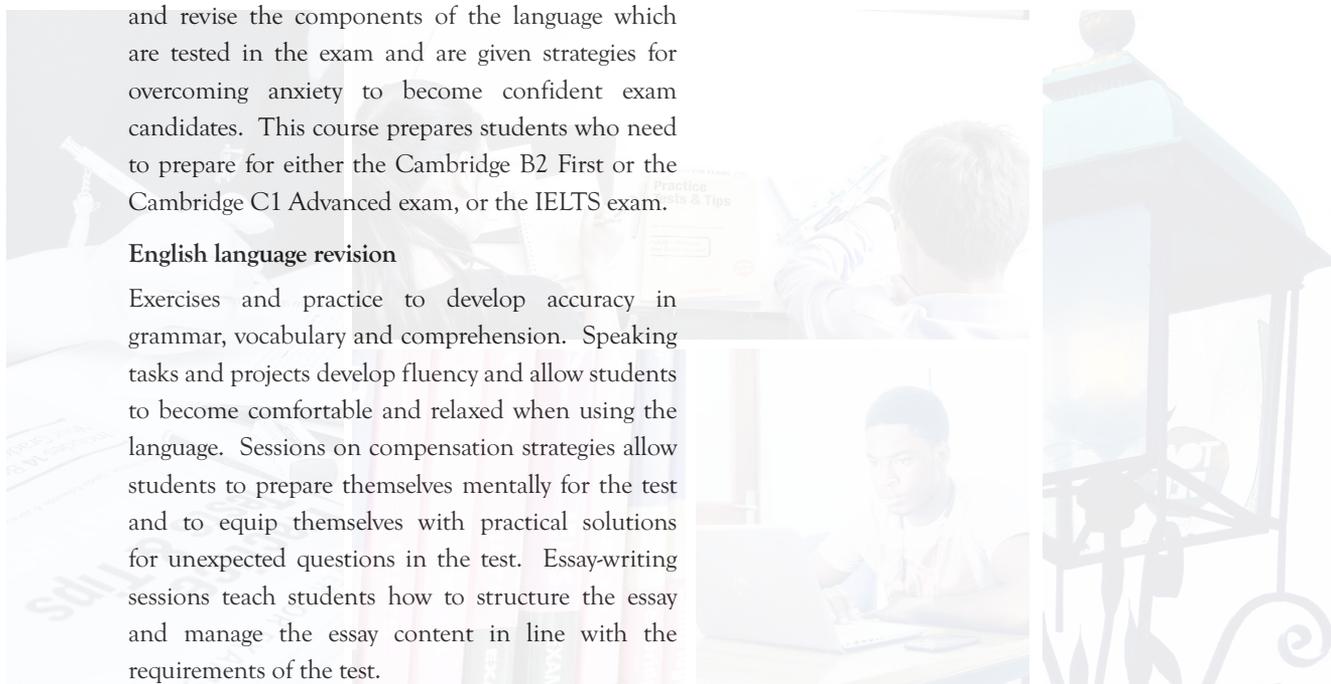
Students receive regular feedback from their tutors and are coached with tips on how to improve specific areas of performance as required.

Each week, the timetable includes mock examinations which are sat by all students under authentic timed

conditions. After each mock exam, students receive feedback from their tutor.

On exam day, students are taken by taxi to the local Test Centre, escorted by a teacher. The teacher waits whilst the student sits the exam and they travel back to school together by the return taxi.

The school receives the students' results as original certificates, sends scans and posts them to the students.



# Scholar English: to foster an erudite identity in English

Short revision courses - all year



A course based on living the second language through the prism of the knowledge normally acquired via one's mother tongue.

## *The programme*

Pupils develop a confidence founded on genuine improvements in their knowledge and skills, and in increasingly proficient English. Whether a pupil stays for a week, a month, or longer, the format of lessons is similar each week while the specific content and outcomes change. This allows students to establish formative routines to hone their core skills, while acquiring broader general knowledge and improving their English.

- **Course aims**

Unlike traditional language courses designed to teach the mechanics of the language as an end in itself, the Scholar English programme provides language development through an all-encompassing school programme delivered in English.

The concept of gaining bilingual status through immersion in subjects which were the preserve of the first language, raises the profile of second language to be equal to the first language.

The aim of the course is to develop the child's education in English, to expand their knowledge via the medium of English and encourage them to form their own opinions, in English.

- **Meaningful content**

The programme includes: writing craft workshops in essays & argumentation and journalism based on our in-house cultural calendar, biographies, debates, literature and reader's theatre, reciprocal reading, subject tasters, guided research projects with presentations, book club with presentations and discussions, eloquence 'workshops', training in philosophical thinking, etc. Grammar and pronunciation are embedded throughout all lessons in response to the pupil's errors or knowledge gaps, and feedback is plentiful.

## **Progress and testing**

Progress is monitored each week, through Progress Tests every Monday and Friday morning, followed by a Writing Test, and a 500 word weekend essay to be reviewed on Monday.

The Monday and Friday Progress Tests include a set text task to test comprehension and understanding and a timed essay task which is to write in 10 minutes an essay of 100 words on a topic related to that of the given text. Teachers grade the writing test using the CEFR mark scheme.

Teachers use the test scores and the writing test grades to separate students into different ability groups.

On Friday afternoons, teachers give an essay title for the students to complete over the weekend. On Monday, teachers give feedback to the students.

## **Extra-curricular activities**

After lessons, students spend time relaxing, reading or doing their homework. During the week and at weekends extra-curricular activities are arranged. These may include sports and physical activities, arts and crafts, or other workshops. Field trips to places of local cultural interest might include visits to Windsor, Oxford or London.

# Scholar English: to foster an erudite identity in English

Summer revision courses - June, July, August, September



A course based on living the second language through the prism of the knowledge normally acquired via one's mother tongue.

For students who wish to experience the Scholar English programme in their summer school vacations.

## *The programme*

Pupils develop a confidence founded on genuine improvements in their knowledge and skills, and in increasingly proficient English. Whether a pupil stays for a week, a month, or longer, the format of lessons is similar each week while the specific content and outcomes change. This allows students to establish formative routines to hone their core skills, while acquiring broader general knowledge and improving their English.

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# Scholar English Academic Term Course - Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 8:50	Breakfast				
9:00 - 10:30	Academic English	Mathematics/ Journalism	Creative Writing	Literature/ Ecology	Ecology/ Mathematics
10:30 - 11:00	Break				
11:00 - 12:30	Literature	Psychology/ Biology	Academic English	Psychology/ Journalism	Academic English
12:30 - 13:30	Lunch				
13:30 - 15:00	Drama/Creative Writing	Exam Skills	Geography/ Exam Skills	Creative Writing	Exam Skills/ Sociology
15:00 - 15:30	Break				
15:30 - 17:00	History/Biology	Sociology/ Geography	History/ Mathematics	Drama	Journalism/ Drama
17:00 - 17:30	Break				
17:30 - 18:30	Supervised homework/Exam practice				
18:30 - 19:30	Supper				
19:30 - 21:00	Hobby Clubs				

This is an example timetable and may be subject to change.

# Scholar English Revision Courses - Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 8:50	Breakfast				
9:00 - 09:30	Eloquence Walkshop	Eloquence Walkshop	Eloquence Walkshop	Eloquence Walkshop	Eloquence Walkshop
09:30 - 11:00	Progress Testing	Philosophical Thinking/ Dictations and Discussions/ Random Readings	University Pathways	Ethics and The Self/ Biographies/ Random Readings	Progress Testing
11:00 - 11:30	Break				
11:30 - 12:30	Spoken Grammar/ Spelling Test/ World News/ General Knowledge Quiz	Cross-curricular Ted Talk/ Ideations & Argumentations/ Random Readings	Literature/Great Debates/Fairy & Folk Tales/ Biographies	Ideations & Argumentation/ Random Readings/Smart Vocabulary drilling	Smart Vocabulary Recall/Personal Trajectories/ Global Citizenship & Human Rights
12:30 - 13:30	Lunch				
13:30 - 15:00	Better Letters	Ted Talk & Talk/Greats/ Philosophical Whys and Hows	Creative Writing Workshop	Ted Talk & Talk/ Dictations & Discussions/ Quotations	Tidy Classrooms/ Say thank you to your teachers/ Research Projects Redrafting/ Certificate Ceremony
15:00 - 15:30	Break				
15:30 - 17:00	Prompted Presentations/ Discursive Art/ Quotations	Debates	Popular Culture and Media Studies	Research Project Choices (and start research)	Research Projects Performance
17:00 - 17:30	Break				
17:30 - 18:30	Prep	Prep	Prep	Prep	Weekend Prep
18:30 - 19:30	Supper				
19:30 - 21:00	Hobby Clubs				

This is an example timetable and may be subject to change.

# Accommodation and travel

## *Newbury*

The course takes place at OISE Newbury, a residential boarding school located in the centre of the Berkshire market town of Newbury. Accommodation is in single en-suite study bedrooms. All meals are taken in the school dining hall. Newbury is located approximately 30 minutes from Oxford and 60 minutes from London.

## *Accommodation*

Students stay in single study bedrooms, each with a private bathroom. All meals are taken in the school dining hall. The school is supervised by residential staff who live on site (24 hours).

## *Food and mealtimes*

All meals are prepared daily using quality, fresh ingredients from local suppliers to provide a well balanced and varied menu of dishes. Meat, fresh fruit and vegetables are delivered daily to ensure quality and freshness. Fruit is always available as well as milk, hot drinks for the morning and afternoon break. In the evenings fruit, milk, hot drinks plus biscuits and other snacks are available. The chef and catering team are trained to cater for all dietary needs and requirements, including food allergies and other food restrictions.

## *Laundry and housekeeping*

Student rooms are cleaned once a week. Bed linen and towels are provided. Laundry service is available once a week and the laundry room is available at the weekend for students to do their own laundry should they wish to do so.

## *Security and alarms*

The school is equipped with fire and burglar alarms as well as CCTV. At 2200hrs the main gate is locked. Students each have their own key card which lets them enter the residence building and only their own room. There is a safe in the school office in which students can keep any valuables they wish.

## *Student welfare and total customer care*

OISE is committed to providing a safe learning environment for students.

Every staff member plays their part in ensuring that students' concerns are listened to and that support is provided throughout their stay.

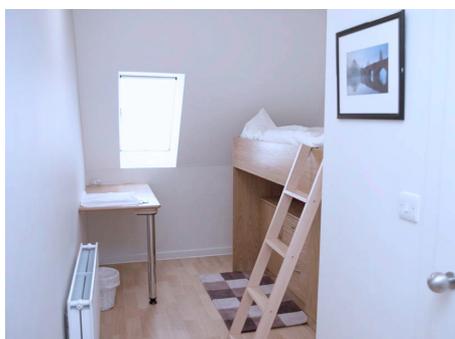
A 24 hour emergency helpline is available year round.

## *Transfer service*

The school arrival/departure transfer service is provided for students arriving at standard times on standard arrival days (Sundays) and departure days (Saturdays). For students arriving and departing on non standard days, a bespoke service is also available.

Students are met either by school staff who travel with them to the school or by drivers to drive the student/s directly to school. All drivers are checked and hold relevant child-safety certifications.

Sometimes, the journey to the school might be taken by train with a school staff member as group leader.



# Registration and consent form

## 1. Personal details

Family name: \_\_\_\_\_

First name: \_\_\_\_\_

Title: Mr  Ms  Mrs  Miss

Gender: Male  Female

Date of birth: \_\_\_\_\_

Nationality: \_\_\_\_\_

First language: \_\_\_\_\_

Second language: \_\_\_\_\_

## 2. Contact information

Student home address: \_\_\_\_\_

Town: \_\_\_\_\_

Postcode: \_\_\_\_\_

Country: \_\_\_\_\_

Student phone with code - home: \_\_\_\_\_

Student phone with code - mobile: \_\_\_\_\_

Student email: \_\_\_\_\_

Parent/Guardian name: \_\_\_\_\_

Parent/Guardian email: \_\_\_\_\_

## 3. Course information

Scholar English - Academic term course

Scholar English - All Year Short revision course

Scholar English - Summer revision course

Scholar English - Exam preparation course

Which exam?:

\_\_\_\_\_

Please note: all programmes for young learners are subject to place availability.

Course dates: from \_\_\_\_\_ to \_\_\_\_\_

Academic notes

Ambitions beyond this course: such as boarding school, exams, university

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 4. Accommodation

Accommodation date:

from: \_\_\_\_\_ to: \_\_\_\_\_

Accommodation special requests: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 5. Language requirements

Language level

1= beginner 5=very good

Oral: 1  2  3  4  5

Written: 1  2  3  4  5

How long have you been studying the language?

\_\_\_\_\_

Have you attended an OISE course before?

Yes  No

If yes, which school(s) and year(s)?

\_\_\_\_\_

\_\_\_\_\_

## 6. Travel information

Airport Transfer - Standard Times/Dates

Airport Personal Service - Non-Standard Times/Dates

Arrival date: \_\_\_\_\_

Arrival time: \_\_\_\_\_

Arrival airport: \_\_\_\_\_

Arrival flight number: \_\_\_\_\_

Arrival terminal number: \_\_\_\_\_

Arrival flight origination: \_\_\_\_\_

Arrival transfer needed? Yes  No

Departure date: \_\_\_\_\_

Departure time: \_\_\_\_\_

Departure flight number: \_\_\_\_\_

Departure terminal number: \_\_\_\_\_

Departure flight destination: \_\_\_\_\_

Departure transfer needed? Yes  No

Passport name: \_\_\_\_\_

Passport number: \_\_\_\_\_

Passport expiry date: \_\_\_\_\_

# Registration form

## 7. Emergency contact details

Emergency contact name:

\_\_\_\_\_

Relationship of emergency contact to student:

\_\_\_\_\_

Emergency contact home phone number:

\_\_\_\_\_

Emergency contact mobile phone number:

\_\_\_\_\_

Emergency contact email:

\_\_\_\_\_

## 8. Welfare information

Special requirements: diet/allergies \_\_\_\_\_

\_\_\_\_\_

Does the student have any medical condition we should know about?

\_\_\_\_\_

Medication not permitted: \_\_\_\_\_

\_\_\_\_\_

Medical treatment to be followed during stay:

\_\_\_\_\_

Childhood diseases: chicken pox  measles  mumps

others: \_\_\_\_\_

Sports not permitted: \_\_\_\_\_

Personality type: Sociable  Shy

## 9. Insurance

The student has comprehensive travel & personal insurance:

## 10. Permissions and consent

I give permission, in an emergency, for members of OISE staff to authorise medical treatment and/or anesthetic for my child. If for any reason it is not possible to contact the parents, the school staff have authorisation to take any necessary decision concerning all medical treatment (including emergency treatment). In all cases the advice of the medical professional will be taken

Yes  No

I give my child permission to take part in all activities associated with the OISE course:

Yes  No

On Homestay courses I give permission for my child (14-17) to stay out evening without supervision (22pm latest)

Yes  No

Please note that staying out times requested by OISE staff or host families will take preference over those detailed above.

On Residential courses, I give permission for my child (14-17) to have the opportunity to go out in small unsupervised groups (minimum 3 students per group). This is possible on trips and visits. Students will be required to sign out and back in again when they go out in unsupervised groups.

Yes  No

## 11. Data protection

I agree to the use of my personal information to book a course with OISE

I give permission for photographs of my child to be used in marketing material by OISE:

Yes  No

I agree that you can send me occasional information about OISE courses and services:

Yes  No

## 12. Terms and conditions

I have read the Terms and Conditions and agree to abide by them:

Signature of parent/guardian: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this form to:

OISE Newbury  
Tel: +44 (0)1635 953330  
Email: newbury@oise.com  
oise.com

# OISE Booking Terms & Conditions

## 1. Definitions

1.1 When the following words with capital letters are used in these Terms, this is what they will mean:

Booking : your booking for one of Our Courses;

Courses : the language training courses advertised on Our website;

Deposit : the sum of 300 GBP;

Event Outside Our Control: is defined in clause 8.2;

Fees : the fees payable by you in respect of your Booking;

Terms : the terms and conditions set out below;

We/Our/Us : Instill Education Limited (trading as "OISE") a company registered in England and Wales under company number 01293463 and having its registered office at 90 Banbury Road, Oxford, OX2 6JT, United Kingdom. VAT registration number GB792403230.

1.2 When We use the words "writing" or "written" in these Terms, this includes e-mail unless We say otherwise.

## 2. Bookings

2.1 Bookings can be made by completing and submitting the form on Our website together with payment of your Deposit or the total Fees (as applicable, see clause 3.1).

2.2 Please ensure that you read these Terms carefully, and check that the details of your Booking are complete and accurate, before you make your Booking. If you think that there is a mistake, please contact Us to discuss. We will confirm any changes in writing to avoid any confusion between you and Us.

2.3 When you make a Booking with Us, this does not mean that We have accepted it. Our acceptance of the Booking will take place as described in clause 2.4. If We are unable to confirm your Booking, We will inform you of this.

2.4 These Terms will become binding on you and Us when we confirm your Booking in writing to you, at which point a contract will come into existence between you and Us. We will assign a unique reference number to your Booking and inform you of it when We provide confirmation. Please quote this number in all subsequent correspondence with Us relating to your Booking.

## 3. Payment of Fees

3.1 Where the Course is due to begin more than six weeks from the date of your Booking, a Deposit is payable at the time of making your Booking. Where the Course is due to begin less than six weeks from the date of your Booking, the Fees must be paid in full at the time of your Booking.

3.2 When We confirm your Booking under clause 2.4, We will provide a statement showing the balance of the Fees due to be paid, which should be settled at least four weeks before the Course starting date. Please note that you will not be allowed to attend any Course unless payment of the Fees has been made in full.

3.3 All Fees must be paid in Sterling (GBP) / Euro (EUR) / US Dollars (USD) (as applicable). All bank charges are payable by you.

3.4 All refunds due under these Terms will be paid to the person from whom payment was originally taken, using the same method of payment as used by them.

## 4. Changes to Bookings

4.1 If you wish to change your Booking by switching to another Course, you must provide at least 10 days' notice of such change to Us in writing, otherwise you will be expected to attend the Course originally booked or cancel your Booking under clause 7.

4.2 Where you have given the appropriate notice under clause 4.1:

(a) We will refund any difference between the cost of the original Booking and your revised Booking on the last date of the Course to which you have switched (whether or not you remain on the Course for its full duration); or

(b) You may be required to pay any difference between the cost of the original Booking and your revised Booking at the time of your request.

4.3 If you wish to take a holiday at any time during the Course, you must give Us at least two weeks' notice in writing. No refunds are payable in these circumstances.

4.4 We reserve the right to cancel a Course, or make changes to course arrangements, as a result of Events Outside Our Control. Clause 8 will apply in such circumstances.

4.5 Maximum class size: during the last 50 years, OISE has always managed never to exceed the maximum class size described in its course descriptions. The new landscape post Covid19 might mean that in exceptional circumstances, the quality of the education delivered may need to trump the rigour of an exact class size. Therefore, OISE reserves the right to exceed the maximum class size by up to 4 students in cases of force majeure. Such measures would only be taken in circumstances that can be clearly demonstrated as inevitable and a refund would be offered for the difference in the value of the course linked to class size.

## 5. Our liability to you

5.1 Where We provide any assistance to you in making travel and accommodation requirements, We do so only as an intermediary between you, travel organisations and host families. Unless and to the extent caused by Our negligence,

We will not be liable to you for any losses arising from any delays or failures relating to travel and accommodation arrangements. We will, however, use our reasonable endeavours to defend your interests and mediate on your behalf in the event of any breach of contract on the part of a travel organisation or host family.

5.2 If We fail to comply with these Terms, We are responsible for loss or damage you suffer that is a foreseeable result of Our breach of the Terms or Our negligence, but We are not responsible for any loss or damage that is not foreseeable.

Loss or damage is foreseeable if it is an obvious consequence of Our breach or if it was anticipated by you and Us at the time we entered into this contract.

5.3 We do not exclude or limit in any way Our liability for death or personal injury caused by Our negligence or the negligence of Our employees, agents or subcontractors, or for any liability which cannot be excluded or limited by law.

## 6. Insurance, accommodation, students visas and study permits

6.1 You are responsible for arranging your own travel and medical insurance (including the costs of repatriation in the case of illness or accident) and student visitor visa.

6.2 If you are denied a student visitor visa and provide Us with a copy of the rejection letter on or before the first day of the Course, the We will refund all Fees paid.

6.3 Accommodation will begin on the Sunday before the Course starts and will end on the Saturday after the Course ends. If you have asked Us to arrange host family accommodation, you will receive details of your host family address at least five days before the Course starting date (unless you have made a late Booking) to enable you to inform the host family of your approximate time of arrival.

## 7. Your rights to cancel and applicable refund

7.1 You have the following rights to cancel your Booking:

(a) you have a legal right to cancel your Booking within 14 calendar days of the date of your Booking, in which event We will, subject to clause 7.3, refund all of the Fees including the Deposit; or

(b) you may cancel your Booking at any time after the period of 14 calendar days referred to in clause 7.1(a) but before the Course has begun, in which event We will retain the Deposit and refund the balance of any Fees paid by you.

7.2 To exercise your rights to cancel under clause 7.1, you must inform Us of your decision by

making a clear statement to this effect by completing the cancellation form on Our website or by contacting Us (see contact details below).

7.3 The law requires us to obtain your express consent to Us providing Our services where the starting date of the Course falls during the 14 day cancellation period referred to in clause 7.1(a). By making your Booking, you will be treated as giving this consent. You acknowledge that if you subsequently cancel, We will be entitled to deduct an amount from the Fees paid which is in proportion to the services that We have performed up to the date of your cancellation.

7.4 Once a Course has begun, you may cancel your Booking with immediate effect by giving Us written notice if:

(a) We break this contract in any material way and We do not correct or fix the situation within 30 days of you asking Us to in writing;

(b) We go into liquidation or a receiver or an administrator is appointed over Our assets; or

(c) We are affected by an Event Outside Our Control.

## 8. Our rights to cancel and applicable refund

8.1 We will not be liable or responsible for any failure to perform, or delay in performance of, any of Our obligations under these Terms that is caused by an Event Outside Our Control.

8.2 An Event Outside Our Control means any act or event beyond Our reasonable control including but not limited to strikes or other industrial action, civil commotion, terrorist attack or threat of terrorist attack, epidemic, adverse weather conditions or other natural disasters.

8.3 If an Event Outside Our Control takes place that affects the performance of Our obligations under these Terms:

(a) We will contact you as soon as reasonably possible to notify you; and

(b) We will, where possible, propose alternative arrangements (which may include alternative dates or venues) for the Course.

8.4 You may cancel your Booking if any alternative arrangements proposed by Us are unsuitable for any reason, in which case We will refund all Fees paid in advance for the Course.

8.5 We reserve the right to refuse your attendance on the course if you are suffering from any illness, medical condition or mental or physical disability which was not disclosed at the time of Booking.

## 9. How we may use your personal information

9.1 We will use the personal information (including sensitive information about your health, religious beliefs and practices or dietary requirements) that you provide to Us:

(a) to administer and provide Our Courses to you;

(b) to process payment in relation to any Booking;

(c) for internal training and monitoring purposes; and

(d) to inform you about similar Courses and other services that We provide, but you may stop receiving these at any time by contacting Us.

9.2 We will not give your personal data to any third party other than:

(a) as strictly necessary for Us to perform Our contract with you;

(b) to host families; or

(c) to the schools and offices within our group companies (which means our subsidiaries, our ultimate holding company and its subsidiaries, as defined in section 1159 of the UK Companies Act 2006) including those outside the European Union.

9.3 You have the right to access information held about you. Your right of access can be exercised in accordance with the Data Protection Act 1998. Any access request may be subject to a fee of £10 to meet Our costs in providing you with details of the information We hold about you.

9.4 We may wish to use photographs and audio visual media containing your image or likeness in our marketing and promotional materials and you hereby consent that We do so in all and any media for such purposes. If you would prefer that We do not, you should notify Us by completing the relevant section of the registration form. We will also confirm this with you where we have a reasonable opportunity to do so. Copyright in any photographs or audio visual media continuing your image or likeness shall belong to Us and shall not entitle you to receive any royalties or other payments.

## 10. Specific terms for Young Learners (7-17 years)

10.1 We reserve the right to issue disruptive students with a warning letter and, if there is no improvement in behaviour, to send them home at their parents' or guardians' expense.

10.2 We further reserve the right to send home without a warning letter any student committing a serious offence, especially offences involving the police, including theft, smoking in any school building and the possession, purchase or consumption of alcohol or illegal drugs.

10.3 For children who will stay with host families, parents may indicate on the registration form whether they authorise their child to stay out in the evenings without supervision. Generally, this means that children aged 13 and under are not allowed out unsupervised after their evening meal; those aged 14 and above must return by 22:00. However, students must also respect the house rules of the host family, where these times may inconvenience the family. Children on residential courses have evening activities and are not allowed to stay out unsupervised. Please note We cannot be held responsible for any incident whilst the student is out unsupervised.

10.4 Students aged 18 and over must register for an adult school. We reserve the right to transfer an 18 year old from a young learners' Course.

## 11. Other important terms

11.1 These Terms set out the entire agreement between you and Us relating to your Booking.

11.2 We may transfer Our rights and obligations under these Terms to another organisation, and We will always notify you in writing if this happens, but this will not affect your rights or Our obligations under these Terms.

11.3 This contract is between you and Us. No other person shall have any rights to enforce any of its terms.

11.4 Each of the clauses in these Terms operates separately. If any court or relevant authority decides that any of them are unlawful, the remaining paragraphs will remain in full force and effect.

11.5 If We fail to insist that you perform any of your obligations under these Terms, or if We do not enforce Our rights against you, or if We delay in doing so, that will not mean that We have waived Our rights against you and will not mean that you do not have to comply with those obligations. If We do waive a default by you, We will only do so in writing, and that will not mean that We will automatically waive any later default by you.

11.6 These Terms are governed by English law. You and We both agree to submit to the non-exclusive jurisdiction of the English courts.

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