



Buckwood Overseas Summer School

BOSS Student Guide



EMERGENCY PHONE NUMBER - 00447749096168

Welcome to Buckswood Overseas Summer School!

This Student Guide is designed to help you get the most out of your stay with us here at Buckswood. The information you read will help you to enjoy your stay and make sure that you are safe and have great fun while with us!

What to Bring

Although you probably want to bring many things remember that the lighter you travel, the happier you will be and the easier it will be!

We recommend that you bring:

- Normal clothes – whatever you wear in your day-to-day lives
- Sports clothes – for whatever sports you are interested in. We will be offering a lot of sports
- Nice clothes – for discos!
- Swimming costume – we have a pool and may visit the beach. Not at Easter though!
- Toiletries and towel – to wash!
- Pyjamas/relaxing clothes – to sleep and relax!
- A waterproof coat – incase it rains!
- For our Spring Course - warm clothes, warm coat, hat, scarf, gloves, waterproofs
- An alarm clock
- A dictionary

Please also have a look at our Activity and Excursion Programme to get an idea of what to bring!

All course materials are provided but we advise you to bring pens, pencils and a dictionary.

Arrival Day

When you arrive at Buckswood, you will be greeted by the Summer School Director, the Director of Studies and your House Tutor who will take any money and valuables which you would like us to take care of for you. You will then be given your cap, wristband and drink bottle before completing a set of "arrival tasks"! These arrival tasks include:

- Have something to eat or drink. You have had a long journey, you must be hungry or thirsty!
- Take the test. You must take your English test so we know what level you are. The test is not difficult and is not something that you should worry about!
- Write in your diary. Today is your first day but in your diary, you will find a section with the title "My First Day at BOSS". You must write something about how you are feeling and what do you expect from BOSS. You may feel tired, nervous, shy, excited, home sick or even a little bit scared but remember whatever you feel, your BOSS staff are here to help you no matter what so don't be afraid to ask. You can also look out for students wearing

badges that say "AmBOSSador - May I help You?" These are students who have been to BOSS before and who will know how you are feeling as they too have experienced being away from home for the first time. On your last day at BOSS when you read "My First Day at BOSS" in your diary, you will be amazed at how much you have changed!

- Find a friend who cannot speak your language. Your first day is the perfect opportunity to find a friend who cannot speak your language. Usually Sundays are quiet at BOSS as all of the existing students will be on an excursion so take this time to meet other new students who have just arrived and to familiarise yourself with the campus while it is quiet!
- Take the BOSS Campus Tour. Ask in the Welcome Room what time the next tour is. Tours usually take place every hour, on the hour and start in the Courtyard.
- Make a sign for your bedroom door. Everyone must have their name on their door and points will be given for the best one. Don't just write your name, draw some pictures that let people know who you are, where you're from and what your hobbies are!
- Unpack. When you have been shown to your room, it is important that you unpack and make yourself at home and start as you mean to go on. Your House Tutor and the Summer School Director will check your room everyday to make sure that it is clean and tidy. If it is and if it is the best then you will win house points for you and your housemates!

Once you have unpacked and made yourself at home, we understand that you may be tired and would like to rest after your long journey. However, once you have completed all of the we recommend that you get involved in one of the activities that is going on around the campus. It is important that you try and get your mind and body used to the time difference here in England and although you may wake up very early or feel tired for the first few days, you will soon become English and get used to English time!

Our House System

Your house is not only your home, it is your family, your team, your gang. Your housemates are your new brothers or sisters and your House Tutor and Assistant House Tutor is your big brother or sister. Together, you are all responsible for proving that you are the best and you can do this by impressing your Summer School Director as much as possible to win house points!

You can win house points by:

- Having the best bedroom - the cleanest and the tidiest
- Having the best house - all housemates have their names on their doors and your house is tidy with lots of decorations
- Impressing your Summer School Director during room inspections - Ok, so your room is clean and tidy and your house looks great. Maybe another house also looks great so you need to have a house meeting about how you can impress your Summer School Director. Some houses might write and sing their own house song and some houses might dance!
- Winning the house game in morning assembly
- Winning competitions during afternoon and evening activities
- Being the first house at excursion meetings

While these are ways to win house points, it is just as easy to lose house points! You may lose house points by:

- Having a messy room for two days in a row
- Being late to assembly, class and for activities and excursions
- Speaking your own language and not speaking English

You must remember that if you lose house points, you are not only affecting yourself but also all of your housemates! I don't think that they will be too happy with that!

Every Friday, we will announce which house has won the most house points and you and your housemates can choose a prize! Anything you want. Within reason of course!

Your Roommate

When you arrive at BOSS, you may find that you are sharing a room with someone that you do not yet know. If you do not know your roommate this is because your parents want you to make new friends with people from other countries and to practice your English. Please do not ask to change rooms so that you can be with someone from your country. It is not possible. Each year we see best friends made and after a day or two, you and your roommate will also be best friends. Students who share a room with a new friend from a different country have the best time and really improve their English!

Your Staff

There are a number of people available for you to speak to 24 hours a day. These people are:

- Your House Tutor - each house has a House Tutor and if you need anything your House Tutor is there for you. Your House Tutor is responsible for you, your housemates and your house. He/she is your 'big brother or sister' and is here to ensure that you have an amazing time
- Your Assistant House Tutor - each house also has an Assistant House Tutor who is also here to ensure that you have a great time. If your House Tutor has time off, your Assistant House Tutor is responsible for you, your housemates and your house
- Your Teacher - your teacher does not only teach you English, they will also be involved in activities and excursions so you will see them a lot! Your Teacher is responsible for your class and maybe even your group on excursions!
- Your Head of Activities and Excursions - all of your activities and excursions are arranged and organised by your Head of Activities and Excursions. Your Head of Activities and Excursions is responsible for making sure that you have a lot of fun and is looking forward to having a great time with you
- Your Director of Studies - if you have any problems in class, your Director of Studies is here to help. She is responsible for all of the teachers and for making sure that you are learning English
- Your Summer School Director - everywhere you look you will see your Summer School Director who will usually be smiling and having a great time. He is responsible for all of the Summer School

Your First Day

In the morning on your first day, your House Tutor will wake you up at 07:45. You then have 15 minutes to get ready and prepare your room for room inspection. During room inspections, the Summer School Director will visit your house to wish you a good morning and to check that your room and house is nice. He will want to see that your bed is made, your clothes are in the wardrobe and your floor is clear. Remember that the Summer School Director will be giving house points to the students with the best rooms and to the best overall house so this is the time for you and your housemates to impress him and prove that your house is the best. Your Summer School Director particularly likes singing (and food) so if your house sings the loudest, you may well win the points for the day! Once your house is ready, it's time to go for breakfast!

After breakfast, there will be an assembly in the Sports Hall at 09:00 with all staff and students so that we can have some fun and tell you any important information. After the assembly at 09:30, your English lessons will begin!

Assembly

On Monday, Tuesday, Thursday, Friday and Saturday mornings at 09:00 we will have an assembly. All students, House Tutors and the Summer School Director attend the Assembly. If you arrive at assembly after the 09:00 bell, you must pick up any rubbish around the campus! You must arrive at assembly with everything that you need for your classes - pen, folder, book, dictionary, etc. as you will go straight to class after assembly.

In Assembly, your Summer School Director will provide you with all of the important information that you must know about the day ahead. He will also tell you who won the house points from the previous day's activities and which house is winning so far that week. After you have been given any important information about the day ahead, it's time to have some fun as you will be involved in an exciting house game with your housemates to improve your teamwork, your leadership skills and to increase your energy levels ready for class!

Classes

Your class starts at 09:30. Please make sure that you have everything that you need, and please do not be late. If you are late your classmates will have to wait for you as your teacher will not be able to start the class until you arrive.

This is a great chance for you to learn English so please try to speak English as much as possible in class. We want your lessons to be lively, interactive and enjoyable so please come to class with energy and enthusiasm just like your teacher. If you find your class too easy or difficult, please talk to your teacher who will talk with the Director of Studies.

Activities and Excursions

Like everything else, please do not be late for your activities and excursions. Check the information boards and screens regularly and listen to your staff. Your Summer School Director will also tell you in morning assembly what the activities or excursions are, what time they are, where the meeting point is, what you should wear and what you should bring so there is no reason why you shouldn't be on time and prepared.

On excursions, it is important to know who your member of staff is and to always listen to them. It is also important to always wear your wristband and BOSS t-shirt.

Do not get on your bus until your member of staff has told you to do so. When getting onto the bus, please make a nice queue at the door and give your name to your member of staff before boarding. Once on the bus, put your seatbelt on and please do not get off again. Always remember to put your seatbelt on and sit properly in your seat. If you are seen to not be wearing your seatbelt or not sitting properly in your chair. The bus will stop and house points will be taken away from you. Don't think it is cool to not wear a seatbelt, it is not.

When you arrive at your destination, do not stand up until your member of staff has called your name. When your name has been called, you may leave the bus and collect your packed lunch. Do not eat your packed lunch straight away as we will arrange a nice place to stop and during your trip.

Weather

The weather here in England can change very quickly so always be prepared. On excursions, always put a rain coat in your bag in case it rains and always put some sun cream in case it is sunny! We also suggest that you fill your drink bottle and put it in your bag. Here in England it is safe to drink water from taps. Basically, be prepared for hot sun, cold wind and rain all in the same day!

Meals

	Breakfast	Break	Lunch	Break	Dinner	Hot Chocolate
Time	08:15	11:00	13:00	17:00	19:00	21:30
Where?	Dining Room	Courtyard	Dining Room	Courtyard	Dining Room	Courtyard

Here in England, the food may be different to what you are used to or what you eat in your own country but don't worry as we always have a number of choices available. We do however recommend that you try all food as it is delicious and you may discover something new. If there is something you don't like though, please tell us. Do not be silent.

Please make sure that you are wearing your BOSS wristband at all times and show it when entering the Dining Room. Your wristband is very important as it contains the emergency contact telephone number.

Finally, always remember to clear your table at the end of your meal and speak to your staff for details about the afternoon/evening activities or excursions.

The Timetable

Monday, Thursday and Friday

Time	Activity
07:45	Wake Up
08:00	Room Inspection
08:15	Breakfast (served until 09:00) in the Dining Room
09:00	Morning Assembly in the Sports Hall
09:30	English Lessons
11:00	Break Time in The Courtyard
11:30	English Lessons
13:00	Lunch Time (served until 13:45) in the Dining Room
13:45	A Slice of Britain
14:45	Break Time (15:45 on Thursdays)
15:15	Activities/Excursion Meeting (16:15 on Thursdays)
17:00	Break Time
17:15	Activities Continue
19:00	Dinner Time (served until 19:45)
20:00	Activities Meeting
21:30	Hot Chocolate Time in The Courtyard
22:00	House Meeting & Diary Writing
22:30	Lights Out

Tuesday and Saturday

Time	Activity
07:45	Wake Up
08:00	Room Inspection
08:15	Breakfast (served until 09:00) in the Dining Room
09:00	Morning Assembly in the Sports Hall
09:30	English Lessons
11:00	Break Time in The Courtyard
11:30	English Lessons
13:00	Lunch Time (served until 13:30) in the Dining Room
13:45	Excursion Meeting
18:00	Free Time
19:00	Dinner Time (served until 19:45)
20:00	Activities Meeting
21:30	Hot Chocolate Time in The Courtyard
22:00	House Meeting & Diary Writing
22:30	Lights Out

Wednesday and Sunday

Time	Activity
07:45	Wake Up
08:00	Breakfast (served until 08:45) in the Dining Room
08:30	Excursion Meeting
19:00	Dinner Time (served until 19:45)
20:00	Activities Meeting
21:30	Hot Chocolate Time in The Courtyard
22:00	House Meeting & Diary Writing
22:30	Lights Out

Please always be on time for meetings, classes and activities. You will be informed of the timetable by your Summer School Director each morning in Assembly, by your teacher in class, by your House Tutor in your house meeting and there are information posters all around the school. Therefore, there is no reason why you should be late.

Free Time

At certain times throughout you will have 'free time'. During free time we advise you to prepare for activities or excursions, for dinner or for bed depending on the time of day. During free time there will always be members of staff around to help you, to talk to or to have fun with. You will also have access to wifi and our computer rooms during free time so that you can keep in touch with your friends and family back home.

House Time

At 22:00 you must be in your house ready for your House Meeting. Your House Meeting is an opportunity for you to tell your House Tutor anything. Things you are happy with, things that you are not happy with or things that you would like to see or do. It could even be a time for you and your housemates to make some plans about how to win more house points! Please do not be quiet in your House Meeting.

Lights Out

Once the House Meeting is finished, and once your room and house is ready for morning inspection, it is time for bed. When it is time for bed, you must respect your roommate and housemates by being quiet and switching off your light. Please bear in mind that you may not feel tired but everyone else might so maybe read quietly in your bed until you fall asleep.

Once the lights are all out, your House Tutor will set the alarms on the doors to your house for security so that no one can come in and of course so no one can go out. When the alarms are set your House Tutor will then patrol your house until everybody is silently sleeping.

After lights out, please do not leave your room again until the morning. If you leave your room after lights out or are in other peoples' rooms, you may lose house points and miss excursions or other fun activities. At BOSS we ask all students to be responsible and respect others.

Not Feeling Well?

If you are not feeling well, it is very important that you tell a member of staff as soon as possible so that we can help you. If you are not feeling well during the night, don't worry, knock on your House Tutor's door and they will help you. If you cannot leave your room, call the 24 hour emergency number on your wristband and someone will come to you immediately. Emergency telephone number - 00447749096168.

Life at BOSS

The Courtyard

The Courtyard is the centre of the Summer School where you spend your break times. In The Courtyard you can find all of your management staff as this is where their offices are. The Courtyard is open at all times during the day and you will always find a member of staff who will be ready to help you with whatever you need.

You can also borrow games and sports equipment from The Courtyard to use during your free time providing a member of staff is available to supervise. To borrow equipment you must leave a deposit such as your mobile phone which will be given back to you when you return the equipment. Also, if we have got your mobile phone, it is impossible to lose while you are having fun!

In The Courtyard you will also find a First Aid station. Other First Aid stations can be found in each house and in the Teachers Room.

Internet Access

We have wifi all around our campus but this can only be used at certain times throughout the day. You will be able to connect to the internet from 08:00 to 09:00, 12:45 to 13:45, 19:00 to 20:00 and 21:30 to 22:30. During these times you will also have access to our computer room if you do not have your own device. We also suggest that if your parents would like to call you, they call between these times.

The BOSS Bank

When you arrive at BOSS we will take your pocket money from you and keep it safe in The Bank of BOSS. You do not need money when we are at school but may want to take a little when we have excursions to buy souvenirs. The Bank of BOSS will be ran by your House Tutor and you may take your pocket money during your House Meeting the night before an excursion.

Laundry

Laundry day is once a week and on laundry day you are asked to put your laundry and your

bed sheets into bags and take it to the launderette yourself. You will then collect your laundry later in the day and again, check it with a member of staff to make sure everything is there. You will know when it is your laundry day as your House Tutor will remind you the night before and in the morning.

Culture and Religion

All members of staff and students at BOSS are from different countries and backgrounds. Please respect the differences we have and use your time to mix with different students to find out more about life and culture outside your own country. This is a great opportunity for you and friendships can continue long after the Summer School ends.

If you wish to pray or attend mass, please speak to your Summer School Director to find out where you can go.

Dealing with Problems

Hopefully there won't be any problems but if you do have a problem, you must tell a member of staff as soon as possible. Your welfare is very, very important to us and we want you to have an amazing time while you are here. There will always be staff around you and we are more than happy to help you. Speak to us at any time with any problem.

Talk, Talk, Talk, Talk, Talk, Talk and Talk

Please, please, please, please talk to us. That is why we are here. Do not feel like there is anything you cannot tell us. If you want to play football - tell us, if you want to go horse riding - tell us, if you do not feel well - tell us, if you do not like the food - tell us, if you find your class too difficult or too easy - tell us, if you feel homesick - tell us, if your room is too cold or too hot - tell us, if you need a towel - tell us or if you have lost something - tell us. Please don't wait until you have gone home and then tell your parents that you didn't like something, it will be too late. The sooner you tell us about something, the sooner we can do something about it. Do not worry if you are still trying to learn English, we will still be able to help you.

If you don't tell us about something, we won't know!

School Rules

The following rules are here to help everyone enjoy their stay at BOSS. Please make sure you understand them, if you don't or have any questions, please speak to your House Tutor.

If you commit an offence you will be asked to meet with your Summer School Director to discuss your behaviour. During this meeting, your Center Manager may issue you with a warning. Offences can be categorised as follows:

First Offence (first warning)

This is your first warning. First offences may include:

- Being outside your room after lights out
- Misbehaviour in class and on activities or excursions
- Missing class without informing staff
- Being late more than once

If you repeat a first offence, you will be given a second warning.

Second Offence (second warning)

If you receive a second warning, we will call your parents to discuss your behaviour as you may be on your way to a third warning. Following a second warning you may be given a punishment such as being excluded from activities for a day or litter picking. Second offences may include:

- Leaving your house after lights out
- Refusal to respond to staff requests
- Bad language to staff or students
- Repeating a first offence
- Smoking

Third Offence (third warning)

A third warning means that you may be asked to leave the school. Third offences may include:

- Fighting
- Drinking alcohol
- Shoplifting or stealing
- Bullying
- Setting off fire alarms or damaging fire equipment
- Damage to property
- Any other offence that may harm or endanger other students at the school
- Repeat of a first or second offence while on a strike two

If you follow the rules, be happy, smile, study hard and enjoy yourself. You will have the best time ever and you will make us and your parents proud.

Safety

Fire

If you see a fire, please sound the alarm. If you hear the fire alarm, please go directly to the tennis courts with your teacher or the member of staff you are with at the time. Once you arrive there, please line up in your houses and wait for the register to be taken and do not leave until told to do so. Please note:

- There will be regular fire drills during your stay

- Do not open fire doors, this will set off an alarm
- It is an offence to set off a fire alarm for no reason or to play with fire safety equipment. Anyone found doing so will be liable to a fine of up to £500 under British law and may also be asked to leave the school

Living In Britain and Staying Safe

If there is an emergency that a member of your staff is unable to deal with, the telephone number for the police, fire brigade or ambulance service is 999. Only call this number if absolutely necessary.

Please note that our habits and rules in Britain may be different to those in your country. Always remember:

- Be polite and join queues
- Use bins. Do not leave litter anywhere
- Do not block paths and walk ways. Think of other people who are around you
- Do not cross roads until you see the green man. Remember, here in England we drive on the wrong side of the road so always look right, then left then right again before crossing
- Do not be loud and shout when you are in public places unless there is an emergency
- Always say 'hello', 'goodbye', 'please' and 'thank you'



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