

Summer Language Holidays – Southend-on-Sea

Dear Student,

We are delighted to welcome you to Southend-on-Sea and to IP International Projects. This document contains all the essential information you need for your journey, arrival, stay, and return home. Please read it carefully together with your parents or guardians before travelling.

If you have any questions at any stage, do not hesitate to contact us – we are always happy to help.

Important reminders before you travel:

- Please complete the online language level test before arrival.
- Parents/guardians must complete the Parental Consent Form.

We wish you a safe journey, a fantastic learning experience, and lots of fun in Southend-on-Sea!

Warm regards,

Your IP International Projects Team

PARENTAL CONSENT FORM

Before starting your journey, your parent(s) or legal guardian(s) must complete the Parental Consent Form. This is mandatory for all students under 18 years of age.

- The form takes approximately 5–10 minutes to complete.
- Please use the link or QR code provided in your travel pack.



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

Any Questions? Please call +44 (0) 1202 618279

TRAVELLING TO THE UK

Individual Transfer

If you have booked an individual transfer with IP:

- Transfers are carried out by our trusted taxi and transfer partners.
- All drivers are DBS checked.
- You will be met inside the terminal, at the exit of the baggage reclaim area, by a member of staff holding an IP sign or a sign with your name.

Important: DO NOT LEAVE THE TERMINAL ON YOUR OWN.

- If you cannot find the driver, go to the information desk in the arrival hall and call the emergency number provided at the end of this document.
- Please switch on your mobile phone once you land so we can contact you if needed.

You will be taken directly to your course centre.

Independent Arrival

Independent arrival requires you to be accompanied by your parent(s) or legal guardian(s) to our centre.

- Please inform us of your exact arrival time in Southend-on-Sea at least one week before arrival.
- Recommended arrival time: between 14:00 and 18:00.
- Please contact our team 3 hours before arrival using the emergency number provided.

You will be directed to the meeting point:

IP International Projects Southend-on-Sea

36 Queens Rd

Southend-on-Sea

SS1 1BF

United Kingdom

Any Questions? Please call +44 (0) 1202 618279

Students aged 16+ travelling independently (without an accompanying adult) are only permitted to do so if this has been explicitly authorised by their parent or guardian in advance. In these cases, IP International Projects cannot take responsibility for the student's welfare until they arrive at the centre.

Low-Budget Transfer from London Heathrow (LHR)

- Your flight must arrive before 16:00.
- IP staff will be waiting after baggage reclaim, behind customs.
- Staff are present between 10:00 and 17:00 and wear a navy blue IP shirt.

If you cannot locate our staff:

- Call the Airport Coordinator: +44 (0) 776 24 84 390
- If unavailable, call the IP emergency number.

Important: DO NOT LEAVE THE TERMINAL ON YOUR OWN.

- Shuttle departure from LHR is at approximately 18:00–19:00.
- Students are responsible for their own meals and drinks on arrival and departure days.

Travelling Home

- At least one day before departure, our staff will inform you of all departure details.
- On departure day, students will leave the centre in time to arrive at the airport for check-in.
- For safety reasons, students are accompanied to the check-in desk.

Rooms must be vacated and checked out in the morning on departure day.

If you have booked a transfer with IP, all relevant information will be provided by our team.

Any Questions? Please call +44 (0) 1202 618279

ENTRY REQUIREMENTS FOR ENGLAND

- A valid passport is required. **National ID cards are no longer accepted.**
- Parents/guardians are responsible for ensuring the student has the correct visa and transit documents, if required.

Electronic Travel Authorisation (ETA)

From 2025, visitors who do not require a visa (including EU/EEA nationals and European micro-state citizens) must apply for an Electronic Travel Authorisation (ETA).

Key points:

- Cost: £20 per applicant
- Valid for two years or until passport expiry
- Linked digitally to the passport
- Decisions are usually provided within three days

Applications open from 5 March 2025 via the UK ETA app or online.
Further information:

<https://www.gov.uk/guidance/apply-for-an-electronic-travel-authorisation-eta>

<https://www.internationalprojects.com/visas/>

Please ensure all travel documents are easily accessible at passport control.

POCKET MONEY

Based on experience, students usually spend £60–£100 per week.

Recommendations:

- Bring a cash card/debit card – ATMs are widely available.
- If bringing cash, exchange money into British Pounds before travelling and ensure you receive new polymer banknotes.

There is no safe available, but rooms are lockable. Valuables may be handed to the IP team for safekeeping if necessary.

IP International Projects is not liable for loss, theft, or damage to personal belongings.

WhatsApp Community

With parental authorisation given in the Parental Consent Form, students aged 13+ may be added to a supervised WhatsApp information group.

The group is designed to protect students' privacy:

- students cannot see each other's phone numbers.
- students will only see staff contact details.
- the group is fully administered by IP staff.
- The group allows us to share essential updates quickly and safely with the majority of students.

Students under 13 or without parental authorisation will:

- always receive the same information directly from staff in person

Allowing participation helps ensure information is communicated efficiently and consistently across the group.

Any Questions? Please call +44 (0) 1202 618279

PACKING LIST

Please check your airline's baggage allowance. Usually, 20 kg checked luggage and 7–10 kg hand luggage are permitted.

Suggested items:

- ✓ Everyday clothes (trousers, T-shirts, jumpers)
- ✓ Rain jacket or small umbrella
- ✓ Comfortable closed shoes
- ✓ Swimsuit and beach towel
- ✓ Towels
- ✓ Sun cream and hat
- ✓ Toiletries
- ✓ Refillable water bottle
- ✓ Any medication required during your stay

Hand Luggage (Essential)

- ✓ Passport with valid ETA
- ✓ Visa (if required)
- ✓ Health insurance card
- ✓ Essential medication
- ✓ Phone charger or power bank
- ✓ Snacks for arrival day
- ✓ Travel sickness medication (if needed)

Please remember to bring a UK plug adaptor.

Accommodation

Residence Accommodation

- Each room is single and has a private bathroom, lockable, and equipped with a key card for secure access.
- Flats include a shared kitchen, which also serves as a common living space for students.
- The residence is ideally located approximately a 5 to 10-minute walk from the Gateway Building, where classrooms and social facilities are based.

Please bring your own towels.

Laundry

Laundry with app-controlled machines and card-only payment.

Dietary Requirements

If you have requested special dietary arrangements, please inform staff on arrival.

- Tap water is provided at meals
- Water and fruit are available throughout the day in the **IP Ocean Lounge**

Placement Test

All students must complete the online placement test at least 7 days before arrival.

The test includes:

- Language use
- Reading skills
- Listening skills

Teachers will confirm or adjust your level during the first day if necessary.

All courses focus on speaking confidence, grammar, reading, listening, and communication skills. A certificate aligned with the CEFR will be awarded at the end of the course.

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



Language Courses

Intensive Course

20 × 45 minutes per week

Monday–Friday, 09:00–12:30

Max. 16 students

Any Questions? Please call +44 (0) 1202 618279

Supervision and Student Support

Our IP Supervisors are trained young adults who support you throughout your stay. Daily assemblies and Time to Talk (TTT) sessions allow you to ask questions, raise concerns, and sign up for activities.

Supervision levels vary by age:

- Under 13: compulsory afternoon and evening activities
- 13–15: partly compulsory afternoons; all evenings compulsory
- 16–17: sign-out permitted (subject to parental consent and behaviour)

The school reserves the right to remove sign-out privileges if necessary.

Activities and Trips

The activity programme includes:

- trips to **London, Brighton, and Cambridge**
- sports, workshops, games, etc.

Activities take place in the **afternoons and evenings**.

The majority of activities and all lessons (except trips) are held: on campus and around the city centre

Students can relax and socialise in the **IP Ocean Lounge** with: snacks, drinks and music.

All activities are listed in the **IP app**, where students can:

- view the programme
- choose activities together with friends

Extra trips may be booked on site at an additional cost.

Social Media

You are welcome to follow and tag us using **#IPsummer** and **#learnmorethanalanguage**. We love sharing your experiences! Images are only used with parental or participant consent. Permission can be withdrawn at any time.

IP International Projects is not responsible for content posted independently by students.

Feedback

We value your feedback and will invite you to complete:

- A short questionnaire shortly after arrival
- A final feedback form at the end of your stay

You are also welcome to leave a review on Google after your programme.

Contact Details

Before Travel

Monday–Friday, 09:30–16:30

Phone: +44 (0)1202 618279

Email:

info@internationalprojects.com

During Your Stay

Email:

southend@internationalprojects.com

Emergency Mobile:

+44 (0) 7835 287619

Centre Address

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



Any Questions? Please call +44 (0) 1202 618279

IP Rules & Regulations for Southend-on-Sea

To ensure a safe, respectful, and enjoyable environment for everyone, the following rules apply to all students. These rules must be adhered to at all times.

Respect and Conduct

- Students must treat others with **respect at all times**.
- Discriminatory, racist, sexist, or abusive behaviour will **not be tolerated**.

Mandatory Attendance

- All students must attend:
 - lessons
 - daily assemblies / TTT (Time to Talk)
 - all meals

Leaving the Campus / Sign-Out

Students aged 13 to 15: do not have freetime. The activity programme is mandatory.

Students aged 16–17

- May sign out **every afternoon**, with prior parental permission when there is no trip or special activity scheduled.
- Must follow general sign-out guidelines (e.g. phone fully charged)
- The school reserves the right to **remove sign-out privileges at any time**, even with parental consent

Excursions

- Students may have supervised free time:
 - staff remain at a designated meeting point
 - students aged 13+ may explore in groups of two or more
 - students under 13 must be accompanied by staff at all times

Curfew & Night Checks

- All students must be in their rooms at 10.30 pm. Staff members will conduct a night check between 10:30pm and 11pm to ensure that all students are in their rooms.
- A **night check at 23:00** ensures all students are present and safe.
- Random spotlight checks for students 16+ may take place at **00:00**.

Noise

- Quiet must be respected, especially after **22:00**.
- Consider fellow students and local residents.

Privacy & Rooms

- Respect the privacy of students and staff.
- Do not enter other rooms or restricted areas without permission.
- Rooms may only be shared by students of the **same sex**.

Damages & Keys

- Students must reimburse IP for:
 - damages caused
 - lost keys
- Accidental damage may be covered by personal insurance.

Theft & Valuables

- Students are responsible for their belongings.
- IP is not liable for lost or stolen items.
- All thefts will be reported to the police.
- If no safe/lockable room is available, valuables may be stored securely in the office.

Fire Safety

- Fire doors must not be blocked or left open.
- Misuse of fire extinguishers is considered vandalism.
- Unnecessary activation of the fire alarm results in a **£300 penalty charge**.

Prohibited Substances & Items

- **Alcohol** is strictly forbidden.
- **Smoking and vaping** are not allowed anywhere in IP centres.
 - Items will be confiscated and not returned.
 - No compensation will be given.
- **Drugs** (possession, consumption, or dealing) are strictly prohibited.
- **Weapons** of any kind are forbidden.
- Students under 18 may not get **tattoos or piercings** during their stay.

Swimming

- Sea swimming is **not an IP-organised activity** and students are asked not to swim in the sea.
- Swimming is only permitted:
 - at supervised beaches or pools
 - when a lifeguard is present
 - unless otherwise authorised in writing by parents/guardians

Illness and Absences

Stage 1:

- If a student feels unwell but does not require immediate medical attention, they must come to the school campus so that they can be monitored.
- A first aid centre will be available to provide basic treatment and any necessary remedies.
- This allows an adult member of staff to monitor the student in case their condition worsens.
- It also helps prevent unjustified absences from lessons or activities.
- If necessary, supervisors may contact the UK non-emergency helpline for professional advice.

Stage 2:

- If the student's condition worsens or requires medical attention, they will be accompanied by a supervisor to the appropriate medical facility.
- This may be a local pharmacy, where the student will need to pay for any necessary medication.
- It may also be a local hospital; in this case, the student will be responsible for the cost of transport to and from the hospital.
- Please note that in the UK it is very difficult to arrange a quick appointment with a

Any Questions? Please call +44 (0) 1202 618279

local doctor due to NHS procedures.

- For this reason, a **pharmacy** or **hospital** will usually be the most appropriate option

Mobile Phones & Technology

- Mobile phones are not permitted during lessons or assemblies.
- Staff may temporarily confiscate phones if misused.
- IP is not liable for loss or damage.

Social Media & E-Safety

- Students must not post content that:
 - harms another person's reputation
 - violates privacy
- Accessing or sharing inappropriate online material is strictly forbidden.

Breaches of Rules & Regulations

- Breaches may result in **disciplinary action**, applied fairly and proportionately.
- Students will be given the opportunity to explain their actions.
- Serious incidents may be reported to:
 - parents/guardians
 - group leaders
 - agents

Possible consequences include:

- removal of privileges (e.g. bracelet downgrade)
- removal from activities
- temporary confiscation of electronic devices

Repeated or serious behaviour that causes or may cause harm may lead to:

- suspension
- removal from the course

In such cases:

- IP will not cover additional costs arising from dismissal.
- Items not legally permitted in the UK (e.g. vapes) will not be returned.

Should you have any complaints or want to report abusive behaviour, please feel free to talk to any member of staff or email:

Any Questions? Please call +44 (0) 1202 618279

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/26-ESE_Complaints_Procedure_2026.pdf

Any Questions? Please call +44 (0) 1202 618279