

Student Handbook

Gordon's School, Surrey

'excellent facilities in this remarkable institution, which was voted school of the year by the Times Educational Supplement in 2022'



Welcome to Emerald UK!

We would like to welcome you to Gordon's School, Surrey and wish you a great stay full of new ideas, inspiration, fun and lasting memories.

This handbook will provide you with some information about Gordon's School, the programme, what to expect, your role and what to bring with you.

If you have any problems, you can call the school emergency number

0044 (0) 7936000463

Gordon's School



The school was founded by public subscription in 1885 as the Gordon Boys' Home for under privileged boys, but it quickly became a boarding school. In 1888 the Gordon Foundation was established to commemorate General Gordon of Khartoum, whose statue can be seen in the school grounds. Queen Victoria was the first patron of the school.

Information

Address

Gordon's School
West End
Woking
Surrey
GU24 9PT



Accommodation

The boarding accommodation at Gordon's School is provided in four Houses, each with its own individual family atmosphere, allocated to either boys or girls. There is a variety of residential accommodation, including twin, triple, quadruple and sextuple rooms. Rooms are comfortable and each has a lockable space. You need to bring a padlock with you if you want to lock your valuables away. All rooms share a bathroom with other students. All accommodation houses have lounge areas. There is Wi-Fi throughout the houses.

Classrooms

Classrooms are modern and well-equipped with computer access and projection facilities. Common lounge areas have computers with internet access and flat-screen TVs.

Facilities

Gordon's School has fantastic sports and leisure facilities. Including:

- Separate drama studio
- Large and well-equipped sports hall
- 40 acres of playing fields
- Tennis courts
- Mirrored dance studio
- Art studios

Meals

Meals are provided in the school's large dining room where students serve themselves from a salad bar with a variety of cold dishes or are served from the hot food servery by Gordon's School staff. Three meals are served each day including plenty of salads and fruit. The food at Gordon's is renowned for its quality and choice and the kitchen staff organise international themed days.

Special dietary requirements can be catered for.



Arrival

When you arrive at the airport or train station, collect your luggage and exit through British customs. As you come out into the terminal, you will see a member of the Emerald Staff, wearing a staff t-shirt holding a sign with your name (or group name) on it. They will show you where the bathroom is if needed and then take you to your coach or taxi for your journey to the school.

First Day

You will have an English test on Tuesday morning which is just to see the best class for you (there is no pass or fail). After this you will have a full orientation of the school and will learn where all the classes, activities and meeting places are. You will also learn where all the out of bounds areas are and the school rules!

You will be given a wristband which you must wear at all times, especially on an external excursion as no student is allowed onto the bus/coach unless they are wearing one. This wristband has the emergency number on it which you can call if you ever get lost.

Timetable

You will have English classes most mornings (some groups will have special pre-arranged classes on other subjects) and activities most afternoons. You should keep an eye on the noticeboard which tells you which activities are running each day. You can sign up every break time for the activity of your choice. In the evenings, we tend to do fun activities with everyone together such as Karaoke and talent shows... If you have a talent, we love to see it so come prepared!

For a small fee, students can participate in 2 new courses – learning to play the Bagpipes or drums and football. Each of the courses last for 2 weeks and is suitable for all levels.



Who to speak to if you have a problem.

We expect you to have a wonderful time with us and to make many new friends. However, if you do occasionally feel a little homesick or have any other problems, there are several members of staff you can speak to who will help you. There is a Welfare Manager and Welfare Leaders at every centre and you will meet them on your first day. You can have a chat with them at any time. You can also talk to any adult you feel comfortable talking to such as your Teacher. We are here to help you!

Let's Chat®



Example Programme (varies from week to week)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
July 7th	July 8th	July 9th	July 10th	July 11th	July 12th	July 13th	
Morning: Breakfast							
 Students Arrive	 Morning: Placement Test	Full day Excursion London London Eye 	 Morning: English Classes	Full day Excursion Brighton The Laines & Brighton Pier 	 Morning: English Classes	Lunch Activity options or English+ bagpipes or English + football or Intensive English	Activity Options 
	Lunch		Lunch		Lunch		
	Activity options or English+ bagpipes or English + football or Intensive English		Activity options or English+ bagpipes or English + football or Intensive English		Activity options or English+ bagpipes or English + football or Intensive English		
Dinner	Dinner						
 Unpack and Settle in	Team Quiz 	50 / 50 night 	Scavenger Hunt 	Chill out night Board games/ Conversation club Sports	Themed Dance Party 	Movie Night 	
Lights Out							

Rules and Regulations

You will be taken on an introductory tour of the school after you arrive. You will be shown where all the meeting places are, where the activities and workshops take place, where you will be having your meals and other places of interest or importance as well as the parts of the school that are 'out of bounds'. There are certain rules in place which you must obey to ensure your safety and enjoyment as well as the other students that stay with us. If you need help to understand these rules or if you have any questions, please ask a member of the ECI (UK) staff as it is very important that these rules are understood and respected:

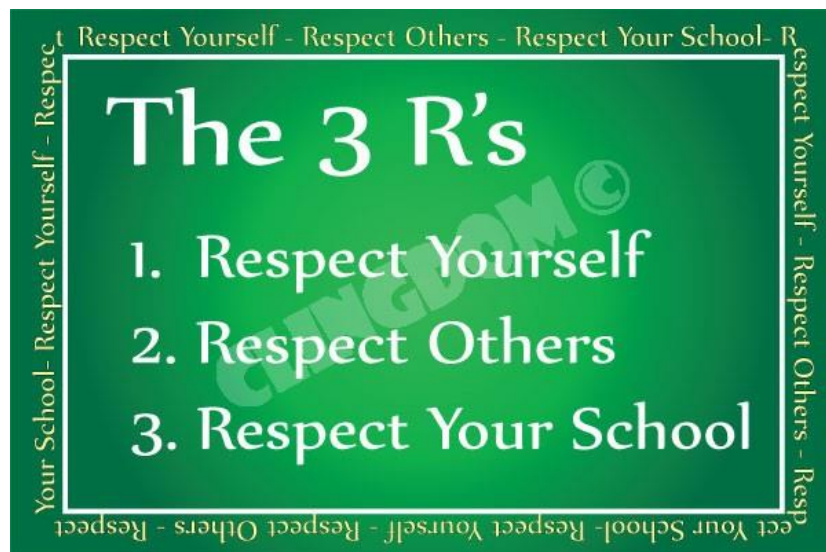
- We **do not** allow the drinking of alcohol.
- In England it is illegal for under 18's to buy cigarettes and vapes. Smoking is not permitted on our residential sites.
- The use of any drug is **strictly prohibited**.
- All students **must** attend all classes, all meals, activities and the social programme as well as the excursions.
- Damage to property and firefighting equipment will not be tolerated. Students who are found causing damage will be charged. The whole group will be charged for any damage to accommodation and centre property when and if an individual cannot be found responsible.
- Students are **not permitted** to enter 'out of bounds' areas – all of these areas will have clearly visible signs.
- Students are **not allowed** to go off campus at any time without permission and should not leave the accommodation block at night. **Under no circumstances** should students leave the school campus without ECI staff supervision or a group leader
- Rooms **must be** kept tidy to allow cleaners to vacuum and dust.
- Students must not take photos / videos of other students' / group leaders or members of staff without first asking permission.
- Any photos / videos taken with permission must not be uploaded on to social networking sites e.g., Facebook, Instagram, Tiktok

These rules will be enforced by all members of ECI (UK) staff. If students continue to break these rules, they will be required to return home at their parents' expense – no refunds will be given.

ECI will not take any responsibility for any damages occurring as a result of the rules not being followed.

WHAT IS EXPECTED OF YOU

- **RESPECT** - Students must treat all staff, members of the public and each other with respect at all times.
- **PLEASE AND THANK YOU** – Students must remember to be courteous and show good manners to staff, catering staff, members of the public and each other.
- **SPEAK ENGLISH** – Students are expected to try and speak English at all times whether you are talking to people of the same or different nationalities.
- **NO BULLYING** – Bullying is the deliberate and / or repeated action of making another person unhappy. Bullying of any nature will not be tolerated and may result in students being sent home at their own expense. Students are also expected to report any bullying which they see to an ECI member of staff.
- **INTEGRATION** – Students are expected to try and integrate with all of the different nationalities and ethnic backgrounds that we have at our centres. Students are also actively encouraged to try and learn as much as possible about the different countries that other students come from.
- **BEDTIME** – All students are expected to be in their rooms by 10:30pm after evening entertainments and to have lights out and be quiet by 11pm.



What shall I bring?

What items should students bring with them?

Students should bring comfortable and practical clothing, towels and sports clothes. In addition, please make sure you bring any medications should you need them for any health issues. Laundry services are provided for the students once a week.

We suggest the following items.

- A large mesh laundry washing bag which can go into the washing machine
- Personal items
- Alarm Clock
- A camera (photo and / or video) optional
- Notebook, pen, pencil.
- A towel
- Comfortable shoes
- **A padlock to lock valuables away in your room**
- Make sure to have some form of medical insurance with you. The medical insurance should cover Covid-19 issues.
- Clothing: England has a variable but temperate climate and weather extremes are rare. You should bring some rain gear and warm clothes with you. Also, there will be sports as part of the activities so please bring suitable shoes and clothing.
- On arrival at the school, you will be asked for a deposit of **£70**, this will be returned to you when you are leaving, provided there is no damage to the room.

WE STRONGLY ADVISE THAT STUDENTS DO NOT BRING ANY VALUABLE ITEMS, IN PARTICULAR:

- Expensive / Exclusive mobile phones
- MP3 players, i-pads etc
- Laptops or wireless dongles
- Computer consoles, hand held Play Stations (PSP)
- Expensive jewellery / watches
- Credit cards and large amounts of cash

We Recommend!

- A lockable suitcase or a small coded padlock.
- Due to the large number of students at the school, we strongly recommend that students mark their clothing with their names to avoid lost or stolen property.
- Emergency contact details should be provided for each child to pass on to the Centre Director.
- Medication and medical details should always be provided.

We hope that you have found this student information pack informative and helpful. If there are any other questions which you have before you travel then please don't hesitate to contact us.

We look forward to welcoming you!

