

## Vacational Studies

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[vacstuds@vacstuds.com](mailto:vacstuds@vacstuds.com)

*This is a standard information sheet sent to all parents. Some of the contents will not apply to you. Some will. Please read it all.*

## Latest information

Check 'Latest News' at [vacstuds.com](http://vacstuds.com) for the latest information.

## Photos and movies

I shall upload photos and video clips of the Courses from time to time. These can be accessed via 'Latest News' on our home page at [vacstuds.com](http://vacstuds.com)

## Arrival day

On arrival day I am at the School. I do not have access to my fax, e-mail or phone. I am contactable only on the Course Manager's phone or on my mobile. Use the Course Manager's phone or my mobile phone +44 7717 007 007 - not my fax or e-mail - to advise travel delays or changes.

## Our mobile phone numbers at Heathrow

It may be useful to know our School mobile phone numbers, used by staff at Heathrow and on trips. From outside the UK, +44 and delete the first 0:-

Mary Hare: T1 - 07810 313993; T2 - 07901 996592; T3 - 07879 077777; T5 - 07867 571967

Cheam: T1 - 07810 314062; T2 - 07810 723924; T3 - 07799 777696; T5 - 07917 334444

## Plane delays

We provide a free service at Heathrow between our stated times. If planes are delayed after 16.00 and we incur extra costs collecting students, we shall pass these costs on to parents who may be able to recoup expenses from the airline. Most importantly, whatever the delay and whatever the cost to us, there will always be someone at the airport to meet a late flight. Don't worry!

## Pocket Money

Do not forget about pocket money. Every year someone arrives with none. Pocket money not yet sent should be brought as £ cash in high value (£50 or £20) notes which are quicker to count on arrival. Do not send money to our Pocket Money bank account during the Course unless we ask you. We do not use the euro in the UK, so please do not send pocket money in euro.

## Contact with Vacational Studies

During the year you have written or spoken to me. During the Course, for questions about your child it is best to speak to the Course Manager in the **morning** on the School Office number below. During the year, you may have spoken to me on my Newbury office number. I shall be available on this number most mornings from 08.00 to 11.00 - BUT from 9 July, I am almost always at one of the schools, not in my office - SO...

**IF YOU WANT TO SPEAK TO ME, PLEASE USE MY GSM MOBILE PHONE NUMBER:-**

**+44 7717 007 007**

**from 9 July - 14 August ONLY. This phone is ALWAYS on and is ALWAYS with me. DO NOT USE +44 1635 523333.**

## Fax and e-mail

I receive fax messages and e-mails only when I am in the office at the beginning and end of the day. Please don't send faxes or e-mails to students via me, except by prior arrangement.

## Letters

Use air mail for letters to students. **REMEMBER TO USE THE SCHOOL ADDRESS, NOT THE PEPYS' OAK ADDRESS.** Do not write to your children c/o me at my address. Do not put 'Vacational Studies' on the envelope. (My organisation is so well-known at the local Post Office that anything with 'Vacational Studies' on it will be diverted to me, not the School.) Do not write to students in the last week as the letter will arrive after the student has left.

## Contacting students

We recommend contact by letter and on the two 'Telephone Days' only. Leave everything to us. Trust us to tell you if there is a problem. For those who insist on more contact, students can request use of the payphone after 21.00. To the parents of those coming for the first time, I would add that an anxious parent phoning a young student can have an unsettling effect and do more harm than good. Let your child get on with the Course and let us get on with making it a great experience.

## Mobile phones, i-pod, laptops, etc

We do not permit students to use mobile phones inside the school. Any mobile brought must be kept in the office and used outdoors.

**While they are experiencing the Course, we think parents will prefer that their children do not strengthen relationships with friends at home via international mobile phone calls, text messages and e-mails. The rationale behind coming on the Course is to form NEW relationships and have NEW experiences via face-to-face use of English. Seeking instant support from home can also be a disincentive to work through minor challenges.**

The Course is a structured environment and to facilitate adjustment to it, we allow the use of mobile phones on trips only. We do not permit the use of any machine like an i-pod or laptop which is capable of using wi-fi to transmit.

## European Health Insurance Card

An EHIC enables pre-existing conditions to be covered under the UK National Health Service. Pre-existing conditions cannot be covered under the insurance policy included in the Course Fee and are covered privately only if the student already has medical insurance.

## Mary Hare parents please note

Swimming hats are mandatory.

## Can we go to ..?

If a group wants to go somewhere special, our Course Managers will try to arrange a small bus and accompanying staff. The charge would be whatever it costs us to arrange it. We would add no 'mark up'. We may be able to arrange a special visit on one of our excursions.

## Course Managers & Office phone numbers

Tom Goodwin - MARY HARE (PHONE +44 1635 244 221)

Mike Sutton - CHEAM (PHONE +44 1635 267 814)

## The 'Notes'

Re-read the 'Notes for Parents' and 'Notes for Students' and 'English Law' in the brochure. I assume that all parents have read the 'Notes' and this memo.

## 'Statement supporting entry'

The enclosed can be placed in the passport just in case...

## And finally...

I say again **please leave everything to us.** Trust is essential. If there is a problem or if we think one may develop, you can trust us to contact you.

Ian G. Mucklejohn - 15 June 2010