

EDINBURGH

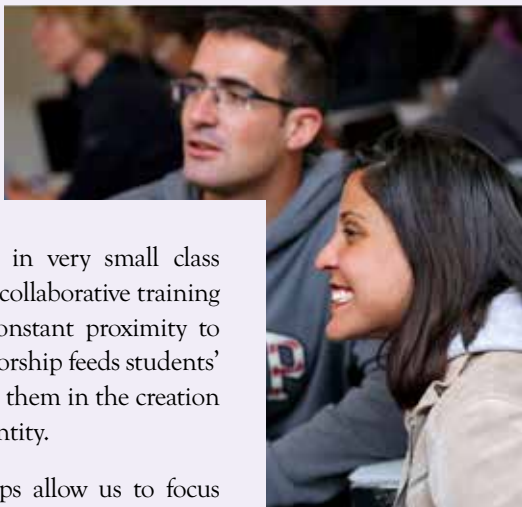
SCHOOL OF ENGLISH



Learn English in Scotland

Craftsmanship in education

Personalised support: constant proximity to tutors



Students are taught in very small class sizes, which creates a collaborative training environment with constant proximity to tutors. This close tutorship feeds students' curiosity and inspires them in the creation of their bi-lingual identity.

The very small groups allow us to focus on each student's own intelligences and give extra coaching where needed. This also creates a safe environment for experiment and creativity which gives the student the optimum conditions for the achievement of academic progress and for the development of a personal language style. The school environment promotes discussion and inquiry and this stimulates critical thinking and illuminates ideas.



Students are motivated, open-minded and are in pursuit of extending their international horizons for either academic or professional purposes. Programmes deliver a depth of language skill and a breadth of cultural awareness, which gives learners a cosmopolitan perspective and a natural flair for international connectivity.

Students graduate with academic success, an interest in world affairs and a desire to explore the range of possibilities that their language confidence has created for them.



The history of Edinburgh School of English

A legacy of innovative English language training in Scotland

In 1969, deep in Edinburgh's UNESCO-listed New Town, over a pint at Edinburgh's Oxford Bar, Martin Huggins and Douglas Reid made the decision to establish Edinburgh's first English language school – The Edinburgh School of English Studies.

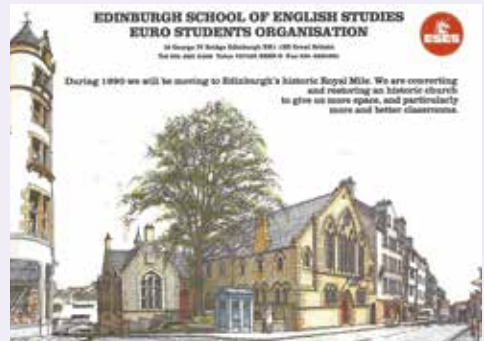
First as a summer school, and soon as a year-round enterprise, the school quickly established itself as one of Scotland's leading language schools, a position it has continued to hold ever since.

After merging with the Eurostudents Organisation run by Margot McGinty in the early 1980s, the school continued from strength to strength, and in 1990, Martin and Margot – now married – acquired Cranston Church on the city's historic Royal Mile, and converted it into a modern learning environment fit to host the newly renamed Edinburgh School of English. The school has been in the same location ever since.

From its beginning until the present day, Edinburgh School of English has developed a reputation for providing inspiring and challenging educational programmes. The ethos of the school has always been one of openness, co-operation, and the fulfilment of potential. We take care to get to know all of our students' individual needs and goals, helping them to feel part of the school family. As a result, many students return to study with us again, and some students return year after year.

We offer a challenging and dynamic environment, where students are encouraged to develop confidence and self-belief in their ability, helping them to reach, if not surpass, their goals.

We invite you to join the supportive, inclusive, and academically demanding community that is Edinburgh School of English.



A flyer advertising the move to the Canongate



Edinburgh School of English 25th Anniversary dinner



An architectural drawing of Edinburgh School of English, 2018



Edinburgh School of English today

The Octorial programme

The unique advantage of the course is that it offers both a high level of individual attention with a wide mix of team work training and mentored independent learning sessions. Crafted by educationalists, the Octorial programme is a carefully-structured programme which includes daily, weekly and monthly milestones for each student according to their personal objectives.

The course includes:

Language skills lessons to develop language competency

The **Grammar, Logic and Rhetoric lessons** build the core skills of grammar and sentence structure and the art of constructing an argument. Inspired by the trivium of a classical Liberal Arts education, these are the foundation stones of language knowledge.

The **Comprehension, Vocabulary and Précis lessons** use a wide variety of authentic materials such as literary texts, news articles, research reports and current affairs audio and video to build new vocabulary and develop listening comprehension skills and speaking skills. There is an emphasis on intonation and pronunciation. The art of editing and summarising is practised in the précis exercises.

The **Composition and Text Analysis lessons** focus on developing the student's skills and flair for written English. Students work on practice exercises in a range of styles and registers including creative writing, short stories, improvisation, essay writing, reports on researched topics, reviews, commentaries and literary criticism. Reading comprehension and understanding of the written word is developed in the text analysis sessions. Socratic circles are used for text discussions.

Continuous assessment ensures that each learner feels challenged.

Communication skills lessons to build confidence and fluency

• Plenary Sessions

Designed to bring students together at the start and end of the school day. The morning plenary acts as a warm-up session. The afternoon plenary gives students an opportunity to reflect on the learning experiences of their day.

• Spoken Performance Workshop

Students are set tasks which challenge them to develop their speaking and active expression in the language. There is also a focus on non-verbal communication such as body language.

• Team Project

Each week, students work in small teams to produce and deliver a project at the end of the week. This gives real-life practice in presenting and formal writing. Students also develop problem-solving, collaboration, organisation and planning skills. Digital connections with sister schools allow students to collaborate with other teams from outside the school, to create real-life examples of authentic digital connections.

The Mentored Dissertation for critical thinking skills

The Mentored Dissertation is a piece of work which is personal to the student's study objectives and which is completed over the duration of their course. It is tailored to the level of the student and can include: a piece of research, a video project, a collection of essays, a piece of creative writing, a personal statement and CV, written texts for your personal portfolio, exam practice texts and exam essay writing under timed conditions. At the beginning of each week, the Dissertation Tutor sets individual goals with each student and works with them during the week to support the student in the achievement of these weekly targets.

Level testing and milestones

Before arrival, students are tested in both speaking and writing. Then we monitor progress in each throughout the week because the rate of progress can differ. On their second day students complete a short 'First Impressions' feedback form which helps us to address any areas for attention. In the middle of the course, students have a mid-course interview with the Academic Manager to review study objectives. Every student has the chance to take the BULATS exam at the end of their course, as an externally recognised record of achievement.

Using the flipped classroom approach, new content is sometimes set as homework so that lesson time can be used for analysis and consolidation.

After departure, students can choose to maintain contact with tutors in one-hour Skype sessions for post-course support or instruction if needed.

Essential programme

A programme of 18 hours per week, but with full-time student commitment. Students may select their choice of 18 hours from the Octorial programme. Outside of lesson times, students are welcome to remain in school to work on personal study assignments and to make use of all of the school facilities.

Enhanced programme

The Octorial programme is supplemented with one-to-one lessons with a personal tutor. This combined approach allows students to aim for fluency in the international setting of the classroom while examining areas of specific interest or revise areas of weakness with their tutor in the one-to-one lessons.

This programme is very effective for professionals who desire some focus on their area of speciality such as marketing, law, finance, medicine, engineering, etc. In the one-to-one lessons tutor and student can explore specific content in depth, which allows the student to gain fluency in their area of specialisation and therefore improve their management and leadership skills.

Course dates

Courses start every Monday throughout the year.
Minimum age: 17 years



Sample timetable – Octorial programme

08.45 - 09.00	Plenary session
09.00 - 10.00	Spoken Performance Workshop
10.00 - 10.15	Break
10.15 - 11.15	Grammar, logic and rhetoric
11.15 - 11.30	Break
11.30 - 12.30	Comprehension, vocabulary and précis
12.30 - 13.00	Team Project
13.00 - 14.00	Lunch
14.00 - 15.00	Composition and text analysis
15.00 - 15.15	Break
15.15 - 16.15	Mentored Dissertation
16.15 - 16.30	Plenary session: consolidation
16.30 - 17.30 or 18.00	Individual lesson (Enhanced programme)

All timetables are samples and may be subject to change.

All classes are taught in a maximum group size of 8 except for Spoken Performance Workshop and Mentored Dissertation which are taught in a maximum group size of 12.

All lessons are of 60 minutes duration.





Progress driven

For specific requirements and accelerated results

Maximum 8 per class
Individually monitored progress

Exam Preparation

- Cambridge First (FCE)
- Cambridge Advanced (CAE)
- Cambridge Proficiency (CPE)
- IELTS
- BULATS

The skills students gain equip them to progress in professional contexts or in further education, such as studying at an English speaking university. Our students are trained to communicate effectively in a wide range of themes and topics.

Reading and writing practice includes: analysing data, presenting an argument, speed reading skills for detail and gist, critical thinking skills for making evaluations and giving opinions.

Interactive oral practice sessions encourage the expression of ideas and opinions on a wide range of topics and issues. Students also focus on pronunciation and intonation for greater fluency.

Listening exercises use authentic materials based on real-life situations to develop comprehension skills for maximum success in the listening test.

Weekly review tests highlight areas which need attention and are a good way to track progress. Students are given regular exam practice under timed conditions, drills and exercises from past papers, essay writing practice and are coached in personal success strategies for exams by their tutors. Mock exams under timed conditions give our students an idea of the exam score they will achieve.

Enhanced Exam Preparation

The Exam Preparation programme is supplemented with one-to-one lessons with a personal tutor. In these lessons, you focus on the content of your exam with revision exercises and personal drills. You sit mock oral exams with your tutor and you are coached in written exercises under timed conditions, according to the requirements of the exam.

Course dates

Courses start every Monday throughout the year.

Minimum age: 17 years



Sample timetable - Exam Preparation

08.45 - 09.00	Plenary session
09.00 - 10.00	Spoken Performance Workshop
10.00 - 10.15	Break
10.15 - 11.15	Grammar, logic and rhetoric
11.15 - 11.30	Break
11.30 - 12.30	Comprehension, vocabulary and précis
12.30 - 13.00	Team Project
13.00 - 14.00	Lunch
14.00 - 15.00	Composition and text analysis: exam focus
15.00 - 15.15	Break
15.15 - 16.15	Mentored Dissertation: guided exam practice
16.15 - 16.30	Plenary session: consolidation
16.30 - 17.30 or 18.00	Individual lesson (Enhanced programme)

All timetables are samples and may be subject to change.

All classes are taught in a maximum group size of 8 except for Spoken Performance Workshop and Mentored Dissertation which are taught in a maximum group size of 12.

All lessons are of 60 minutes duration.



For specific requirements and accelerated results

Courses for teachers



Teachers choose Edinburgh School of English to be exposed to new ideas and techniques, to meet colleagues from around the world and share practice, and to develop professionally in a supportive and inspiring learning environment.

Our courses are aimed at overseas teachers engaged in planning and/or delivering ELT programmes. The courses provide training for teachers whose first language is not English.

The **Active Methodology** course focuses purely on learning and teaching methodologies. You will discover new trends and approaches in English language teaching and revisit some old ones, and evaluate these for effectiveness. This course is for secondary teachers and teachers of adults.

The **Language and Methodology Refresher** course aims to improve your competence and confidence in English as well as updating your methodology, classroom management and practical teaching skills. We offer Language and Methodology Refresher courses for both primary and secondary teachers.

If you teach curricular subjects in English, the **Content and Language Integrated Learning** course offers you practical methods to support your learners. We offer Content and Language Integrated Learning courses for both primary and secondary teachers.

Our week-long **Storytelling** course is designed for teachers who want to integrate stories and storytelling into their classes, and focuses on developing critical and creative thought with minimal resources. This can be paired with our **Pronunciation** course to create a stimulating and challenging two-week course.

Course dates

Courses run on fixed dates. See price list for details.

Erasmus Plus

Find the National Agency of your country here:
http://ec.europa.eu/education/erasmus-plus/national-agencies_en.htm

Edinburgh School of English: PIC No. 944933164

One-to-one lessons for specific purposes



- For academic preparation
- For professional specialisation

One-to-one lessons offer students a programme which is designed precisely to their own unique requirements.

In this way, you make the maximum possible progress because the teacher is able to focus on your needs and your personal learning style in every lesson.

Throughout the day, you can supplement your lessons with self-study in our quiet areas or self-access centre. This helps to consolidate the work done during lessons.

Throughout the programme, tutor and student work closely together and build a personal action plan for the student to take away at the end of the programme.

All lessons are of 60 minutes' duration.

Course dates

Courses start every Monday throughout the year.

Minimum age: 17 years

Constant improvement: an accumulation of gains

The Octorial programme illuminated

The wide range of authentic materials and content allows each session of the day to serve the needs of every learner including those studying for specific academic or professional purposes.

		Confidence and fluency for life skills
15 mins	Morning Plenary A powerful start to the day	Builds confidence, resilience and removes the fear of public speaking.
60 mins	Spoken Performance Workshop Verbal and non-verbal communication skills	Develops the ability to adjust the style and register of your language to the situation. Communicate your message effectively and connect with your audience.
60 mins	Grammar, Logic and Rhetoric Core skills	A rich vocabulary and accurate grammar give you the confidence to be bold with your use of the language.
60 mins	Comprehension, Vocabulary and Précis Core skills	Develops your fluency and includes real-life communication tasks, such as use of Skype and digital link-ups.
30 mins	Team Project In mixed-level teams for authentic interaction	Team building and collaboration skills. You gain experience of working in English in cross-cultural situations.
60 mins	Composition and Text Analysis Core skills	Creative writing, essay writing, reading of authentic texts. Develops imaginative use of vocabulary and style in your writing.
60 mins	Mentored Dissertation Individual focus on specific needs or interests	Research projects for your personal portfolio.
15 mins	Closing Plenary To consolidate and review	A review of the day's achievements helps you to plan your learning strategy for the next day.
60 or 90 mins	One-to-one Lessons Additional focus	On the Enhanced programme, this is an opportunity to dedicate time to an area of particular interest with your tutor.
60 mins	Homework	Preparation assignments are set as homework each evening

leads to a deep understanding of the language

so that language becomes instinctive

Specific success strategies for exam preparation	Language and leadership for professional development
Useful practice for the spoken exam or interview situations.	Familiarisation with public speaking - useful practice for all situations involving speaking to an assembled group audience.
Fluency and performance skills for the spoken exam including compensation strategies to help you adapt quickly to the unexpected.	Techniques to help your fluency and performance. Useful when addressing an audience, giving verbal instruction or expressing opinion.
Essential core skills for exam success.	A strong foundation which gives you increased scope in your spoken and written use of the language.
Practice in comprehension and speaking tasks for the listening and speaking parts of the exam.	Develops your speed of listening, absorbing, assimilating, processing and reacting. Use of phone and Skype. Practice in adapting to different styles and registers.
Team building and collaboration skills. Develops your ability for problem solving and clear communication in cross-cultural situations.	Problem solving in international groups develops leadership, project management skills, team work, collaboration, creative thinking.
Practice tasks for the writing part of the exam such as essay writing practice.	Mastery of writing documents (letters, emails, reports) which are clear and professional. Achieve a personal writing style.
Repeated practice tests and drills under timed conditions to ensure that you are a competent and confident exam candidate.	Refined critical thinking skills in research projects or areas of specialisation.
Consolidate and plan homework and identify areas for revision.	Consolidate, review and identify areas for revision. Convert your strategy into results.
On the Enhanced programme, this is an opportunity to dedicate time to an area of particular interest with your tutor.	On the Enhanced programme, this is an opportunity to dedicate time to an area of particular interest with your tutor.
Preparation assignments are set as homework each evening	Preparation assignments are set as homework each evening

Encouraging cultural awareness

Cultural programme

The experience of studying a language abroad goes far beyond the walls of the classroom. It is an opportunity to immerse yourself in the culture and history of a place. Our comprehensive cultural programme is carefully designed to introduce students to Edinburgh's rich heritage and to give them the opportunity to develop their language in a natural, organic way.

We start our week with an orientation tour every Monday that is designed to provide you with the historical background of the city, as well as practical knowledge of where to buy bus passes, SIM cards and other essentials. Uniquely amongst Western cities, both Edinburgh's Old and New Towns have been designated UNESCO World Heritage Sites and, during their tour, students can see both areas spread out before them from the top of Calton Hill.

There are few cities in the world that can boast the educational legacy of Edinburgh. While studying here you can enjoy sharing a pint in the world's oldest student union; explore thousands of years of Scottish history in the National History Museum; and wander through rooms of paintings in the National Portrait Gallery.

For the more energetic, we offer a wide variety of cultural events designed to increase the heart rate. Students who brave the climb up Arthur's Seat, the dormant volcano that sits at the heart of the city, are rewarded with spectacular views; and no visit to Scotland is complete without taking part in a traditional Scottish ceilidh dance.

Weekends

Edinburgh is the gateway to Scotland's Highlands and Islands and at the weekends students are encouraged to explore further afield. Working with several local tour companies, we help you search for monsters up in Loch Ness, experience the history of the battlefields at Glencoe and Bannockburn, or sample whiskies in traditional island distilleries.



Accommodation and travel services



Homestay

Scottish families are famous for their generous hospitality and homestay accommodation is a perfect opportunity to experience this first hand. Staying in a homestay allows you to relax in a friendly, local home and to continue practising your English in a natural setting.

Our homestay families are part of the school community and are regularly visited by our Accommodation and Welfare Officer to ensure you receive the best hospitality during your stay.

Your homestay accommodation includes:

- Single room accommodation
- Bed, breakfast and evening meal with your hosts every day
- No other student who speaks the same language in the home
- Private bathrooms are available on request



Summer accommodation

Residence

Our residential accommodation is situated next to Edinburgh's stunning Holyrood Park within easy walking distance from our school and the city centre. Regular buses pass by to allow for further exploration for the more adventurous visitor.

Residential accommodation includes breakfast and an evening meal every day.

Self-catering

Self-catered apartments are available in July and August and studio flats are available on request. At Edinburgh School of English we are happy to help students who are looking for a little more independence to find self-catered accommodation at other times of the year.



Travel

We can arrange stress-free, personal taxi transfers to and from the airport with a local executive travel company.

Alternatively, the journey from Edinburgh Airport to the city centre can be made by bus or by tram.

Young Learners

For motivated teenagers (13-17 years)

Maximum 8 per class
Individually monitored progress

Young Octorial programme Edinburgh (13-17 years)

A head start for motivated teenagers. Early language skills give students confidence and an international outlook which helps them to shape their future career choices.

Our programme channels the energy and creativity of young people into the real life achievements of academic results and personal growth. Students graduate from their summer programmes inspired for further study with new language skills, international friendships, wider horizons and lasting memories. Our courses for young learners focus on developing students' confidence using English by developing the real-world skills necessary for life in an increasingly globalised world.

We offer courses with a maximum of 8 students in each class. This allows the teachers to give each student more attention and allows the students to engage more fully with the language and make faster progress. Our lessons are fast-paced and encourage the students to engage with authentic English language materials. Challenging and creative homework encourages the development of autonomous learning skills, and takes learning out of the classroom and into everyday life.

Our demanding academic programme starts with Spoken Performance Workshop, which features presentations, drama and debates. This challenges the students by focusing on pronunciation, intonation, voice projection and the ability to perform under pressure.

Our syllabus also includes a project component in which the students work in small teams to produce and present a project to their fellow students and others. Team Project fosters an ability to interact with others and involves problem solving and helps to incorporate new language in a meaningful context.

Young Octorial programme includes:

- 15 hours of tuition per week
- Very small class sizes of maximum 8 students
- Fully supervised leisure programme
- Weekend excursions
- Full board accommodation
- Local bus pass
- Arrival and departure airport transfers



Sample timetable - Young Octorial programme (13-17 years)

08.45 - 09.00	Student assembly and activity briefing
09.00 - 10.00	Language Surgery
10.00 - 10.15	Break
10.15 - 11.15	Spoken Performance Workshop
11.15 - 11.30	Break
11.30 - 12.30	Team Project
12.30 - 13.30	Hot lunch at school
13.30 - 16.00	Afternoon activities: Edinburgh Castle, Dynamic Earth, Camera Obscura, and sport
16.00 - 18.30	Afternoon snack and early evening activities (Tue & Thu)
18.30 - 19.30	Dinner at residence or homestay
19.30 - 22.00	Evening activities (Mon-Thu residence only, Fri all students)
22.00	All students bedtime/homestay curfew

All timetables are samples and may be subject to change.

All lessons are of 60 minutes' duration.



For motivated teenagers (13-17 years)

Leisure and excursions

Students take part in a wide range of sports and cultural activities where they put the English they have learnt in the classroom into practice. Typical activities include:

- Outdoor sports, e.g. football, rounders and volleyball
- Scottish activities such as ceilidh dancing and Scottish parties
- Edinburgh city sight trips, e.g. Edinburgh Castle, Dynamic Earth and Camera Obscura
- Museum and gallery trips
- Local walks to destinations such as Arthur's Seat and the Botanic Gardens
- Ensemble of activities such as It's a Knockout, Fashion Shows and many other fun events!

There is a full-day excursion every Saturday.

For example:

- Glasgow and the Kelvingrove Museum
- Loch Lomond – take a boat cruise along one of our most famous lochs
- Stirling and the Wallace Monument – visit the real Braveheart country

Accommodation

Young learners can choose to stay in residential accommodation or with a trusted local host family. Both options are provided on a full-board basis and offer a taste of Scottish hospitality.

In residence, Edinburgh School of English staff stay on site so students receive 24-hour supervision.





Young Learners

For motivated children (7-12 years)

Maximum 8 per class
Individually monitored progress

Young Octorial programme Edinburgh (7-12 years)

Exposure to another language and culture broadens a child's world-view and gives a new perspective on the world. Success and attainment in early language learning boosts confidence, leading to higher motivation in other areas of study.

Our programme provides the incentive for children to develop practical and creative skills alongside increased language competence. Classes with a maximum of 8 students allow each child to receive full attention, as well as to fully engage with the language in order to progress quickly.

Project work, drama activities and games build students' language skills and confidence in a safe and fun environment. Content is introduced through stories and songs, which connect deeply with young children. This creates the best conditions for developing language knowledge and making the maximum possible progress

Alongside academic achievement, students develop their interpersonal and intercultural skills, and become more independent, leaving with wider horizons, international friendships and lasting memories.

Leisure and excursions

Our academic programme and activity programme are designed to complement each other. Students learn about Scottish culture and history then work together on projects in class to find out more. This fires young imaginations before they visit castles, palaces, battlefields, and other historic sites on their activity programme. This ensures learners get the most possible out of their activities and develop real-life language skills. Our Saturday excursions include visits to places such as Stirling, Loch Lomond, and Glasgow.

In the afternoon, students enjoy a full programme of sports, cultural and recreational activities which are designed specifically with our younger students in mind. Afternoon activities include swimming, field sports, arts & crafts, scavenger hunts and much more.

Accommodation

Our programme for 7 to 12-year-olds is a day programme, and does not include accommodation.



Young Octorial programme includes:

- 15 hours of tuition per week
- Very small class sizes of maximum 8 students
- Lunch at school and on excursions
- Fully supervised leisure programme
- A full-day excursion every Saturday

Sample timetable –

Young Octorial programme (7-12 years)

08.45 - 09.00	Student assembly and activity briefing
09.00 - 10.00	Language Surgery
10.00 - 10.15	Break
10.15 - 11.15	Spoken Performance Workshop
11.15 - 11.30	Break
11.30 - 12.30	Team Project
12.30 - 13.30	Hot lunch at school
13.30 - 17.00	Afternoon activities: swimming, football, tennis, rounders, volleyball, badminton, basketball, scavenger hunts, Scottish dancing, Edinburgh Castle

All timetables are samples and may be subject to change.

All lessons are of 60 minutes' duration.



Specific Interest

For school, university or professional groups

Bespoke group programmes

Throughout the year, group programmes at Edinburgh School of English offer completely customised, tailor-made programmes for groups of all ages and profiles; whether adults, young learners, teachers, or specialist school and university groups.

From the initial consultation stage, the unique needs and specifications of the group are considered in the creation of a bespoke educational experience. The academic focus of the group's tuition is complemented and enhanced by a co-curricular cultural and activity programme, featuring the best of Edinburgh and Scotland's cultural heritage.

From guest speakers to specialist workshops, Trinity exams to work placements, a group experience at Edinburgh School of English will give students a taste of living and studying in one of the most historic and beautiful cities in the world.

Example of customised timetables Group A

16-18 year-olds from a Graphic Design vocational school who wanted to combine improving their communicative skills in English with specialised work experience projects.

08.45 - 09.00	Opening plenary
09.00 - 10.00	Closed group class: Spoken Performance Workshop
10.00 - 10.15	Break
10.15 - 11.15	Closed group class: Grammar, Logic and Rhetoric
11.15 - 11.30	Break
11.30 - 12.30	Closed group class: Team Project
12.30 - 13.30	Lunch
13.30 - 16.00	Mon, Wed, Fri: Graphic design work experience in local businesses. Tue, Thu: Cultural visits including the National Museum of Scotland and Camera Obscura
20.00 - 22.00	Mon, Wed, Fri: Evening activities including Storytelling and music evening, and ceilidh. Tue, Thu: Free time with homestay hosts

Saturday excursion: St Andrew's and Falkland Palace

All timetables are samples and may be subject to change.



Example of customised timetables Group B

Experienced secondary school teachers of various subjects who needed to improve their language knowledge and communication in order to deliver some of their classes in English, as well as developing their pedagogical skills.

08.45 - 09.00	Opening plenary
09.00 - 10.00	Integrated class: Spoken Performance Workshop
10.00 - 10.15	Break
10.15 - 11.15	Integrated class: Grammar, Logic & Rhetoric
11.15 - 11.30	Break
11.30 - 12.30	Integrated class: Comprehension, Vocabulary & Précis
12.30 - 13.00	Integrated class: Team Project
13.00 - 14.00	Lunch
14.00 - 16.00	Closed group class: Mon-Thu: Content and Language Integrated Learning. Fri: Visit from local secondary school teacher/visit to local secondary school
19.00 - 23.00	Cultural programme activities



Terms and Conditions

How to book a course

To secure a place on an Edinburgh School of English course, please return the Application Form together with payment of non-refundable deposit or book online at www.edinburghschoolofenglish.com.

Payment of fees

On receipt of the application and deposit a letter of confirmation is sent with a Statement of Fees which should be settled at least 4 weeks before the course starting date. In the case of registration less than 6 weeks before the course starting date, the full amount of the cost of the course must be sent with the Registration Form. PLEASE NOTE: students will not be allowed to start their course unless FULL PAYMENT has been received by the School. All bank charges must be paid by the student. PLEASE NOTE: if you require a visa the school will provide the visa letter or Certificate of Acceptance of Studies (CAS) only when full payment has been received by the school. All bank charges must be paid by the student. In the event of an unsuccessful application all fees will be returned in full, less the cost of the CAS.

Accommodation address

Accommodation begins on the Sunday before the course starts and finishes on the Saturday after the course ends. Students who have requested the School to book host family accommodation on behalf of the student will receive details of their host family address at least 5 days before the course starting date, unless they enrol late. This enables those students travelling independently to let the host family know of their approximate time of arrival.

Conditions for cancelling or changing a course by the Student

- If the School receives the cancellation before the course starting date, the School will retain the deposit.
- After the course has started, a student must give 10 days' written notice to the Principal of changes to or cancellation of a course. A cancellation fee equivalent to 1 week's course fees will be charged. Refunds cannot be made for non-attendance, absence due to illness or any other cause.
- If a student wishes to be absent from the course for 1 or 2 weeks for the purposes of taking a holiday s/he must give the Principal at least 2 weeks' notice in writing.
- Students who choose to exchange their original choice of course for one of greater value must pay the difference between the two at the time of requesting the upgrade.
- Any refund due when a course is changed or cancelled, or a holiday taken, will be paid to the person who paid for the student's course at his/her home address at the end of the course. 'End of the course' here is defined as the last date of the course specified on the booking form (i.e. if a student books a 12 week course and decides to leave after 4 weeks s/he will not be refunded until 12 weeks after the start of the course).
- If a student is denied a student visa or study permit and provides the School with a copy of the rejection letter on or before the first day of classes, the School will refund the course fees.

Change or Cancellation of a course by the School

Sometimes it is agreed between the School and a student that it would be beneficial for the student to be moved to another School course. When this happens only a course of at least equivalent cost will be offered by the School.

The School reserves the right to cancel a course, or make changes to course arrangements, without liability, if forced to do so for reasons beyond its control. If this happened, the School would seek to offer alternative arrangements, dates or venues.

If the School cancelled a course booked and paid for by a student in accordance with these terms other than for reasons beyond its control, and did not offer an alternative acceptable to the student, the School would pay compensation as follows:

- Where the cancellation is before the start of the course, compensation equal to the deposit paid by the student or
- Where the cancellation is after the start of the course, compensation equal to one week's fees.
- We reserve the right to postpone the start of the course for students aged under 18 years if we are not able to source a homestay with the required level of child protection status.

Liability and Insurance

Students must make sure that they organise their own travel insurance to cover medical costs and repatriation costs in the case of an illness or accident.

The School acts only as an intermediary between its students and travel organisations and between students and host families. Unless and to the extent caused by the School's negligence, the School cannot be held responsible for any delay or accident during a journey nor for any incident which may happen during the student's stay with the host family. The School will, however, endeavour to defend the student's interests in the event of breach of contract on the part of the travel organisation or the host family.

The School reserves the right not to allow on the course a student suffering from any illness, medical condition, or mental or physical disability which has not been disclosed on the Application Form.

This brochure, issued by the School, gives the only terms and information that can be referred to in the event of a disagreement between the student and the School. These terms and conditions are governed by English law and do not affect your statutory rights under English law.

Students aged 17

The minimum age to study at the school is 17. Students and the parents/guardians of students aged 17 should understand that they will mix with adults in both lessons and in regulated social events. We offer care and welfare support for students aged 17 though please note supervision outside the school is limited; parents/guardians who feel more support is required should consider a young learners programme.

Personal Information and Photographs

We use the personal information that you give us, including information about your health and religious or dietary requirements, to perform our contract with you. We may also use it to ensure that we comply with UK law, for internal training, or to send you further information about our courses and services. We do not share your details with third parties other than as necessary to perform our contract with you. The information you give us is kept securely on our computer system, and is accessible by the schools and offices in the group of companies to which the School belongs, including those outside the European Union. If you do not want to receive further information from us, please write to us at the address below. Please contact us if you want to see a copy of the information we hold, or have questions about our use of your information.

The School reserves the right to use photographs taken during courses to illustrate its promotional material. If a student wishes that his or her photo should not appear in this material, they should advise the School during the photo-shoot. These photos have no commercial or contractual value.

Information about the School

The School is closed on 25 December, 26 December and 1 January.

In these terms "the School" means Edinburgh School of English.

In the UK, courses are operated by Instill Education Limited, a company registered in England and Wales under company number 01293463 and with registered office at 38 Binsey Lane, Oxford, OX2 0EY United Kingdom

Tel: +44 (0)1865 258300 Fax: +44 (0)1865 244696

All information correct at time of printing

Application Form

Please ensure both sides are complete

Please send this form to:

Edinburgh School of English, 271 Canongate,
The Royal Mile, Edinburgh EH8 8BQ, UK

T +44 131 557 9200, F +44 131 557 9192

info@edinburghschoolofenglish.com, www.edinburghschoolofenglish.com

For Young Learner bookings please ensure that all sections are completed prior to arrival. We will be unable to accept the student to the programme without these.

PLEASE PRINT IN BLOCK LETTERS

1. Personal Details

Family name First name(s)
Date of birth (dd/mm/yyyy) / / Sex M F
Nationality Mother Tongue
Address

City Postcode Country
Tel (home) Tel (work)
Fax Email
Name as it appears in Passport Passport number
Have you attended an Edinburgh School of English course before? Yes No
If yes, which school (adults/young learners) and year(s):

2. Emergency Contact

Emergency Contact: Name in BLOCK CAPITALS

Relation to the student English spoken?
Tel (home) Tel (mobile)
*Please indicate the country code

3. Course Details

Course name
Course Start date / / Course Finishing date / /
English language level Elementary (A1) Pre-intermediate (A2) Intermediate (B1)
 Upper-Intermediate (B2) Advanced (C1) Proficient (C2)

*A1-C2 Common European Framework level descriptors

4(a) Accommodation (Adults)

Arrival date / / Departure date / /
Arrival transfer from Edinburgh airport Departure transfer from Edinburgh airport
Accommodation: Homestay En-suite Homestay Residence* Self-catered apartment*
Do you smoke? Yes No Would you prefer non-smoking accommodation? Yes No
No accommodation required Please provide your contact address in Edinburgh:

Special requests*
*Subject to availability

4(b) Accommodation (Young Learners 13-17)

Accommodation: Edinburgh Residence Edinburgh Homestay No accommodation required
Arrival date / / Departure date / /
Arrival transfer from Edinburgh airport Departure transfer from Edinburgh airport

*Please send ticket details as soon as they are available

Application Form

CONTINUED FROM PREVIOUS PAGE

5. Health

Please list any medical condition, special diet or allergies that school staff should be aware of:

Please give details of any medical treatments that need to be followed during your stay:

Young Learners only:

Previous illness: Chickenpox Measles German Measles Mumps

Is the student asthmatic?

6. Authorisation (Young Learners)

Daytime

No child under the age of 16 is allowed out unsupervised.

Students who are 13 years old and above have supervised free time in Edinburgh on Friday afternoons.

Evening (16-17 Only)

I agree for my child to go out unsupervised in the evenings until 22.00 hrs

OR

My child is not allowed out unsupervised in the evenings

Sports

Sports not permitted

In the event of an emergency I authorise any responsible member of your organisation to give permission for an operation to be performed upon the participant if so advised by qualified medical staff.

Name of Parents or Guardians

Signature (Mother/Father/Guardian)

7. Payment Details

Course Fees of £ Course Deposit of £300

Method of Payment Bank Transfer Credit Card

Please debit my: Mastercard Visa Other

Credit Card No.

Expiry Date MM/YY CCV (3 digits on the reverse of the card)

Card Holder

Signature of Card Holder

8. Confirmation

I agree to the use of my/my child's personal information, including health and religious or dietary requirements, set out in the terms and conditions. Yes No

I agree that you can send me occasional information about Edinburgh School of English courses and services. Yes No

I confirm my acceptance of the Edinburgh School of English Conditions of Enrolment.

Signature Date (dd/mm/yyyy)

Signature of parent or guardian if student is under 18 years old

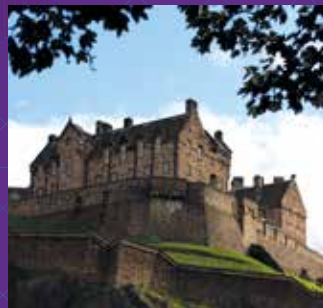
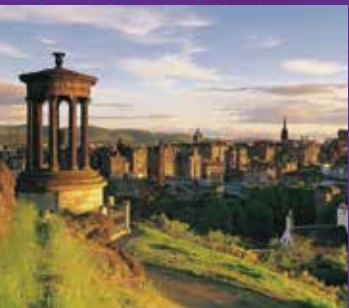
I heard about the Edinburgh School of English

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