

## Junior Summer Course Southend-on-Sea

**Welcome to International Projects!** We wish you a pleasant, exciting and fun-filled stay in our Junior Summer Camp. These travel documents will help you to get a general overview of your upcoming trip.

### Parental Consent Form

**For all students aged under 18 years old.**

Please fill out the form as soon as possible, at least 7 days prior to arrival.

We are gathering this information in order to look after your child in the best way so they can enjoy the most positive experience during their stay with us. Please answer all questions as fully as possible.

This form should take 5 to 10 minutes to fill out.

Please use the link below and QR code to fill out the parental consent form:

<https://forms.office.com/e/Dpnj2L1aGm>



## Entry into England

All visitors will require passports, ID cards are not accepted anymore! We want to make you aware, that you and your parents are responsible for obtaining a visa for Great Britain as well as the transit countries, if there are any. Find more information here <https://www.internationalprojects.com/visas/>

Recent changes to immigration rules and visas

From Wednesday 2 April 2025, everyone, including nationals from European countries (EU/ EEA and European micro-states), will need an **ETA** when entering the UK.

An **Electronic Travel Authorisation (ETA)** is a digital permission to travel to

the UK for those who do not currently need a visa to travel or have UK immigration status.

The ETA costs £16 per applicant and is valid for two years. The ETA is linked to the visitor's passport. A new ETA will be needed if the passport expires in less than two years.

Applications can be made online or via the UK ETA app, with decisions provided within three days. Submissions open on Wednesday, 5th March 2025. You can read more on the ETA on the [GOV.UK website](https://gov.uk).

Note: Make sure that you have all identification documents ready, as you might have to identify yourself at the passport control promptly.

## Independent Arrival

You can choose a Self-Arranged Journey from the airport in the UK to our centre. This requires you to be accompanied by your parents or a guardian from the airport to our camp. Please, let us know your exact time of arrival in Southend-on-Sea at least one week before your trip starts, so that we know when to expect you.

Generally, you should arrive in Southend-on-Sea between 2 pm and 6 pm. Please contact our team 1 hour before your arrival via the mobile number provided at the back of these documents.

Our supervisors will then give you directions to the meeting point. Please make your way to:

International Projects– University of Essex Southend Campus, 10 Elmer Approach, **Southend-on-Sea, SS1 1LW**, United Kingdom, main Reception.

Although we don't advise it, if you are aged 16 plus you are permitted to make your own way to the centre without an accompanying adult if your parent or guardian has specifically requested this. Please follow the same instructions as above. Please note that in these cases the Company is not responsible for the students' welfare until they have arrived at the centre. The residence is located at: **36 Queens Rd, Southend-on-Sea SS1 1BF, United Kingdom.**

## Low Budget Transfer

If you booked the low budget transfer from London Heathrow, please keep in mind that you must arrive before 16.00 at the airport.

On the day of your arrival a member of our IP staff will be waiting for you behind customs at the exit of the baggage reclaim area of your arrival terminal between 10.00 and 17.00. You will recognize our staff by their dark blue IP shirt/sweater and the IP sign.

**PLEASE DO NOT LEAVE THE TERMINAL ON YOUR OWN!**

In case you cannot find our member of staff please go to the information desk in your arrival hall and wait until our member of staff picks you up. Having this in mind, **please make sure you switch on your mobile phone after the plane lands**, so that you can be contacted on the number you have provided us with. If necessary, please call the Airport Coordinator **+44 (0) 776 2484 390**. In case you can't get hold of the Airport Coordinator, please call our emergency number.

Our staff member will then accompany you to the transfer service. Our coach shuttle will depart from Heathrow or a nearby pick up Service station at approximately 7 pm / 8pm. In addition, it is advisable to carry money in pounds to buy something to eat or drink while you are waiting at the airport.

## Individual Transfer

Alternatively, we can also arrange individual transfers for you.

Transfers will be done by our well-known taxi and transfer companies with DBS checked drivers. In this case, you will be picked up at the exit of the baggage reclaim area of your arrival terminal by a member of staff of our partner company. You will recognise them by our IP sign or a sign with your name on it.

**PLEASE DO NOT LEAVE THE TERMINAL ON YOUR OWN!**

In case you cannot find a member of staff, go to the information desk of your arrival hall and call our emergency mobile number provided on the back of this document and wait until you get picked up. Having this in mind, **please make sure you switch on your mobile phone after the plane lands**, so that you can be contacted on the number you have provided us with.

You will then be taken directly to your course center.

On the day of departure, you will leave the centre as required in order to make sure you arrive at the airport in time to check in. For students' safety, we accompany them to the check-in desk for their flight.

We ask you to leave your room and check out in the morning. Please arrange your plans for the departure day with our IP team in your course centre.

If you have booked a transfer with us, the team will give you all the necessary information.

## Luggage Regulations

One piece of check-in luggage is allowed per passenger. Usually, 20kg but please check with your airline directly about the individual allowance. Additionally, you can bring one piece of hand luggage, e.g., a backpack or a handbag (depending on the airline 7-10kg). To follow you will find a list of things which could be useful when preparing your suitcase:

- ✓ Trousers, T-shirts, pullovers, etc.
- ✓ Rain jacket / small umbrella
- ✓ Comfortable walking shoes / closed shoes
- ✓ Swimsuit and beach towel
- ✓ Towels
- ✓ Sun cream/ hat
- ✓ Toiletries bag with items for your personal hygiene

Things that must be in your hand luggage:

- ✓ your passport
- ✓ your visa
- ✓ Printed Parental consent form signed
- ✓ your health insurance card
- ✓ your voucher and all important telephone numbers
- ✓ important medication (if needed)
- ✓ The below emergency contact card

Please remember that you will need an adaptor in England for the power plugs.

Please print and keep safely in your wallet or phone case the below card with the school details and emergency phone number:



## Southend Campus

Your English summer school takes place at the **University of Essex, Southend Campus**, a modern and vibrant setting located in the heart of Southend-on-Sea. Just a short walk from the town centre and the famous seafront, this campus offers a dynamic and inspiring environment for international students.

The **Southend Campus** features **state-of-the-art classrooms, comfortable accommodation, and excellent location**, providing everything students need for an enjoyable and immersive learning experience. The on-campus residence is conveniently located, close to the classrooms and the IP Ocean Lounge, accessible during breaks and relaxation times.

Southend-on-Sea itself is a lively seaside town known for its **long coastline, famous pier, and diverse entertainment options**. With its welcoming atmosphere, bustling shops, and rich cultural scene, it offers the perfect backdrop for students to practice their English and enjoy a varied social and activity programme.

The rooms and bathrooms are cleaned regularly; but, please keep your room in a proper state. A safe is not available in the centre, but you will get a key to lock your room.

**Mobile app-operated laundry (can only be topped-up by a credit/debit card)** is available in the residence at your own expense.

You will get full-board accommodation that includes breakfast, warm lunch (packed lunch or dinner during excursions) and dinner. After your meal we kindly ask you to clear away the dishes.

## Accommodation on the Southend Campus

At the University of Essex Southend Campus, students stay in modern, **single en-suite rooms** within flats that house **10 rooms per flat**. The rooms are lockable, with each student provided one key card for access, providing students with a personal and secure space.

The flats include a **shared kitchen**, which doubles as a **common room**. The residence is conveniently located just **5 minutes' walk** from the **Gateway Building**, where classrooms and social facilities are situated.

## Dietary Requirements

If you have booked any special dietary requirements with us, please inform our members of staff on arrival so the kitchen can provide alternatives.

It is usual in England to offer tap water during mealtimes. We cater for gluten free, vegan, lactose free and halal diets.

Outside mealtimes you can help yourself to water and fruit which are available to you in our IP Ocean Lounge.

## Placement Test

We ask every student to take a placement test as soon as possible, at least 7 days prior to arrival. This test is **ESSENTIAL** for your placement in the right English class, giving you the best possible chance of success in your English language learning. The online test is designed to be convenient and flexible, allowing you to complete it at a time that suits you best. It ensures you're positioned in a class that matches your abilities from your first day on.

Upon your arrival and commencement of lessons, our dedicated teachers will conduct **comprehensive observations** during your first day of classes.

Specifically focusing on **speaking skills**, these observations will provide valuable insights into your real-time language abilities and interaction in a classroom setting. The **speaking component** score obtained from the classroom observations will be combined with the results of your **online placement test**. This comprehensive approach ensures a **holistic evaluation** of your language skills. Based on this combined assessment, you will be placed in an **even more suitable English language level** that aligns perfectly with your proficiency from your second day onward.

If you forget or choose not to complete the test beforehand, don't worry – you'll join a **mixed-level testing group** on your first day, with the opportunity to take the test during your initial lesson and spend the day in this group for the teacher to conduct comprehensive observations focusing on speaking skills. Based on this combined assessment, you will be placed in a **suitable English language level** that aligns perfectly with your proficiency from your second day onward. Please do it only once, on your own, in a quiet space. It should not take you more than 30 minutes to complete it. Before you start, make sure your headphones/earphones/speakers are working as you will have to listen to a few recordings in the last part of the test.

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## English level test

<https://internationalprojects.start.page/>



## Language Courses

On the first day of school, your first lesson starts at 9 am.

The 3 morning sessions are aimed at specific language aspects: grammar mastery, vocabulary, reading and listening comprehension, and interactive

speaking practice. The Intensive lesson 4 is devoted to project-based learning, group dynamics, writing finesse, and public speaking prowess.

Dynamic instruction from (usually) more than one teacher a day with varying methods ensures a well-rounded learning journey. Topics rooted in local culture and everyday life enrich your learning, complemented by intercultural insights gained from collaborating with students worldwide.

If you feel that you are in a level that is too easy or too difficult, please talk to your teacher or supervisor.

You will be provided with teaching materials such as a notebook, folder, paper, pen, and copies.

At the conclusion of your journey, you'll receive a certificate that reflects your learning triumphs. This tangible testament to your dedication and progress stands as a reminder of your accomplishments.

### Intensive English Course (20 x 45 minutes / week)

- ✓ All students participate in our Intensive English Course, designed to develop strong communication skills in a dynamic and immersive environment.
- ✓ Lessons take place Monday to Friday, from 9:00 AM to 12:30 PM (including breaks). The course integrates core language learning with an additional daily session focused on project-based learning, writing skills, group discussions, and public speaking practice.
- ✓ The morning sessions target key language areas such as grammar, vocabulary, reading, listening comprehension, and interactive speaking practice. Our approach emphasizes confidence-building in spoken English, helping students develop fluency and overcome inhibitions. The additional daily session enhances practical language use through engaging and collaborative activities.

## Your Supervisors

Your IP Supervisors are young people who enjoy working and travelling with kids and teens and have undergone extensive training with IP. They put together the activity programme and are always available for questions and advice.

If there is something you are not satisfied with, please feel free to talk to your supervisor in order to resolve the reason for your discomfort.



During the daily assemblies (Monday – Friday) the upcoming programme will be explained and in the daily *Time to Talk* (TTT) you have the chance to talk about potential problems or questions in a smaller group with your designated IP Supervisor. In your TTT session you can also sign up for trips and activities.

For students up to 15 years we have a tighter supervision scheme than for 16 years and older. Our activity programme is compulsory for under 16-year-olds, but you can choose between different activities in the afternoons.

## Activity Programme

The activity programme consists of trips to London and Cambridge, sports, workshops, and games in the afternoon and evening. The majority of the activity programme and the lessons (apart from the trips) will take place on campus, in and around the city centre. Apart from that, you can relax in the IP Ocean Lounge with snacks, drinks, and music, while meeting up with new friends. You can find all the activities offered in our app and can choose with your friends what you would like to do.

## Pocket Money

Experience has shown that our young guests spend an average of 60 to 100 Pounds per week.

Important:

We recommend taking a cash card with you. Cash machines for normal cash cards are located all over England. Your bank will be able to inform you about the best option for your trip to England. If you take cash with you, we recommend exchanging your currency for Pounds in your home country but make sure that they don't give you old bank notes (feel like paper). **Plastic banknotes are the only one accepted.** Please be sure to take enough pocket money with you.

A safe is not available for your use. However, the rooms are lockable. If necessary, you can hand your pocket money and valuable items to the IP Team for safekeeping.

In cases of theft, loss, or damage to money and/or valuable items, IP is not liable.

## Social Media

IP International Projects encourages you to follow them on [Facebook](#) and [Instagram](#) to gain insights into their centres and stay informed about their Summer Language Holidays. You're welcome to tag them and use the hashtags **#IPsummer** and **#learnmorethanalanguage** in your posts. They may share the best posts on their timelines and stories.

They prioritize your privacy and will only feature students or parents who have given explicit permission on their social media platforms. You can withdraw this consent at any time by providing your booking or customer number in writing or via email. Please note that IP International Projects is not responsible for content posted by students on social networks, even if the official hashtags are used or the organization is tagged.



We would like to wish you a wonderful language holiday, lots of fun and everything that makes a great, unique, and memorable holiday!

Your IP International Projects Team

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## For the pin board at home

### International Projects Southend-on-Sea

University of Essex Southend Campus,  
10 Elmer Approach,  
Southend-on-Sea,  
SS1 1LW  
United Kingdom UK

E-mail: [southend@internationalprojects.com](mailto:southend@internationalprojects.com)

Mobile: +44 7835 287619  
(English speaking staff member)

Phone: +44 (0)1202 – 618279

E-mail: [info@internationalprojects.com](mailto:info@internationalprojects.com)  
[www.internationalprojects.com](http://www.internationalprojects.com)

## Your Course Destination Southend-On-Sea



## IP Rules & Regulations for Southend-on-Sea

These are our rules and regulations to ensure that you behave responsibly and safely during your summer course in our centres. These rules must be respected by all students.

- **Respect other students:** Our aim is to bring together international young people from all over the world in our course centres, who want to learn a foreign language and gain intercultural experiences. Therefore discriminating, racist or sexist behaviour will not be tolerated.
- **Mandatory Attendance:** The lessons, the daily assemblies/ TTT time to talk, as well as the meals must be attended by all IP students.
- **Leaving the Campus:** All students under the age of 16 participate in a compulsory programme with a wide range of activities. They are not allowed to leave the campus without staff members- even if their parents give them the permission to do so. We also offer an activity called 'Free time in Town' where students under 16yo are accompanied from the campus to the town centre and are allowed up to 2 hours of free time to explore the city centre in pairs or larger groups. This option is offered to all students aged over 13 years. Please note, students under the age of 13 must be accompanied by a member of staff.
- **During excursions** you will also have the chance to explore and have some free time in pairs or groups with a staff member waiting for you at the meeting point. Please note, students under the age of 13 must be accompanied by a member of staff. Students 13 years and older may leave in groups of two or more.
- **Participation in the afternoon** activity programme is voluntary for students 16 years and above. They can choose between taking part in the offered programme activities or exploring the town with their friends (must be in pairs) in the afternoon after informing our staff members and signing out. Students will not be allowed to leave the campus without supervision after dinner. Our staff members reserve the right to limit these times when necessary.

- **Curfew/Night Check:** All students must be in their rooms at 10.30 pm. Staff members will conduct a night check at 11pm to ensure that all students are in their rooms.
- **Noise:** Please respect the need for quiet of fellow students and residents living nearby particularly after 10pm.
- **Privacy:** The privacy of fellow students and staff must be respected. Do not enter designated areas or rooms of fellow students without permission.
- **Rooms:** Rooms can only be shared by students of the same sex.
- **Damages/loss of keys:** IP will have to be reimbursed for all damages or loss of keys. In accidental cases, the damages are probably covered by your insurance.
- **Theft:** Please always take care of your belongings as we do not take responsibility for lost or stolen items. We report all thefts to the police. In case no safe and lockable room is available we offer a secure area in our office to store valuables.
- **Fire safety:** Fire doors cannot be blocked or left open. Setting off fire extinguishers will be dealt with as an act of vandalism. There is a 300 GBP penalty charge for setting off the fire alarm unnecessarily.
- **Alcohol:** It is prohibited to consume alcohol of any kind during your stay.
- **Smoking/Vaping:** Smoking/vaping is not allowed during your stay.
- **Drugs:** Consumption or dealing of drugs is strictly prohibited.
- **Weapons:** Carrying weapons of any kind (flick knives, tear gas, etc.) is forbidden.
- **Tattoos/Piercings:** Students under the age of 18 are not allowed to get tattoos or piercings during their stay.
- **Swimming:** Please note, that sea swimming is not an IP organised activity, and you are asked not to swim in the sea during your stay. However, it is principally allowed on supervised beaches/pools only when a lifeguard is present, unless otherwise determined in writing by parents/guardians.



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- **Mobiles:** The use of mobile telephones during lessons and assemblies is not allowed. If disregarded, staff may confiscate the mobile phone. IP is not liable for the loss or damage of mobile phones.
- **Social Media:** Students are not allowed to post pictures and/or videos of other participants which may harm their reputation and/or violate their privacy. Please post responsibly.
- **E-Safety:** Accessing, viewing, or sharing inappropriate materials online or via social media is strictly forbidden.

Disrespecting our rules and regulations may have legal consequences and may result in a student being asked to leave the course. IP will not cover any additional costs that may arise from a student's suspension.

Should you have any complaints or want to report abusive behaviour, please feel free to talk to any member of staff or email: [info@internationalprojects.com](mailto:info@internationalprojects.com). For more information on our complaints procedure and our policy on abusive behaviour please see:

[https://www.internationalprojects.com/wp-content/themes/international-projects/assets/download/EN/25-ESE\\_Complaints\\_Procedure\\_2025.pdf](https://www.internationalprojects.com/wp-content/themes/international-projects/assets/download/EN/25-ESE_Complaints_Procedure_2025.pdf)