

# Emerald Cultural Institute

**STUDENT HANDBOOK** ROSE BRUFORD, LONDON



EXPERIENCE TRADITION,  
EMBRACE INNOVATION.

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# WELCOME TO EMERALD UK

We would like to welcome you to Rose Bruford, London and wish you a great stay full of new ideas, inspiration, fun and lasting memories.

This handbook will provide you with some information about Rose Bruford College, the Discover London programme, what to expect, your role and what to bring with you.

## ROSE BRUFORD COLLEGE

“The college is in exquisite 18th-century parkland with swans and a lake”

The earliest recorded owner of the estate was Thomas Sparrow and his daughter Agnes built the first house there around 1513. The family sold the estate in the late 17th century, and the house and estate had several different owners, including Charles FitzRoy, the son of Charles II. The house was rebuilt in 1744 and formally laid out as a park.



It became a college in 1950, founded by Rose Bruford, a voice and speech dynamo who taught drama at the Royal Academy of Music. She set up her own school because she thought a drama school could be more than a finishing school and developed a unique course of actor training linked to teacher development. The college pioneered the first BA acting degree in 1976.



### ADDRESS

Rose Bruford College:  
Burnt Oask Ln, Sidcup, London, DA159DF  
Christopher Court (accommodation):  
103 Station Rd, Sidcup, London, DA15 7AX





## ACCOMMODATION

The boarding accommodation at Rose Bruford is situated directly opposite the train station and a 10-minute walk from the college. It consists of 28 flats of 6 single ensuite rooms with a shared kitchen/dining space in each flat. There is Wi-Fi throughout the building and 24 hour security on the front reception desk.

Students are responsible for doing their own laundry and there are washing machines and tumble dryers in the accommodation. It is £2 for each wash and £2 for each tumble dry. A machine dispenses soap powder on site for 50p.

Students are given a key to the door of their shared flat and a key to their bedroom door. Each key costs £60 to replace if lost.

## CLASSROOMS

Class rooms are modern and well-equipped with computer access and projection facilities.

## FACILITIES

The Rose Bruford accommodation is located directly opposite the train station which makes it **very convenient travelling into central London** as we explore all that London has to offer.

The College is set in **Lamorbey Park**, leafy parkland grounds dating back to before the 16th century with mature trees and a pond with fish and waterfowl. The large **open grounds** are fit for multi-purpose use such as football and volleyball.

There is a **small theatre with 100 seats** and a **larger 330-seat theatre-in-the-round** plus an **outdoor stage**.

## MEALS

Meals are provided in the college's café where students serve themselves from a salad bar with a variety of cold dishes and sandwiches or are served from the hot food servery by Rose Bruford staff. Three meals are served each day including plenty of salads and fruit.

Special dietary requirements can be catered for.



## 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) 7716372789**

## 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 an excursion into London most afternoons. You should keep an eye on the noticeboard which tells you what is happening each day. 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

Week 1	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
08:00	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
09:00		Placement Test	English Lesson	English Lesson		English Lesson	English Lesson
12:30	Students Arrive	Lunch	Lunch	Lunch	Full Day Excursion	Lunch	Lunch
14:00		Westminster & Whitehall Walking Tour	Victoria & Albert Museum	West End Show Wicked	Cambridge Blue Badge Guide Walking Tour	Hyde Park Princess Diana memorial walk & Harrods	London Market Camden Town
18:30	Dinner	Dinner	Dinner	Dinner		Dinner	Dinner
20:00	Unpack and Settle in	Team Quiz	Board games	Scavenger Hunt		Themed Dance Party	Movie Night
22:30	Lights Out	Lights Out	Lights Out	Lights Out	Lights Out	Lights Out	Lights Out



## RULES AND REGULATIONS

You will be taken on an introductory tour of the college 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 college that are 'out of bounds'. There are certain rules in place which you must obey to ensure your safety and enjoyment as well as 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 ECI (UK) staff as it is very important that these rules are understood and respected:

**We do not** allow the drinking of alcohol

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

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The use of any drug is **strictly prohibited**

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

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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

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

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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 ECI staff supervision or a group leader

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

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

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

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These rules will be enforced by all members of ECI (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.

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

# 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.

## We suggest the following items:

Swimsuit

Personal items

Alarm clock

A camera (photo and/or video) optional

Notebook, pen, pencil

A towel

Comfortable shoes

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

Please note that if you lose your room or flat key it will cost you £60 to replace it

## 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

# WE RECOMMEND!

A lockable suitcase

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

Emergency contact details should be provided for each child 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

**PLEASE AND THANK YOU** - 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 ECI member of staff

**INTEGRATION** - Students are expected to try and integrate with all of the different nationalities and ethnic backgrounds that we have at our centres. 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

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!

24-hour emergency number  
0044(0)7936000472

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Experience Tradition, Embrace Innovation