

## iSummer Language Holidays Bayonne

**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.

### Independent Arrival

If you decided to travel independently to Bayonne, please let us know your exact time of arrival and departure at least two weeks before your trip starts.

Generally, you should arrive in Bayonne between 2:30 pm and 6 pm.

If you have booked a transfer with us, there will be a Meet and Greet Service provided by your Host family or a member of our staff, or the taxi company which provides sometimes this service to us, directly at the station exit in Biarritz/ Bayonne or at your arrival gate at the airport. You will recognise them by an IP International Projects sign or a sign with your name.

### Individual transfer

Alternatively, we can also arrange other transfers for you:

- from/to Bayonne train or bus station
- from/to Biarritz airport, train or bus station
- from/to Bilbao airport
- from/to San Sebastian Airport/ Train Station
- from/to Pau Airport
- from/to Bordeaux Airport

In this case we usually cooperate with taxi companies. You will recognise them as well by an IP sign or your name in the taxi company's banner. Please let us know at least three weeks in advance your exact time of arrival, so that we will be able to book this service for you.

In case of flight delays or changes please advise us directly calling our emergency number (on the pin board)

On the *day of departure*, we kindly ask you to leave your room and check out in the morning before 09:30 am. Please make sure to talk to our team in Bayonne about your departure details. In case you have booked a transfer via IP, your IP team will inform you about the departure time and organisation.

### 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 possible way so they can enjoy the most positive experience on their holiday with us. Please answer all questions as fully as possible.

After filling the form, you will receive the summary of your answers by email. Please **PRINT, SIGN AND GIVE** to your child the printed form as some parts of it might be necessary for example at the border while entering France.

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

Please find below the link to fill in the parental consent form:

<https://forms.office.com/e/KWYnMKLPi3>



### Luggage and Immigration 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.
- ✓ Rainjacket / 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 (either a child ID with a photograph, your ID or Passport)
- ✓ your visa\* (if needed)
- ✓ your health insurance card
- ✓ your voucher and all important telephone numbers
- ✓ Printed Parental consent form signed
- ✓ The below emergency contact card
- ✓ important medication (if needed)
- ✓ THIS DOCUMENT!
- ✓ Please print and keep safely in your wallet or phone case the below card with the school details and emergency phone number:

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

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



**Dietary Requirements**

If you have any special dietary requirements, e.g. vegetarian, please inform us **at least 14 days prior to your arrival** or we might not be able to cater for your request. We can not offer some special diets, so please consult us before booking with us. It is usual in France to offer tap water during mealtimes.

**Homestay Accommodation**

Homestay accommodation gives you the opportunity to completely immerse yourself into the French language from the very start of your trip. You will stay with our carefully chosen hosts in twin or triple (under request) rooms, which you share either with a friend or with another student we have assigned to you. The bathroom and household facilities are shared with the family. Our hosts are not always traditional families with children but can also be single with or without children, older people and young families with or without children.

Your host family will provide you with bed linen and towels for indoor use. However, we ask you to please bring your own beach towel. You are able to use the washing machine in the house, please ask your host family how to use it. Please make sure to keep your room clean and tidy.

In your homestay you will receive breakfast in the mornings and will be given a packed lunch for the day. In the evenings there will be a warm meal which you will have ideally together with your host family. Please note that usually only tap water will be provided with meals.

By the way, it always leaves a good impression to bring a small gift for your host from your home country.

Tip: Something personal from you and your family (e.g. photos), sweets or a souvenir from your home town or the region you come from.

Apart from that, nothing impresses your hosts more than saying “S’il vous plaît” and “Merci” and asking for permission for small things and being very polite - for example, “Puis-je m’asseoir, s’il vous plaît”.

The way to school in the mornings and back to your homestay in the evenings is always unaccompanied for students older than 13. Your host may live in another part of the city than the campus. Therefore, you may have to use public transportation between your homestay and IP activities (costs for public transportation are included in the price). Depending on where your homestay is

located, your travel time can take up to 60 minutes. It might not be possible to join all the IP activities until the end because of the timetables of the public transportation, especially in the evenings. Please talk to your host family about when you will return to the house. If you are not able to adhere to the agreed times, please inform your host family and our team.

The stay in a host family is designed for more independent and responsible children, who want to gain an insight into the French daily life and who are ready to accept the rules of the host family.

If a change of host family is necessary we will make the appropriate changes as soon as possible. In emergency situations students will be changed immediately. In other cases, this change may take up to three days.

## Placement Test

We do ask every student to do a placement test as soon as possible, at least 7 days prior to arrival. This test is **ESSENTIAL** to help us place you in the right class, thus giving you the best possible chance of success in your language learning. 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.

If you do forget to do your placement test prior to arrival, you will do it during the first block of lessons on the first Monday after arrival. But we strongly advise every student to do it prior to avoid missing any lessons, and as some class levels might be already full, it might be more difficult to place you in the perfect class.

Please find below the link to the placement test:

Placement test **ENGLISH COURSE:**  
<https://forms.office.com/e/hpYa26RJMR>

Placement test **FRENCH COURSE:**  
<https://forms.office.com/e/qhyHG8FdKR>

## Language Courses

On the first day of school, you start at 9 am with your first lesson.

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

According to prior agreement with your teacher you are allowed to bring your Laptop/ Tablet to the lessons and use them for the internet-based exercises. International Projects is not liable for damage or loss of your electronic equipment.

Please keep in mind that as the 14th of July is a public holiday in France, classes will not take place and will not be replaced.

### General Course (15 x 45 minutes / week)

Generally, lessons will take place between 9.00 am and 11.45 am (including breaks) from Monday to Friday.

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

You will attend the General English Course and in addition you will have one extra lesson per day.

Generally, lessons will take place between 9.00 am and 12.30 pm (including breaks) from Monday to Friday.

## Your IP Supervisors

Are young people who enjoy working and traveling 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 daily assemblies the upcoming activities will be explained. Our *Temps de parler* – Time to Talk (TDP-TTT) also takes place on a daily basis and provides a forum for you to ask questions and clarify problems with your supervisor in a small group.

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## Activity Programme

The activity programme consists of sports, workshops and games in the afternoon. In the evening movie and game nights, IP's got Talent shows, theme parties and much more will be organised for you. The majority of the activity programme in the afternoon will take place on the facilities indoor and outdoor from the residence, the beach of Anglet, close to the surfing school or the town centre. While the activity programme in the evening will mainly take place in the residence and city centre.

Apart from that, you can relax in the residence patio, and **IP Ocean Lounge** with snacks, drinks and music, while meeting up with new friends. We are newly introducing an activity app for your smart phone. You find all the activities offered and chose with your friends what you like to do.

Your language holiday also **includes two half-day excursions and one full-day** excursion per fortnight. You will be informed about the trip destinations in Bayonne.

### Surf Course (5 x 90 minutes)

Biarritz is ideal for surfing (wave riding). If you want to get a feeling for riding the waves, then be sure to join the surfing course at our partner school. The surfing course includes five lessons (1.5 hours each) in the afternoons and lasts one week. All necessary equipment will be provided.

If you stay more than one week, and you have not booked surf for the entire stay, the team will inform you on your arrival in which week(s) you will join the surf course, according to availability. The times for surfing lessons can vary depending on the weather, tide, and the size of the waves. Therefore classes could be occasionally theory (paddling /safeguarding lessons at the beach) or exceptionally cancelled if the conditions don't allow the previous options. Please be aware that it might not be possible to join the activity programme or scheduled excursions.

## Pocket Money

Experience shows that our young guests spend around 80 to 120 Euro per week. We recommend taking a cash card with you. Cash machines for normal cash cards are located all over France. Your bank will be able to inform you about the

best option for your trip to France. Cards usually are only valid to take cash out, not to pay with them.

In case you want to take money in cash with you, you should take enough pocket money for your stay. A money transfer to France can be expensive.

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

## Social Media

IP International Projects would like you to follow us on Facebook and Instagram so you can get some more insight into our centres and information about our Summer Language Holidays. Feel free to link us in to your posts and to mention our hashtags #IPsummer and #learnmorethanalanguage in your posts. We will re-post the best ones on our timelines and stories.

As your privacy is important to us, we want to ensure that only students or parents who have given us their express permission are featured on our social media. We undertake to protect the privacy rights of the participant when using images and to not use photographs or other images which may harm the reputation and/or violate the privacy of the participant. Parents/guardians and the participant can withdraw their permission at any time, either in writing or by email, stating their booking or customer number.

IP International Projects is not responsible for content posted by students on social networks even if they are using the above hashtags or linking to us.

Our social media accounts can be found under the following QR code:



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

IP Bayonne  
Maison Diocésaine  
10 Avenue Jean Darrigrand  
64100 Bayonne  
France

Mobile phone: 0033 679 901 117  
E-mail: bayonne@internationalprojects.com

Phone: 0044-(0)1202-618297  
E-mail: info@internationalprojects.com  
[www.internationalprojects.com](http://www.internationalprojects.com)

## Your Course Destination Bayonne



## IP Rules & Regulations for Bayonne

To follow you will find our rules and regulations to ensure our students behave responsibly and safely during their summer course in our centres.

These rules have to be adhered to by all students and can't be invalidated.

- **Respecting 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 Presence:** The lessons, the daily assemblies/ TDP, as well as the meals have to be attended by all IP students.
- **Leaving the Campus:** All students, over the age of 13, are allowed to leave the campus in groups of a minimum of two until dinner. All students must inform the staff team, when they want to leave the campus. After dinner, they are allowed to leave the campus in groups of minimum two after informing our staff, until 11pm. Our supervisors reserve the right to limit these times when necessary. Students staying in host families have to return to their host family for dinner. After dinner they can either stay in their hostfamily or return to the campus for the evening programme. If they want to leave the hostfamily on their own until 10:30pm, the IP team should be informed as well as the hostfamily. During our excursions, students older than 13 may leave in groups of two.
- **Curfew/Night Check:** All students have to be in their rooms at 11pm. Staff members will conduct a night check at 11pm to ensure that all students are in their rooms. Homestay students must return to their hosts by 10.30pm.
- **Noise:** From 10:00pm onwards all activities have to be kept in low volume. Please respect the need for quiet of fellow students and residents living nearby.

- **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 some cases the damages may be covered by insurance.
- **Theft:** Please take care of your belongings at all times as we do not take responsibility for lost or stolen items. We report all thefts to the police.
- **Fire safety:** Fire doors cannot be blocked or left open. Setting off of fire extinguishers will be dealt with as an act of vandalism. There is a 300 euros penalty charge for setting off the fire alarm unnecessarily.
- **Alcohol:** It is not allowed to consume alcohol of any kind.
- **Smoking:** Smoking is not allowed in our IP Centres.
- **Drugs:** Consumption or dealing of drugs is strictly prohibited.
- **Amusement arcades:** It is not allowed to visit amusement arcades.
- **Weapons:** Carrying weapons of any kind (flick knives, tear gas, etc.) is forbidden. Apart from that, we do not offer or support any activities which include violence (Paint Ball, Laser quest or violent computer games).
- **Amusement Arcades:** Language students under the age of 18 are not allowed to visit amusement arcades in France unless accompanied by a staff member.
- **Tattoos/Piercings:** Students under the age of 18 are not allowed to get tattoos or piercings during their stay.
- **Swimming:** Please note, that swimming is not an IP organised activity, and therefore IP – International Projects is not liable. 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 collect the mobile phone. IP is not liable for the loss or damage of mobile phones
- **Notebooks/Tablets/Phablets:** Provided that our teachers give their permission, the use of these electronics during selected lessons is permitted
- **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://cdn.europa-school.co.uk/download/ESE\\_Complaints\\_Procedure.pdf](https://cdn.europa-school.co.uk/download/ESE_Complaints_Procedure.pdf)