



University of Greenwich - Bounteous House



# 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 University of Greenwich

The University of Greenwich dates back to 1890 when Woolwich Polytechnic was founded as the second-oldest polytechnic in the UK. In 1992, it was granted a university status and renamed the University of Greenwich. The area of Greenwich is notable for its maritime history and for giving its name to the Greenwich Meridian and Greenwich Mean Time. The Greenwich campus is located within the Old Royal Naval College on the south bank of the Thames, where it is the architectural centrepiece of Maritime Greenwich and a UNESCO World Heritage Site.

It was originally the site of a Royal Palace named the Palace of Placentia and was the birthplace of Henry VIII and Elizabeth I. After falling into disrepair during the English Civil War, it was rebuilt by Sir Christopher Wren and his assistant as the Royal Naval Hospital for sailors. The site is regularly used for filming television programmes, advertisements and feature films. Notable productions include Four Weddings and a Funeral, The Mummy Returns, The Avengers, Lara Croft: Tomb Raider, Sherlock Holmes, Pirates of the Caribbean, The King's Speech, The Dark Knight Rises and Les Miserables!

# Staff at your summer centre

## **Centre Manager (CM)**

The Centre Manager is responsible for the smooth running of the centre. Our Centre Managers are chosen for their experience, professionalism and personalities, and you will have daily contact with them.

## **Director of Studies (DoS)**

The Director of Studies is responsible for the academic management of the centre and ensuring the teaching and learning component of the programme is delivered to the highest possible standards.

## **Activity Leaders (AL)**

The Activity Leaders are responsible for running everything outside the lessons! This includes onsite activities, excursions, meal duty supervision and airport transfers.

## **Activity & Excursion Manager (AM/ExM)**

Is responsible for all aspects of the activity programme, ensuring the onsite activities are inspiring, dynamic focused and enjoyable, leading the team of activity staff.

You should meet with the AM/ExM at least 2 or 3 times a week to ensure everything is going okay with your programme.

The AM/ExM will also be able to help arrange optional excursions and make additional bookings for you.

## **Student Support Manager (SSM)**

The Student Support Managers look after all of the safeguarding and welfare of the people on-site, including you. They are first aid trained and have knowledge of the local medical services. You will meet with them a few times a week to discuss any concerns.

## **EFL Teacher/ Senior EFL Teacher**

Teaching staff are responsible for planning and delivering lessons from the OIJP Syllabus. Some centres will also have 1 to 2 Senior Teachers who teach 50% of the time and spend the remainder of their time providing academic support to the teachers and DoS.



# The Airport

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

When you arrive at Greenwich you will be shown to your accommodation. Students will stay in Bounty House, which is less than 10 minute walk from Greenwich town centre and all the facilities this historic area has to offer.

Bounty House has single ensuite bedrooms in apartments of 6/7/8 bedrooms. Accommodation, canteen, and classrooms are located in Bounty House inside McMillan Student Village.

The building has their own communal area where students can relax in the evenings.

At Oxford International Junior Programmes we aim to room your students in line with your needs. If you would like to keep your group together (regardless of gender) please let us know in advance. If there are students in your group who are a different gender to yourself but you are the only group leader, those students will be supervised by a member of OIJP staff.

Once at the accommodation you will be shown your bedrooms and shown how to access the building.

One of the OIJP staff will escort your group on a tour of the centre and highlight all the key locations you will use during your stay. Please note if you arrive on campus during the morning there may be the possibility that your room is still being cleaned.

If this is the case we will show you to the nearest common room where your group can relax.



# The Centre

## Postal Address:

Oxford International Junior Programmes  
Bounty House  
Bounty House, Stowage, London SE8 3DE  
Please ensure the letter/package is clearly labelled with Oxford International Juniors.

## Laundry:

There is a laundry room located on site. The costs are approx. £3 per wash and approx. £2.50 for drying. All of the laundry facilities are self-service. Open: 8:00 – 23:00.

## Computer Access:

Wi-Fi is available throughout the accommodation. Group Leaders and students can register for the Wi-Fi on arrival.

## Shop/Café:

The accommodation is located a 4min walk away from the famous Greenwich Market. Near the residence there is a Sainsbury's Local and Aldi shop that sell most essential groceries and products.

## Security:

There is 24 hour security in the Bounty House residence. There is a reception which is staffed Monday to Friday between 9am and 5pm.

## Food:

Breakfast: 7:30–09:00

Lunch: 12:30–14:00

Dinner: 18:00–19:30

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:

There is a large social space within the accommodation for evening activities. Discos will be held at Greenwich Student Union, called Lower Deck.

## Local Transport:

The campus has a wealth of transportation options. From Greenwich station, overground trains run to London Bridge and Cannon Street, the DLR runs to Canary Wharf and Bank, and local buses run into central London and North Greenwich.

## Bank/Post Office:

The nearest banks to the school are:  
TSB, 6 Crescent Arcade  
NatWest, 2 Greenwich Church Street  
The nearest Post Office is:  
301 Evelyn St, London SE8 5RA

## Lessons:

All lessons take place in Bounty House inside McMillan Student Village, near the main University of Greenwich.

## Sports Facilities:

Sports activities will take place in the iconic Royal Park of Greenwich, which is 10–15 minute walk from the accommodation. All the activities will be supervised by our staff.

## Hospital/Doctors:

Hospital: Lewisham Hospital,  
Accident and Emergency, Lewisham High St, SE13 6LH  
Doctors: NHS Walk in Centre, Suite 3 –Waldron Health centre, Amersham Vale, SE14 6LD  
First aid trained staff are available on site.

## Religious Centres:

Anglican: St Alfege Church,  
Greenwich Church Street, SE10 9BJ  
Roman Catholic: Our Lady Star of the Sea,  
68 Crooms Hill, SE10 8HG  
The nearest Mosque is in Lewisham and Synagogue in Catford.

## Fire Drills + Fire Safety:

It is a requirement that at any residential centre 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 the case of a fire:

Raise the alarm

Use the stairs (not the lift)

Ensure your students do not run out of the building. Find the nearest fire exit (follow the exit signs) and leave the building safely 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 10:00pm. 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  
#oiegbountyhouse  
#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/hairdryer
- Sleepwear, socks and underwear
- Glasses/contact lens equipment
- Water bottle
- Plastic bags for dirty laundry or wet items



## 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

## Onsite Activities

- Tracksuit/jogging pants for sport and trainers
- Costumes for discos or International Night (optional)

# Excursions

## London

During your programme there is 1 extended full day London excursion, 4 full day excursions, and 1 half day into Greenwich with a walking tour and entrance to the Royal Observatory. Extended full day will depart campus at 9am and be back at 8pm. Full day excursions will run from 9am to 6pm and half day is from 9am to 12:00pm or 2pm to 6pm.

You will be provided with **daily** Travelcards for all of the London excursions which can be used on all Transport for London buses and trains (Zone 1-2). Please speak to your Excursions Manager to build a personalised itinerary. If you wish to go into London on a day where this is not planned, you will need to purchase travelcards for the day.

## Cultural Excursions

From Bounty House you will visit Brighton and Cambridge. In Brighton, the activity leader will lead a walking tour in the city centre, followed by the entrance to Brighton i360.

In Cambridge, you will be taken on a specialised walking tour delivered by a professional tour guide.

These excursions will run from 9am to 4pm (depart from destination).

## Lunches

At Bounty House you will receive:

- Meal vouchers during the evenings in London. Packed lunches for full days in Cambridge, Brighton, London, and the Optional Day.



## Walking Tour in London

During one of your excursions to London, you will be treated to an exciting and educational walking tour by one of our Activity Leaders.

The tour will include historic, cultural and fun facts about Westminster and the surrounding area. Our specially designed Politics and Royalty walking tour includes views of the Houses of Parliament, Westminster Abbey, Downing Street, Trafalgar Square and Horse Guards Parade.

If you would then like to carry on to Buckingham Palace please speak to your Excursion Manager.

## 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!





# 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 quiz night, 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, dodgeball and more games. 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.



# Group Leaders

## Group Leader Meetings

Group Leader meetings are essential for the smooth running of a residential centre; these are the perfect time to raise any issues you may have. There will be a meeting on your first evening at the centre (or the day after arrival) where you will receive all the essential information about the first few days and will be introduced to all members of Senior Staff.

Information we will need from you at this meeting:

- Student registration forms (a requirement by the British Council)
- Student rooming list (exact room numbers of each child)

Information we will give you at this meeting:

- Centre specific contact details
- Meeting times and points
- GL programme details
- Lunch and dinner rota
- Lessons and excursion procedures

## Group Leader Programme

We appreciate how much work each Group Leader puts into a visit to the UK, and it is important for them to have some time to relax and meet other leaders.

The group leader programme is tailored to each centre, at **Bounty House** it will be made up of different events throughout the weeks.



With so much history at all of our centres, we want leaders to have a **tour** of the campus to know more about their location and the history of each site.

Group leaders will be invited to a traditional English **afternoon tea** within the first few days, allowing them some time to chat with each other and the centre staff, while enjoying a classic British experience.

A **cheese and wine** evening will also be arranged during one of the evenings for group leaders and senior staff only.

There will also be a **movie night** and an academic presentation from a member of OIJP Staff.

## As Group Leaders We Promise To:

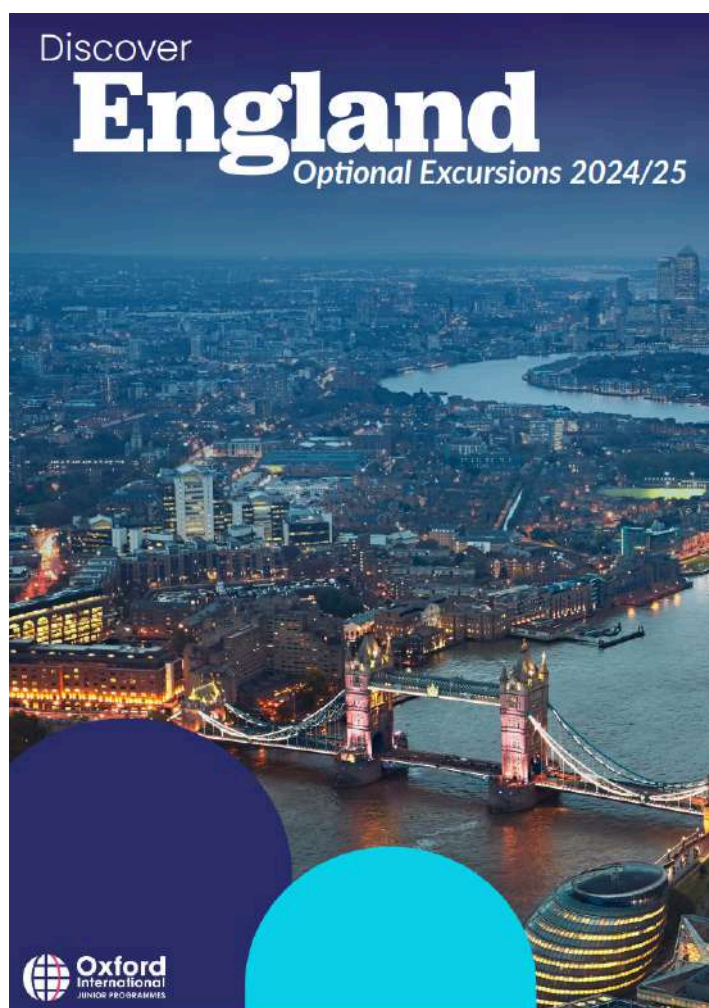
- Attend all meetings with OIJP staff
- Ensure that our students are punctual and attend all lessons, excursions and activity sessions
- Supervise students on excursions, in their accommodation and during meal times
- Report any allergies/medical issues to the Centre Manager on arrival at the centre
- Maintain a lively, courteous and friendly atmosphere throughout the whole programme
- Report any issues with the programme/campus whilst in the UK rather than waiting until we are home! This way OIJP can work together to fix it as soon as possible
- **Have fun!**



# 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 3/4 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 - Bounty House A

Group Name				
Students				
Group Leaders				
Date	Days	Morning	Afternoon	Evening
1-Jul	Mon	<b>Airport:</b> <b>Flight Number:</b> <b>Time:</b>	<b>Airport:</b> <b>Flight Number:</b> <b>Time:</b>	<b>Dinner</b> Campus tour and ice-breaker activities
2-Jul	Tue	Placement Test and Lesson 1	Visit Leicester Sq, Piccadilly, Oxford St and Regent St	<b>Voucher</b> Evening in London
3-Jul	Wed	Lesson 2	Lesson 3	Welcome Disco
4-Jul	Thu	Politics and Royalty walking tour	Visit to the National Gallery and shopping Covent Garden	Onsite Activities
5-Jul	Fri	Lesson 4	Lesson 5	British Quiz Night
6-Jul	Sat	Thameside walking tour with visit to TATE Modern	City Cruise along the River Thames to campus	Onsite Activities
7-Jul	Sun	Camden with walking tour and visit to Regents Park	Visit to British Museum	<b>Voucher</b> Evening in London
8-Jul	Mon	Greenwich with walking tour and entrance to Royal Observatory	Lesson 6	Onsite Activities
9-Jul	Tue	Full day excursion to Cambridge by coach	Professional walking tour and free time to explore the city	Karaoke/Lip Sync Battle
10-Jul	Wed	Lesson 7	Lesson 8	Talent Show
11-Jul	Thu	Full day excursion to Brighton by train	Walking tour and entrance to Brighton i360	International Night
12-Jul	Fri	Lesson 9	Lesson 10	Onsite Activities
13-Jul	Sat	Visit to Science and Natural History Museums	Visit to Hyde Park including the Serpentine and the Princess Diana Memorial Fountain	Farewell Party
14-Jul	Sun	Optional Excursion	Optional Excursion	Onsite Activities
15-Jul	Mon	<b>Airport:</b> <b>Flight Number:</b> <b>Time:</b>	<b>Airport:</b> <b>Flight Number:</b> <b>Time:</b>	<b>Airport:</b> <b>Flight Number:</b> <b>Time:</b>

### Example activities available at your campus:

<b>Challenges</b>	Team Challenges, Water Challenges, Build-it Challenge
<b>Sports</b>	British Sports, Football, Running Club, Summer Olympics, Volleyball, Basketball, Tennis
<b>Workshops</b>	Self Portrait, Group Mural, Beauty Night, Friendship Bracelets, Fashion Show, Drama.
<b>Relaxing</b>	Movie Night, Conversation Club, Chill Club (board games).

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. Each student will be issued one fob that opens outside doors, flat doors and their bedroom doors. Bedroom door is lockable and some are auto lock. If a key is lost, there may be a charge of £80 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 to 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?

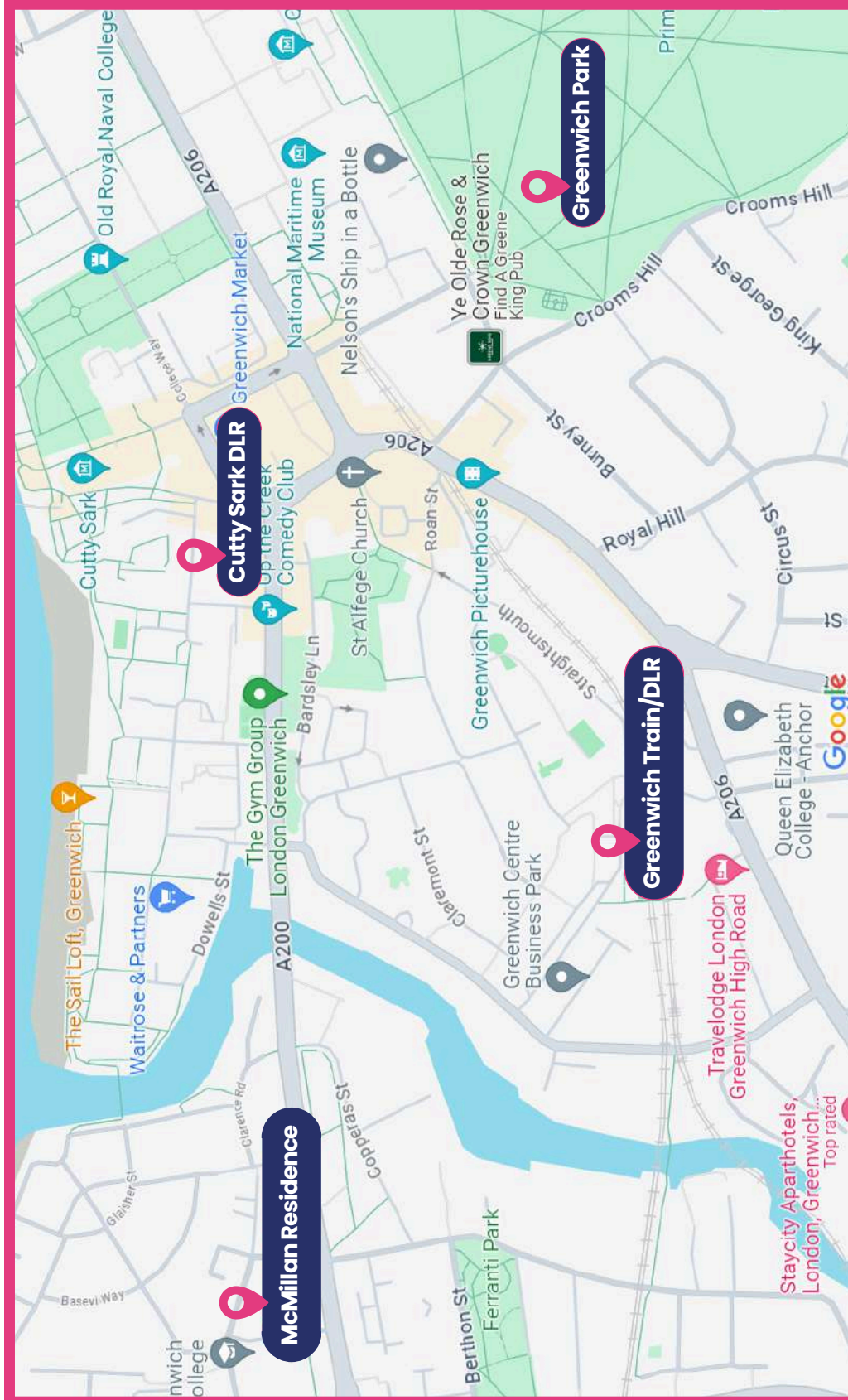
Please be aware that a £25 or 30€ deposit will be collected upon arrival which will be returned at the end of the programme if there is no damage to the rooms or loss of keys etc.

## 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





[www.oxfordinternationaljuniors.com](http://www.oxfordinternationaljuniors.com)

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