



Royal Holloway University - Tottenham F.C.



Oxford International Education Group

Dear Group Leader, thank you for joining us in the UK this summer.

At Oxford International Junior Programmes (OIJP), our aim is to provide young students from all over the world with a safe, fun, friendly and structured environment in which to improve their knowledge of the English language.

We are one of the top providers of junior programmes in the UK and a unique British Council accredited education provider.

Oxford International Junior Programmes is part of the Oxford International Education Group (OIEG) which was founded in 1991 as ISIS Education and Travel by David Brown and Robert Darell. Oxford International has grown to be one of the top 10 businesses sponsored by the Prince's Trust after it provided OIEG with a £5,000 loan.

OIEG now offers a huge range of university pathways, spring, summer and year round academic programmes and educational tours. Our programmes have grown steadily in size and popularity and we now run 11 centres in the UK and 6 centres in North America welcoming over 10,000 students.

We create life enhancing learning experiences that help students worldwide to develop personally and professionally and that enrich their future opportunities.



Founders David Brown and Robert Darell meeting HM King Charles III

About the Tottenham Hotspur F.C. Programme

At Oxford International we are proud to be in partnership with Tottenham Hotspur Football Club to run a combined English and football programme.

This includes 15 hours of English per week, 12 hours of football coaching per week, trips to football stadiums and football seminars during the activity programme. The football coaching is run by Tottenham Hotspur Football Club's full-time coaches, who are FA and UEFA qualified.

- Free Tottenham Hotspur football kit for each student provided on campus.
- Football coaching.
- Football seminars.
- Visit to Stadiums.
- Social spaces available for all the students.
- Fantastic sports centre for badminton, basketball and table tennis.
- Sports pitches available for football, volleyball and team games.

Staff at your summer centre

Centre Manager (CM)

The Centre Manager will be the most senior staff member on-site, responsible for the complete over-sight of centre.

Activity and Excursion Manager (AEM)

The Activity and Excursion Manager will lead the team of activity staff, being responsible for the complete over-sight and smooth running of the on-site activities and cultural excursion programme at the centre.

Football Coordinator (FC)

The Activity Leaders will be responsible for taking a lead in the delivery of the Tottenham Hotspur Football Programme at the centre.

Activity Leader (AL)

The Activity Leaders will be responsible for delivering high quality activity sessions and cultural excursions at the centre.

Student Support Manager (SSM)

The Student Support Manager will lead the team of student support staff, being responsible for taking the lead in ensuring the welfare of students at the centre.

Student Support Leader (SSL)

The Student Support Leader will be responsible for taking a lead in ensuring the welfare of students at the centre.

Director of Studies (DoS)

The Director of Studies will be responsible for the complete over-sight of the Academic Programme at the centre.

Senior Teacher (ST)

The Senior Teacher will be responsible for supporting the teaching team, as well as assisting the Director of Studies in the performance of their duties.

EFL Teacher

The EFL Teacher will be responsible for delivering high-quality English language lessons at the centre.



The Airport

On arrival at the airport, you will be met by one of our Activity Leaders who will welcome you to the UK.

They will be wearing a red T-shirt or hoodie with the Oxford International Junior Programmes logo, so you can easily recognise them.

The Activity Leader will accompany you by coach to your centre.

During the journey to your centre, the Activity Leader will give you a welcome pack with your specific programme, a welcome letter from the management team, registration forms, lanyards, student ID cards and the optional booklet.

You will also receive the rooming configuration allocated to your group on the coach so you can begin to organise the students into bedrooms. When you arrive at your centre, a member of the management team will be waiting to greet you.

Arriving at Royal Holloway

When you arrive at Royal Holloway you will be shown to your accommodation. Check in is at 4pm.

At Royal Holloway, the accommodation for the Football Programme is largely based in the Founders Building.

These bedrooms are single and twin rooms with shared bathroom facilities arranged along corridors. Most of the accommodation has large common areas/kitchens where the students can relax in the evenings and during break times.

At Oxford International Junior Programmes we aim to room students in line with their needs. All students will be supervised by a member of Oxford International Junior Programmes staff. Once at the accommodation students will be shown their bedrooms and shown how to access the accommodation block.

One of the Oxford International Junior Programmes staff will escort them on a tour of the campus and highlight all the key locations they will use during their stay. Please note if they arrive on campus during the morning there may be a possibility that their room is still being cleaned. If this is the case we will show them to the nearest common room where students can relax.



The Centre

Postal Address:

Oxford International Junior Programmes
c/o Royal Holloway University, Egham Hill, Egham,
Surrey, TW20 0EX
Please ensure the letter/package is clearly labelled with
Oxford International Junior Programmes.

Laundry:

The launderette is located in the Hub reception and is open until late each night.
A wash costs approximately £3.50 and dry £2.50.
Pre-loaded cards will be distributed to Group Leaders as required. Bed linen will be washed once a week by the University.

Computer Access:

Every group leader and student will be issued with a WiFi code on arrival. This operates across the entire campus. There is also a computer centre onsite which is available to group leaders throughout the day.

Shop/Café:

The Student Union Shop is the campus shop; a mini supermarket selling snacks, drinks, campus souvenirs and toiletries. Opening Hours 08:00–18:00 on Monday to Saturday and 9:30–18:00 on Sunday.
The cafe will be accepting cards and contactless payments only.

Security:

The University has a 24 hour onsite security team who maintain a constant patrol. There is also campus-wide CCTV and all rooms have their own key card for entry.

Food:

Breakfast: 07:30–08:45
Lunch: 12:30 – 14:00
Dinner: 18:00–20:00

Students should clear away their food trays at the end of their meal. There will be a lunch/dinner rota for all groups.

Social Spaces:

The students will have access to the common rooms based in the accommodation during break times and in the evening. Each flat has a kitchen or a living space where groups can meet. There is also an outdoor social area located at the back of The Hub.

Local Transport:

Egham train station is just a short 20 minute walk from the campus:
Train to Waterloo (40mins)
Train to Richmond (20mins)
Buses at the campus entrance:
Bus 71 direct to Windsor
Bus 441 direct to Staines

Sports Facilities:

Royal Holloway has a fantastic sports centre where you can play badminton, basketball and table tennis. There are also an extensive number of sports pitches available for football, volleyball and team games.

Bank/Post Office:

There are 2 banks in Egham (Natwest and Nationwide), which is a short walk from campus. There are 2 ATMs outside the Student Union on campus. The nearest Post Office is located on Egham High Street.

Fitness Suite:

There is a fully equipped gym available for group leader use. There will be a small fee to use the gym and a short induction session will be required.

Hospital/Doctors:

Nearest Hospital:
St Peter's Hospital, Guildford Road,
Chertsey, KT16 0PJ
Nearest Doctor's Surgery:
Ashford Health Centre, London Rd,
Stanwell, Ashford TW15 3FE
First aid trained staff are available on site.

Religious Centres:

Catholic Church of the Assumption of Our Lady:
91 Harvest Road, Englefield Green, Egham TW20 0QR
Runnymede Christian Fellowship:
Virginia Lodge, Heritage Court, Egham, TW20 9LF.
St John the Baptist, Church:
High Street, Egham, TW20 9HE.

Fire Drills + Fire Safety:

It is a requirement at any residential centre that fire drills must take place. During the fire drill, students should leave all their belongings behind and evacuate the building as quickly as possible. Please ensure that all of your students have left their rooms and stand at the designated evacuation point outside. There will then be a roll call. If any students are unaccounted for or the evacuation is too slow, the fire drill will be classed as a 'failure' and will need to be repeated at a later date.

In case of a fire:

Raise the alarm
Use the stairs (not the lift)
Find the nearest fire exit (follow the exit signs) and leave the building safely.
Ensure your students do not run out of the building.
Go to the nearest fire safety point.
Do not re-enter or encourage your students to re-enter the building until authorised to do so.

Curfew:

Evening curfew is 10:30pm.
All students must be in their accommodation by this time. They must be in bed with lights off by 11:00pm. We ask that you monitor your own students. If you are on a corridor with other students making noise after this time, please report it to the CM.

Student Code of Conduct

- Speak English at all times
- Be polite and friendly to everyone on campus
- Listen to all instructions
- Be on time
- Always ask if you need help
- Respect other people's possessions, cultures and customs
- No alcohol. It is illegal for anyone under 18 to purchase alcohol in the UK
- No smoking. It is illegal for anyone under 18 to purchase cigarettes in the UK



- No chewing gum
- No swearing or foul language
- No vandalism. Any damage to property will be charged for
- No bullying or violence. There is a zero-tolerance policy for this kind of behaviour

If you upload photos to social media don't forget to tag us and use the hashtags:

#oxfordinternational2024
#oiegtottenham
#oxfordinternational
#oiegsummer
#oijuniorprogrammes

Don't forget to follow us
@oijuniorprogrammes



Student Packing List

Summer weather can be very unpredictable in the UK. The average daily temperature is 15°C but can go as low as 10°C or as high as 35°C. For this reason, we recommend you encourage your students to come prepared for all occasions and check the predicted weather before departure!

Documents

- Passport and copy of it (email copy to yourself)
- Visa document and copy of it (if required)
- Insurance documents
- A copy of any medication prescriptions in case of emergencies
- UK currency (Pound sterling)
- Debit or credit card

Technology

- Phone/iPod/iPad/Tablet + chargers (we recommend you only bring one of these items)
- Headphones
- Camera and camera charger
- Plug converter/travel adapter (UK 3 pin, 13A, 220V-240V)

Everyday Essentials

- Medication
- Toiletries, washing and sanitary essentials
- Toothbrush and toothpaste
- Towel
- Hairbrush/comb/hairstyler
- Sleepwear, socks and underwear
- Glasses/contact lens equipment
- Water bottle
- Plastic bags for dirty laundry or wet items

Onsite Activities

- Tracksuit/jogging pants for sport and trainers
- Costumes for discos



Football equipment list

- Football kit
- Shirt
- Shorts
- Football socks
- Shin pads
- Cleats

Excursions

- Casual, comfortable clothing
- Umbrella
- Sun protection (cream, spray, lotion)
- Quality rain/wind-proof jacket
- Secure handbag/backpack/travellers wallet
- Sunglasses
- Appropriate footwear for walking

! Important Reminder

To assure that you receive the correct Tottenham uniform kit, please add the student size once filling the registration form before 30th May 2024.

Any questions please email:

 juniors@OxfordInternational.com

Excursions

London

During your programme there are two excursions to London.

These excursions are:

9 am - 4pm (depart from London)

2pm - 8pm (depart London)

including the Sunset Boat Ride on the River Thames.

Typically groups will start their excursion with our Politics and Royalty walking tour. This tour ensures groups get to see the most iconic London landmarks.

Lunches

At Royal Holloway you will receive:

- A mix of packed lunches and meal vouchers during excursions to London, Windsor and Brighton.

Visit to the Stadiums

During the excursions to London, students will visit Wembley Stadium, home to the English national team.

Students will also have the opportunity to visit the new Tottenham Hotspur stadium and enjoy a guided tour of the Stadium where magic happens!

**Please note these two visits are subject to other events at the stadiums.*



Tottenham Hotspurs Stadium

Full day and half day excursions

Students on the football programme will also enjoy a full day to Thorpe Park at the beginning of the programme.

Students will have the opportunity to visit Brighton for a full day, explore the beautiful coastline and will have unlimited Rides Wristband to use a Brighton Pier.

From Royal Holloway you will also have a half day in Windsor with entrance to the Royal residence, Windsor Castle.

Our Activity Leaders ask you to:

- Only take photos when advised to do so
- Keep together as a group
- Don't stop for toilet or food breaks without permission
- Stay vigilant of on-coming traffic
- Don't block the pavement
- Walk at a brisk pace
- Don't talk over the guides
- Wear your lanyard at all times
- Ask lots of questions!



Wembley Stadium

Onsite Activities

Challenges

Challenges are great activities that encourage students to work in teams. All challenges are stimulating problem-solving tasks designed to help group members develop their capacity to work effectively together. Challenges at your centre will include an egg drop challenge, team challenges and a photo challenge. Unfortunately, as challenges are a mystery before running the activity, not much information can be revealed in advance!

Sports

Sports sessions are designed for all students to have a good time. The structure of most of the sessions will include a warm-up, improving skills and final games. Otherwise, a tournament structure will be followed. Sports will include running club, basketball and dodgeball. It is important that students wear suitable sports clothes and footwear for sports sessions.

All Campus Activities

These activities will involve all students at the centre to participate; it will be a great opportunity for students to get to know each other and learn about other cultures. Discos are usually the most popular night with the students, one of them will be themed as Union Jack disco and the last disco theme will be decided at the centre; it's up to the students! The talent show is the perfect opportunity for students to show off their music, dance and drama skills. This activity is incredibly popular and even staff may prepare an act to display on the night! Don't forget the International night, where you will be able to share your culture and background with all other students!

Workshops

Workshops are alternative activities for those students who prefer more creative and relaxing sessions. These workshops are focused on specific skills so each session will be based on a particular theme. Students will be able to participate in a group mural, a drama workshop and a self-portraits workshop amongst others. These activities will encourage students to be creative and improve their artistic skills as well as learning specific vocabulary.



Sign Up Activities:
To ensure students take part in onsite activities, they will now need to sign-up in advance and a register will be taken at the beginning of each activity.



Tottenham Football Programme

Individual Students

Individual students are more than welcome to join us on the summer camp.

Individual students will be placed together in a group and will have a dedicated member of staff to look after them.

This staff member will act as their group leader and lead them on excursions and activities and answer any questions they may have.

On your first evening at the centre, there will be a meeting where you will receive all the essential information about the first few days and will be introduced to all members of staff.

During this meeting you will receive:

- Centre mobile and emergency number
- Meeting times and points
- Programme details
- Meal times and lesson times



Football Coaching

The Tottenham Hotspur Football Club Academy staff have created the player development syllabus.

It focuses on developing the right environment to help the players improve.

Sessions will include; goal scoring, defending, possession and domination. Each session is themed around a specific element of the game and the FA and UEFA-qualified coaches use inspiration from the current First Team and Academy at THFC to help develop the young players on our programmes.

They will monitor each player individually to ensure they train with players of similar abilities and ages with the aim to progress every player through the ability levels.

Football Seminars

On two evenings during the programme, the coaches stay on campus and have a classroom session with the students. They last approx. 90 minutes and during the sessions, the students will learn more about nutrition, tactics and what it is like to live as a professional football player.

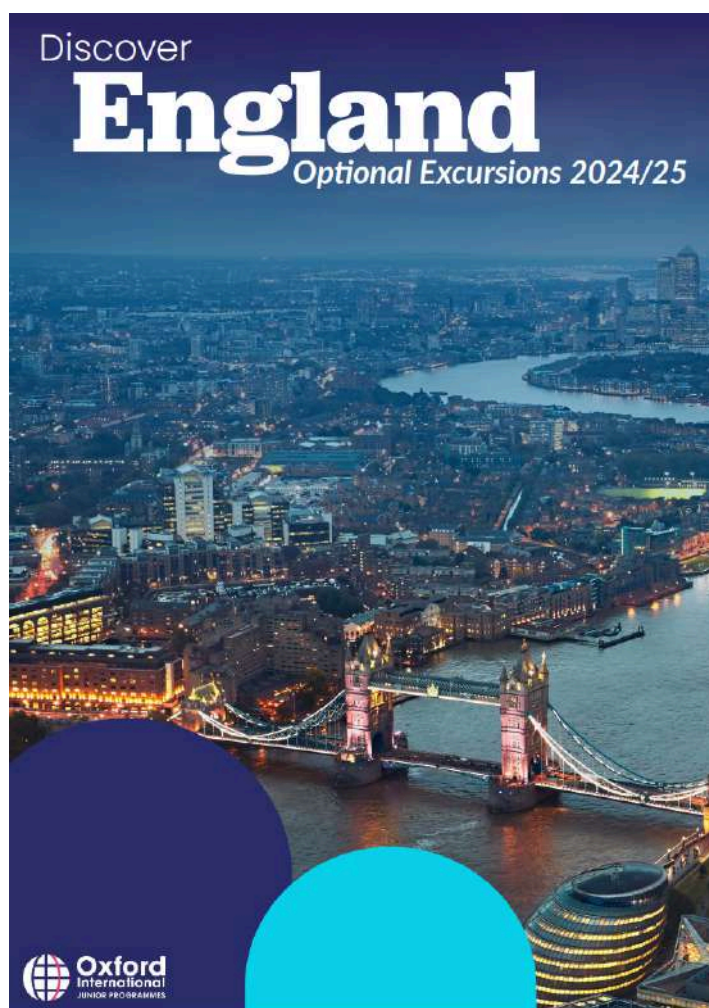
The sessions are very interactive and include discussions about favourite players and the best players in the world.



Optional Booklet

We love our summer programmes and think they are brilliant as they are but we also know that for some students it is a long journey to travel to the UK.

This booklet contains information about destinations across the whole of the UK and attractions you can visit there. If you would like to supplement your programme by purchasing one of these entrances/excursions (and haven't organised this prior to arriving in the UK) please speak to your Excursion Manager. You should have received the Optional Booklet in your Welcome Pack; if not please also refer to your Excursion Manager for more information.



Warner Bros & Theme Parks

Warner Bros. Studio Tour London

Step on to authentic sets, discover the magic behind the spellbinding special effects and explore the behind-the-scenes secrets of the Harry Potter film series. Discover the iconic Hogwarts Great Hall, explore the Forbidden Forest, board the original Hogwarts Express at Platform 9 ¾ and step foot into Gringotts Wizarding Bank.

Please let us know as soon as possible if you wish to add this visit to your programme as there is very limited availability.

New for 2024 there will need to be 1 supervising adult for every 10 students.

Price: £67.00 per student based on 10 paying students and 1 free leader.

Thorpe Park

Join the thrill-masters at THORPE PARK Resort, home to over 20 thrilling rides, exhilarating attractions and incredible events including Mardi Gras, Carnival and Oktoberfest. THORPE PARK Resort is the ultimate destination for thrill seekers featuring some of the UK's most popular rollercoasters to make new memories with your friends!

NEW ride for 2024: 'Hyperia', the UK's tallest and fastest rollercoaster. Reaching heights of 236ft and speeds of over 110mph, once you've experienced Hyperia you'll never fear again!

Price per student: TBC

LEGOLAND® Windsor Resort

For an awesome day out this year visit the LEGOLAND® Windsor Resort and experience the ultimate LEGO® adventure!

With over 55 rides, live shows and attractions set over 150 acres of parkland, the LEGOLAND® Windsor Resort is a destination that is not to be missed!

Price per student: TBC



Sample Programme



Sample Programme - Royal Holloway

Group Name				
Students				
Group Leaders				
Date	Days	Morning	Afternoon	Evening
9-Jul	Tue	Breakfast Airport: Flight Number: Time:	Lunch Airport: Flight Number: Time:	Dinner Campus tour and ice-breaker activities
10-Jul	Wed	Placement Test and Lesson 1	Full day excursion to London with entrance Tottenham Hotspur Stadium*	Sunset Boat Ride on the River Thames
11-Jul	Thu	Lesson 2	Football Coaching	Football Seminar
12-Jul	Fri	Lesson 3	Football Coaching	Onsite Activities
13-Jul	Sat	Full day excursion to Thorpe Park	Full day excursion to Thorpe Park	Onsite Activities
14-Jul	Sun	Full day excursion to London with Politics and Royalty walking tour	Entrance to Wembley Stadium*	Onsite Activities
15-Jul	Mon	Football Coaching	Football Coaching	Football Seminar
16-Jul	Tue	Football Coaching	Lesson 4	Welcome Disco
17-Jul	Wed	Football Coaching	Lesson 5	Onsite Activities
18-Jul	Thu	Football Coaching	Lesson 6	Onsite Activities
19-Jul	Fri	Football Coaching	Half day excursion to Windsor with entrance to Windsor Castle	Karaoke/Lip Sync Battle
20-Jul	Sat	Lesson 7 (closed)	Lesson 8 (closed)	Onsite Activities
21-Jul	Sun	Full day excursion to Brighton by coach	Unlimited Rides Wristband to use at Brighton Pier	Disco
22-Jul	Mon	Lesson 9 (with A)	Lesson 10 (with A)	International Evening
23-Jul	Tue	Airport: Flight Number: Time:	Airport: Flight Number: Time:	Airport: Flight Number: Time:

Please note this is a sample programme. Please refer to your "Welcome Pack" for your personalised itinerary.

Meet the Team at Head Office

The Oxford International team, based in London, will be visiting the centre on a regular basis. If you see any of them on campus, don't forget to say hi!



Gary
OIDI & EL UK Managing
Director



Paul
Head of EL UK



Bob
Operations Director
EFL UK



Hanna
Global Sales Director
UK & NA EFL



Berta
EFL Programme
Manager



Nicole
EFL Operations
Manager



Nayeli
EFL Operations
Coordinator



Cassandra
EFL Academic
Manager



Sarah
UK EFL Admissions
Manager



James
Senior Admissions
Officer



Shelina
Admissions Officer



Luke
Recruitment
Manager



Drusilla
Recruitment
Coordinator



Valentina
Recruitment
Administrator



Efe
Marketing
Assistant

Frequently Asked Questions

What happens if someone loses their passport?

We strongly advise that passports are stored safely in the accommodation and remain there. If a passport is lost, the Group Leader will need to accompany the student to the embassy of their home country where they will be issued with a temporary replacement or a permit to travel. The CM will be able to help locate the embassy and print any forms that might be helpful. We recommend that you have a photocopy of every student's passport as a backup.

What happens if a student is lost on an excursion?

The first thing to do is to contact the student on their mobile. If this is possible, then a member of OIJP staff will collect the student whilst you wait with the rest of the group. If they are uncontactable, the Activity Leader will get hold of the CM who will in turn contact Head Office. Every student is issued with an 'Emergency Number' lanyard and ID Card. Students should call this number if lost and it will be answered by a member of Head Office.

How do students participate in onsite activities?

In most centres, a meeting point is set for activities. All activities and excursions will be advertised on the activity noticeboards and during mealtimes. Students can choose which activity they want to participate in. To ensure students take part in onsite activities they will now need to sign-up in advance and a register will be taken at the beginning of each activity.

Can students lock their room?

Yes. At Royal Holloway students will be able to lock their room. Corridors can be accessed by individual secure key cards. We ask that students take particular care of their keys/key cards as room 'lockouts' take a significant amount of time to rectify. If a key is lost, there will be a charge for its replacement.

What happens on departure day?

Prior to your final day on campus, Group Leaders will be invited to attend a departure meeting where the full procedure is explained. At this point, Centre Managers will indicate the time the group needs to be at the coach (which will arrive at the airport with at least 3 hours to check-in, go through security and reach your gate).

Can my students be taken off campus/programme by a member of their family?

We are happy to have parents or relatives visit the centre as long as they contact the centre in advance to arrange this. It is also possible to have a parent or relative take a student out of the programme for a short time. Parental approval must be sent to the centre email in advance. Original ID of the adult taking them from the centre will be photocopied on arrival. Relatives who accompany the student away from the centre will be asked to sign an 'Unscheduled Activity' form and will need to leave a contact number in case of an emergency.

What should we do if there is a problem with a bedroom?

All accommodation blocks are checked prior to the students' arrival; however, if you do notice a problem when you get to the centre, it is essential you report this straight away. All group leaders will be issued with a 'maintenance report card' where they can submit all their students' room problems. If the report card is submitted to the Centre Manager by 10am, the CM will ensure the request is passed onto the maintenance staff that same day.

What do I do if a member of my group has food allergies/dietary requirements?

The campus catering staff are very experienced in catering for all kinds of allergies or dietary requirements. During our 30 years of operation, we have never had a problem with allergic reactions to food prepared on campus. In order for this to continue to be the case, we ask that you alert us of any allergies / requirements as early as possible. The admissions team should be notified before arrival in the UK.

What happens if a student is sick?

All sick students should be referred to the Welfare Manager or Centre Manager. If deemed necessary, a member of OIJP staff will escort the student to a GP or hospital. If this does happen, the student must take their passport and any medical insurance documents with them in the instance that they may be required.

Is there a deposit?

Please be aware that a £25 or 30€ deposit will be collected upon arrival which will be returned at the end of the programme if there is no damage to the rooms or loss of keys etc.

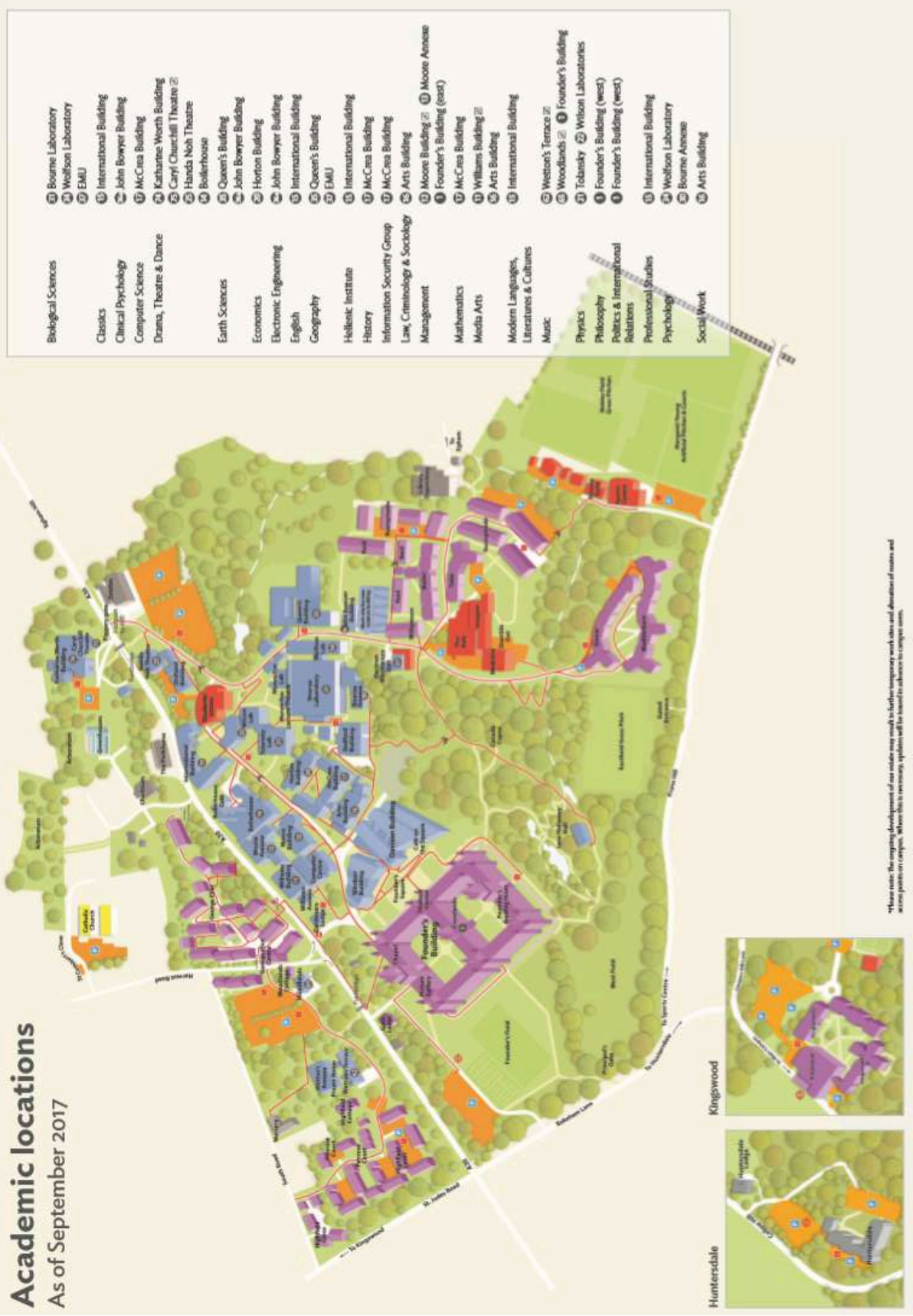
Do you have any other questions?

Please do not hesitate to contact the sales team or our OIJP staff if you are on campus!

**Emergency number monitored 24/7
+44 (0) 203 318 3007
Please use only in real emergencies.**

Campus Map

Academic locations As of September 2017



*Please note: The ongoing development of our estate may result in further temporary work sites and alterations of routes and access points on campus. Where this is necessary, updates will be issued to advise on campus news.

Huntersdale

Kingswood



www.oxfordinternationaljuniors.com

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SE10 8NB, London
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@oijuniorprogrammes