



# MAYFLOWER COLLEGE



## Junior Activity Course Handbook

# Welcome to Mayflower College

*Hello!*

*We hope that you are looking forward to studying at Mayflower College.*

*This handbook gives you more information about the Junior activity course for those aged 13 to 17 years, at Mayflower College.*

*We look forward to meeting you soon!*

*From the Mayflower College Staff*



**MAYFLOWER  
COLLEGE**



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## Mayflower College Rules

You must arrive in good time and attend all morning lessons and afternoon activities.

**You will study English every morning  
Monday to Friday**

**from 09:00hrs until 12:15hrs  
(15 hours per week)**

**with a 15 minute break  
(10:45-11:00hrs)**

Try to speak English at all times!

You are allowed outside of Mayflower College in designated areas at break time and lunch time.

The designated areas are the green area outside Mayflower College and the tennis courts.

**You must sign in and out  
at break time and lunch time.**

## Laws & Customs in the UK

**Please remember the following laws in the UK:**

- You must be over 18 years to buy and consume alcohol and cigarettes in the UK.
- Smoking is not allowed inside Mayflower College or during any activities arranged by Mayflower College.
- Don't be tempted to take anything from shops without paying – you may be arrested and prosecuted by Police if caught shoplifting.
- Please use polite language when in public and remember British people love queues – don't go to the front of a queue, join the back or it will make people angry!
- Cross roads safely – always look to the right when you cross the road (cars in England drive on the left).

## Illness and Absence

If you are ill your parent/guardian or homestay family must telephone the Mayflower College office (or group leader) to tell us the reason for absence.

**Mayflower College  
Office**

Open: 08:30hrs to  
16:30hrs  
Monday—Friday

**(01752) 673784**

**If calling from an  
international  
mobile**

**+44 1752 673784**

**Mayflower College  
Emergency mobile**

**07889 420601**

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## Behaviour & Discipline Policy

### The Mayflower behaviour & discipline policy :

1. **Verbal warning** by teacher and/or group leader.
2. **Verbal warning** by Director of Studies / General Manager
3. **Written warning** by Director of Studies / General Manager to students and copy to parents.
4. **Final written warning** Director of Studies / General Manager to students and copy to Parents.
5. **Expulsion** at the cost of parents (to Send student back to their country of origin).

## Discipline Policy continued

If you do not follow the **Mayflower College & homestay curfew rules** or **laws & customs in the UK** or **show unacceptable behaviour** you may be sent home early.

**All students and staff at Mayflower College are expected to show respect to others at all times.**

Examples of unacceptable behaviour include: bullying, actual or threats of violence, damage to personal property and verbal or physical abuse based on racial, sexual or religious differences.

Mayflower College reserves the right to ask you to leave because of misconduct (unacceptable behaviour), non payment of fees or non-attendance and you may be subject to disciplinary procedures.



**Jill Tyler**  
General Manager



**Steve Voysey**  
Director of Studies



**Naomi Cousans**  
Student Welfare Officer

## Your first day

- On the first day your homestay family will bring you to Mayflower college at **08:45hrs**

**Lessons start at 09:00hrs**

- In the afternoon you will be given a talk about your lessons, activity programme and a tour of Plymouth.

## Remember

**Your homestay family will collect you from Mayflower College on the first day.**

- You will receive **one free bus pass**. If you lose this, you may have to pay for a replacement!

## Travelling to school by bus

- Your homestay family will live a short bus ride (usually 5 to 20 minutes) away from Mayflower College.
- Your homestay family will tell you where to catch the bus and give you information about the times of your bus home.
- Copies of bus route maps and timetable information are available from Mayflower College.

## Activity programme

- When you arrive you will get a copy of your activity programme (**each weekday afternoon approx. 13:30hrs –16:30hrs**). Please ask if you have any questions about any of the activities, i.e. meeting times, places and procedures.
- For some activities you will need **trainers, a swimming costume and towel**. You should also bring a **waterproof jacket**. Please make sure that all clothes are named.
- When your activities finish you will be taken to Royal Parade (in the city centre), by your teachers and expected to take a public bus back to your homestay.
- There is a **private disco or evening activity** for students from Mayflower College, each week. **Homestay families** will collect you from the disco at **21:30hrs**.
- You should wear appropriate clothing, use polite language, listen, look attentive and talk English at all times. It is very important that you give a good impression and behave well during visits and afternoon activities.
- Each **Saturday** there is a full day excursion to a local place of interest.



On your **Induction and tour** your teacher will show you where the **Citybus shop** is on Royal Parade.



**Citybus timetables** are available Online:  
[www.plymouthbus.co.uk/services](http://www.plymouthbus.co.uk/services)

# Afternoon & Evening Activities

We have a variety of afternoon activities included in our junior activity course programme including visits, workshops, creative and sports activities.

On your **first day** you will have an **induction & walking tour** in the afternoon. Your teacher will show you around Plymouth, as well as showing you where to catch the bus.

**Every week** you will have an **evening activity** included in your programme. This is usually a **disco** or a **quiz night**.

Please check your **Junior activity programme** **every day** to see what **activity** you will be doing and what **time** you need to meet



**Induction & tour**



**Disco**



**Quiz night**

Your **Homestay family** will drop you to Mayflower College and pick you up on your **FIRST** day.



# Creative Activities



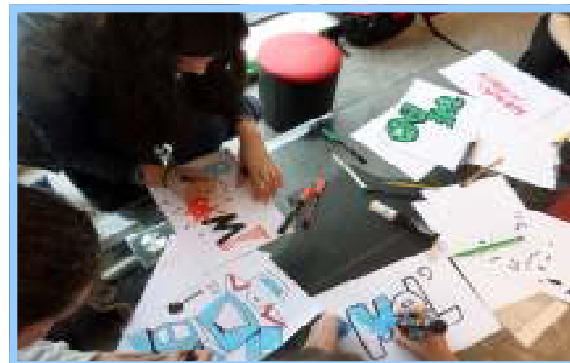
Art & Craft Workshop



Clay Art



Rap Workshop



Graffiti Art



Puppet Workshop



Street Dance

When students visit **ClayArt** they will have the opportunity to paint pottery.

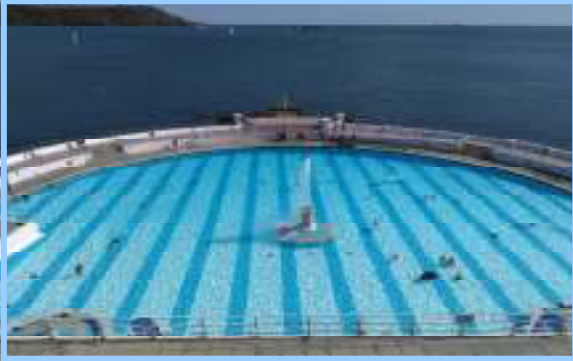
Pottery will then be put in a kiln and fired.

Your pottery will be **delivered** to **Mayflower College** before the end of your course to take home!





# Sports Activities



Swimming - Tinside Pool



Swimming - Life Centre



Sports - Life Centre



Sports - Brickfields



Sno-tubing



Pitch & Putt Golf



Frisbee Golf



Tobogganing

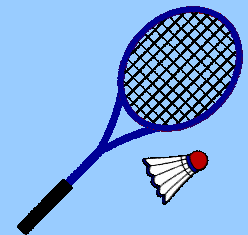


Dance

When students have sports for an afternoon activity

**Sports include:**

- Badminton
- Football
- Basketball
- Table Tennis



# Afternoon Activities



Boat trips (Dockyard & Warships)



Saltram House



Afternoon Treats



Scavenger Hunt



Smeatons Tower



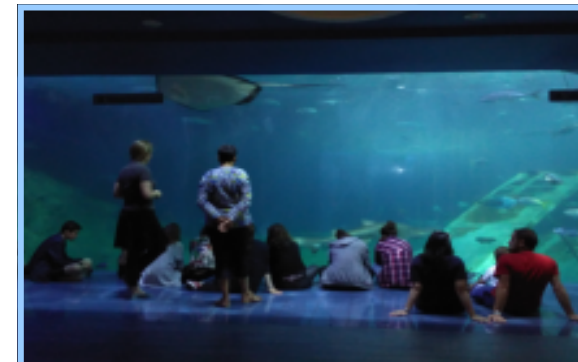
Bowling



Survival workshop



Quiz



National Marine Aquarium

*'I learnt a lot  
and my  
English has  
got better.'*

*We had fun  
learning.'*

**Lena  
FRENCH**





# NEW ACTIVITIES



Paradise Island Adventure Golf



Elizabethan House



Climbing Wall



Puppet Workshop

We enjoy finding new activities to include in our junior activity programme every year!





# Saturday Excursions - Devon



Morwellham Quay



Kents Cavern



Bygones



Woodlands



Buckfast Abbey



Torquay



Tavistock



Buckland Abbey



Exeter

*I had a great time in Plymouth, people are nice and helpful.*

*I will keep this wonderful experience as a treasure of my life.*

**Xintong  
CHINESE**



# Saturday Excursions - Cornwall



**MAYFLOWER  
COLLEGE**



**Eden Project**



**Looe**



**Lanhydrock House**



**Falmouth**



**Truro**



**Polperro**



**Cotehele House**



**Fowey**



## Mayflower College contact details

### Address:

Mayflower College  
1 Radford Road  
The Hoe  
Plymouth  
PL1 3BY

### Telephone number:

**+44 1752 673 784**

### Emergency mobile:

**+44 7889 420 601**

### Website

[www.maycoll.co.uk](http://www.maycoll.co.uk)

### Email

[naomi@maycoll.co.uk](mailto:naomi@maycoll.co.uk)

## Curfew rules

### Students under 14 years old

Are not allowed out in the evenings unless you are with an adult. You can participate in activities organised and supervised by the homestay family, the group leader or the Mayflower College.

### Students between 14 and 16 years old

Are allowed out in the evenings in pairs or groups. You are not allowed out on your own and must return to the homestay home by **21:00hrs (9:00pm)**.

### Students 17 years old and over

Are allowed out in the evenings in pairs or groups. You are not allowed out on your own and must return to the homestay home by **21:30hrs (9:30pm)**.

**When students over the age of 14 would like to go out in pairs or groups, you must tell the homestay family exactly where you're going and agree on a time to return on all occasions.**

### **Sundays and free-time**

You are free on Sundays to spend the day with your homestay family. Don't go out alone but you can go out in pairs or groups for limited periods of time.

## Homestay rules

- Please keep your room and belongings tidy.
- Please treat your homestay family with respect and use polite language.
- Please ask for permission before using the homestay telephone to make local calls. Even if you have an international phone card, please ask for permission.
- Please return home promptly after activities finish each day and arrive on time to join the homestay family for a meal every evening. Keep your mobile turned off at meal times.



## Homestay accommodation

- You can request to share a room with another student of a different nationality (same gender, similar age) or request a single room.
- An area will be provided where you can study.
- Your family will provide breakfast, packed lunch and an evening meal.
- We try to match you with the right homestay family. You can write to your homestay family before you come to Plymouth, if you want too!
- There is a variety of English food and your homestay family will try to prepare food that you enjoy.

**Please let the college know if you have any special dietary requirements (vegetarian, allergies etc.) before you arrive in Plymouth.**

- Your homestay family will be friendly and welcoming and will give you lots of chances to practise your English and feel at home.

## Important information

- All Homestay families are visited by Mayflower College.
- The main carer is police checked and other adults over 18 years in the homestay family sign a declaration form (to confirm they do have not any convictions which would prevent them from being suitable to provide accommodation for a child under 18 years).
- A responsible adult will always be present over night and normally present when students under 16 years are at home.



**The Mayflower College will always be able to help you if you have any problems.**

You can speak to your teacher or the Student Services Officer if you have any questions.

# Travelling to Plymouth

## How can I travel to Plymouth?

**You can travel to Plymouth by:**

### Coach

National Express      [www.nationalexpress.com](http://www.nationalexpress.com)  
Megabus                [uk.megabus.com/](http://uk.megabus.com/)  
Falcon (Stagecoach)   [www.stagecoachbus.com/](http://www.stagecoachbus.com/)

### Train

The train line        [www.thetrainline.com](http://www.thetrainline.com)

### Ferry

Brittany Ferries       [www.brittany-ferries.co.uk/](http://www.brittany-ferries.co.uk/)

### Taxi

Mayflower College can help to arrange a private taxi transfer. Please email [naomi@maycoll.co.uk](mailto:naomi@maycoll.co.uk)

## Arranging your travel to Plymouth

Please go to the next page for information about travelling from the London airports to Plymouth.

We can help with booking Meet and Greet services, coach tickets and private taxi transfers .

**Please email [naomi@maycoll.co.uk](mailto:naomi@maycoll.co.uk) for information and prices.**

*I had a great time in Plymouth, people are nice and helpful.*

*I will keep this wonderful experience as a treasure of my life.*

**Xintong  
CHINESE**



## By Taxi



- If you arrange to travel by **private taxi** you will be met in the arrivals terminal by the taxi driver.
- The taxi driver will have a board with your name on.
- The taxi driver will take you from the airport direct to your homestay family. The journey will take about 4 hours if you are travelling from London.
- If the taxi driver is not there to meet you, please go to the **airport information desk** and ask for help.

**If you can't find the taxi driver please call the Mayflower College emergency mobile.**

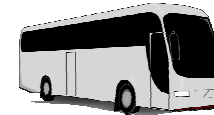
## By Train



- If you are travelling by **train**, the journey to Plymouth will take about 4 hours from London.
- A return ticket can cost from £30 to £90 depending on the day of travel.

**For more information please click on the link:**  
[www.maycoll.co.uk/english/travel.htm](http://www.maycoll.co.uk/english/travel.htm)

## By Coach



- If you are travelling to Plymouth by **coach**, the journey will take about 4 hours from London.
- A return ticket from National Express can cost from £35 to £80 depending on the day of travel.

**For more information please click on link below:**  
[www.maycoll.co.uk/english/travel.htm](http://www.maycoll.co.uk/english/travel.htm)

## Meet & Greet Service

- We can arrange a Meet and Greet service at either London **Heathrow** or **Gatwick**.
- You will be met when you arrive by a representative from the Meet and Greet company. Costs start from around £65.
- The representative will take you to the **coach** or **train** station for onward travel to Plymouth.  
**Please remember that the representative will not travel with you to Plymouth.**
- The representative will have a board with your name on and will look for you in the arrivals lounge.
- If the representative is not there to meet you, please go to the **airport information desk** and ask for help.

**If you can't find the representative call the Mayflower College emergency telephone.**

### Mayflower College Office

Open: 08:30hrs to  
16:30hrs  
Monday—Friday

**(01752) 673784**

**If calling from an  
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### Mayflower College Emergency mobile **07889 420601**

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# Insurance



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## Medical and Travel insurance

We recommend that you have insurance for your trip to UK.

The activity programme may include coach travel, boat trips and sport, such as football, swimming, cycling and tobogganing. We strongly advise that all students have **travel insurance** and **medical insurance** which includes **winter sports**.

**Important:** Please can you send a copy of your insurance policy number and details to [naomi@maycoll.co.uk](mailto:naomi@maycoll.co.uk)

Mayflower College has partnered with **Guard.me** to offer our Students a comprehensive insurance policy which includes medical insurance and also course fees and change of itinerary.

**Price for Mayflower College students:** £7.50 per person per week

### Cover includes

1. Cancellation, Curtailment or Change of Itinerary
2. Course Fees
3. Medical Expenses
4. Personal Belongings
5. Money
6. Personal Liability
7. Overseas Legal Expenses
8. Personal Accident

For more details about the insurance and policy information please go to: <https://www.maycoll.co.uk/english/insurance.htm>

## Mayflower College Cancellation Policy

### Before your course begins

The deposit of GBP 150 is non-refundable.

If you decide to cancel your course the remainder of the fees are refunded as follows:

- 30 days before start date - 100%
- 15-29 days before start date - 85%
- 7-14 days before start date - 70%
- 1-6 days before start date - 50%

### During your course:

If a student does not attend the course or is absent due to illness, there is no refund.

If a student wishes to take a holiday, shorten their course or reduce the number of hours tuition, they will receive **75% cash refund** or **100% credits** for a future course **IF MAYFLOWER COLLEGE IS INFORMED AT LEAST 3 WEEKS BEFORE THE CHANGE IS DUE TO BE MADE.**

If a student informs the college of a change less than 3 weeks before the change is due to be made, s/he will not receive any cash or credits

## Immigration

- Please make sure that you have entry clearance (for example a visa) if required.
- Keep your passport, travel documents and confirmation letters in your hand luggage to show when you pass through immigration control.
- Rules about immigration can be complicated - further information is available from your British Embassy.

## Don't forget to bring...

- Your swimming costume
- A pair of trainers & sports wear
- Waterproof jacket and some warm clothes (it often rains in Plymouth and sometimes it is cold! Check out the weather online!)
- 1 passport sized photograph (For your Mayflower student identity card).

## Before you leave home you should have:

- Your passport and National ID card.
- Mayflower College confirmation letter for immigration procedures.
- A copy of your medical/ travel insurance policy.
- Visa (if necessary).
- Flight, coach or train tickets.
- You should also have your homestay family details (In your confirmation letter).

## Valuables and pocket money

- Please make sure that you have a special place to keep your money, passport and tickets safely.
- Please remember that all meals are provided and all activities are included in the price.

**We suggest that students should bring a **maximum of £80** per week for pocket money.**



**Naomi Cousans**  
Student Welfare Officer

If you have any Questions please email the Student Welfare Officer

**Email:**

[naomi@maycoll.co.uk](mailto:naomi@maycoll.co.uk)

# Mayflower College Safeguarding and Child Protection

Mayflower College is committed to providing a safe environment, to protect any student from harm and takes particular care to ensure that students under 18 years of age are adequately protected.



Please click on the link below to read the Mayflower College Safeguarding and Child Protection Policy:

[www.maycoll.co.uk/policies/Safeguarding\\_and\\_Child\\_Protection.pdf](http://www.maycoll.co.uk/policies/Safeguarding_and_Child_Protection.pdf)

Please tick the box on the **Parental consent form** to show that you have read this policy.

**Designated Safeguarding Person (DSP)** - Steve Voysey (Assistant Director of Studies)

**Designated Safeguarding Lead (DSL)** – Jill Tyler (General Manager)

**Junior Welfare Officer** – Naomi Cousans (Student Services Officer)

**Junior Accommodation Officer** – Brigitte Stockton (Student Services Officer)



**Steve Voysey**  
Director of Studies



**Jill Tyler**  
General Manager



**Naomi Cousans**  
Student Welfare Officer



**Brigitte Stockton**  
Student Welfare Officer





## Important numbers

Police & Medical  
(Emergency)  
**999**

Police  
(Non Emergency)  
**101**

Medical - NHS  
(Non Emergency)  
**111**

## Staying safe in Plymouth

### Before you go out

- Tell your homestay family where you are going, who you are going with and what time you will return.
- Always carry enough cash for a taxi home in an emergency.

### When out and about

**Do not to go out alone, stay in pairs** - know what's going on around you and don't make yourself a target for thieves.

If you feel uncomfortable or someone tries to call you a name or provoke you – **ignore them and walk away**, call a taxi if necessary and ask/shout for help: “call the police!”

If you see another group or gang **avoid confrontation** – walk away, do not answer back.

### If you feel in danger

- Trust your instincts - cross the road, change seats on the bus or go into a shop/business and ask for help.
- Make as much noise as you can to attract attention. Shout a specific instruction like ‘call the police’.
- Try not to panic. If you stay in control, you are more likely to stay safe.
- Call 999, free, and ask for the police. Give them the information they ask for and stay on the line.

### Taxis

<b>Need a cab</b>	+44 1752 66 62 22
<b>Tower cabs</b>	+44 1752 25 25 25
<b>Taxi first</b>	+44 1752 22 22 22

**Mayflower College Emergency Mobile 07889 420 601**



# MAYFLOWER COLLEGE

1 RADFORD ROAD, PLYMOUTH PL1 3BY, UK  
TEL. 44-1752-673784 FAX. 44-1752-671537  
english@maycoll.co.uk www.maycoll.co.uk

## Your arrival in Plymouth

Your Homestay family will meet you arrive in Plymouth.

If your family is not there to meet you please call your **homestay family** or the **Mayflower College emergency mobile**

If you arrive between **22:30hrs** and **07:30hrs** you will be expected to take a taxi to the homestay house.

## Telephoning your parents

When you arrive at your homestay house please call your parents to let them know that you have arrived safely. **You can ask your homestay family to make a reverse charges phone call.**

You can also contact home by email and skype in the Mayflower College computer rooms.

**Free SIM cards** are available from the Office. Students can put credit on the sim card at the local shop close to Mayflower College.

## Leaving Mayflower College & Plymouth

When the time comes for you to leave Plymouth, the Student Services Officer can assist you with your departure information and can check your flights and travel connections - please ask. Your homestay family will take you to your departure point in Plymouth.

On your last day, you will receive a Certificate, which will give details of your progress at Mayflower College.

**We hope that you enjoy your time with us at Mayflower College & look forward to seeing you again.**

**Please keep in touch with us!**

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