

Emerald Cultural Institute

STUDENT HANDBOOK COBHAM HALL SCHOOL, KENT



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WELCOME TO EMERALD UK

We would like to welcome you to Cobham Hall, Kent and wish you a great stay full of new ideas, inspiration, fun and lasting memories.

This handbook will provide you with some information about Cobham Hall, the programme, what to expect, your role and what to bring with you.



COBHAM HALL

‘One of the largest, finest and most important historic houses in Kent’.

Cobham Hall is steeped in history. It dates back to 1208 when the Manor was granted by the King to the De Cobham family. Most of the buildings you see date from the 16th century and it is considered one of the finest English Stately Homes. Cobham Hall is set in 150 acres of beautiful parkland, in the Kent countryside only 30 miles from central London.

Over the centuries, it has hosted many famous people, including kings and queens. Queen Elizabeth I stayed here and King Charles I spent his honeymoon here. Other famous guests include Charles Dickens, Queen Victoria, Dame Nellie Melba, The Duke of Wellington and King George IV.

ADDRESS

Cobham,
Kent,
DA12 3BL





ACCOMMODATION FACILITIES

The boarding accommodation at Cobham Hall is modern and spacious with houses or wings of the Main House allocated to either boys or girls. There is a variety of residential accommodation, including single, twin, triple and quadruple rooms. Rooms are comfortable and each has a lockable space. You need to bring a padlock with you if you want to lock your valuables away. All rooms share a bathroom with other students. All accommodation houses have lounge areas. There is wifi throughout the houses.

CLASSROOMS

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

Cobham Hall has fantastic sports and leisure facilities including:

- Large and well-equipped sports centre
- Dance studio
- Drama studio
- Art rooms
- Cooking facilities for home economics
- Tennis courts
- Several playing fields and sports pitches
- Outdoor heated swimming pool
- Computer room
- 150 acres of beautiful parkland
- Bonfire pit

MEALS

Meals are provided in the school's large dining room where students serve themselves from a salad bar with a variety of cold dishes or are served from the hot food servery by Cobham Hall staff. Three meals are served each day including plenty of salads and fruit. Special dietary requirements can be catered for.



YOUR ARRIVAL

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

If you have any problems, you can call the school emergency number 0044 (0) 7936000463.

YOUR FIRST DAY

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

You will be given a wristband which you must wear at all times. This wristband has the emergency number on it, which you can call if you ever get lost.

TIMETABLE

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

SAMPLE PROGRAMME

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
June 30th	July 1st	July 2nd	July 3rd	July 4th	July 5th	July 6th
Arrival	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
	Placement Test	English Classes	English Classes	Full Day Excursion London London Eye & London Sightseeing Walk	English Classes	English Classes
	Lunch	Lunch	Lunch		Lunch	Lunch
	Sports Options Or Arts / Cooking Options Or Intensive English	Half day Excursion Rochester A walk into history	Sports Options Or Dance / Drama Options Or Intensive English		African Drumming Workshop	Half day Excursion Canterbury A walk into History
	Personal time		Personal time		Personal time	
Dinner	Dinner	Dinner	Dinner		Dinner	Dinner
Unpack and Settle in	Team Quiz	50 / 50 Night	Scavenger Hunt		Themed Dance Party	Movie Night



RULES AND REGULATIONS

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

We **do not** allow alcohol.

In England it is illegal for under 18's to buy cigarettes. Smoking is not permitted on our residential sites.

The use of any drugs is **strictly prohibited**.

All students **must** attend all classes, all meals, activities and social programme as well as the excursions.

Damage to property and firefighting equipment will not be tolerated. Students who are found causing damage will be charged. The whole group will be charged for any damage to accommodation and centre property when and if an individual cannot be found responsible.

Students are **not permitted** to enter 'out of bounds' areas – all of these areas will have clearly visible signs.

Students are **not allowed** to go off campus at any time without permission and should not leave the accommodation block at night. **Under no circumstances** should students leave the school campus without Emerald staff supervision or a group leader

Rooms **must be** kept tidy to allow cleaners to vacuum and dust.

Students **must not** enter the swimming pool area at any time on their own, without an Emerald lifeguard.

Students **must not** take photos / videos of other students' / group leaders or members of staff without first asking permission.

Any photos / videos taken with permission **must not** be uploaded on to social networking sites eg Facebook.

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

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

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

We look forward to welcoming you!

WHAT SHOULD I BRING

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

We suggest the following items:

A large mesh laundry washing bag which can go into the washing machine

Swimsuit

Personal items

Alarm Clock

A camera (photo and / or video) optional

Notebook, pen, pencil

Towels

Comfortable shoes

A padlock to lock valuables away in your suitcase

Make sure to have some form of medical insurance with you. The medical insurance should cover Covid-19 issues.

Clothing: England has a variable but temperate climate and weather extremes are rare. You should bring some rain gear and warm clothes with you. Also, there will be sports as part of the activities so please bring suitable shoes and clothing

On arrival at the school you will be asked for a deposit of **£50**, this will be returned to you when you are leaving provided there is no damage to the room.

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

Expensive/Exclusive mobile phones

MP3 players, i-pods etc

Laptops or wireless dongles

Computer consoles, hand held Play Stations (PSP)

Expensive jewellery/watches

Credit cards and large amounts of cash

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WE RECOMMEND!

A lockable suitcase or a small coded padlock.

Due to the large number of students at the colleges, we strongly recommend that students mark their clothing with their names to avoid lost or stolen property. Laundry can sometimes be returned all together and having marked clothing makes it easier to identify if this happens.

Emergency contact details should be provided for each student to pass on to the Centre Director.

Medication and medical details should always be provided.

WHAT IS EXPECTED OF YOU

Respect - Students must treat all staff, members of the public and each other with respect at all times.

Please And Thank You – Students must remember to be courteous and show good manners to staff, catering staff, members of the public and each other.

Speak English – Students are expected to try and speak English at all times whether you are talking to people of the same or different nationalities.

No Bullying – Bullying is the deliberate and/or repeated action of making another person unhappy. Bullying of any nature will not be tolerated and may result in students being sent home at their own expense. Students are also expected to report any bullying which they see to an Emerald member of staff.

Integration – Students are expected to try and integrate with all of the different nationalities and ethnic backgrounds in the school. Students are also actively encouraged to try and learn as much as possible about the different countries that other students come from.

Bedtime – All students are expected to be in their rooms by 10:30pm after evening entertainments and to have lights out and be quiet by 11pm.



24-hour emergency number

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cultural institute

Experience Tradition, Embrace Innovation