

# Malta Campus Hub

CENTRE GUIDE 2023





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# About EC Young Learners and Embassy Summer

Embassy Summer is a trusted global leader in immersion language with over 30 years of experience in delivering rewarding English language programmes for young learners.

At Embassy Summer we provide a truly life-changing experience for students from all over the world.

Working with global centres and schools from around the world we have navigated through many years, challenges, and joys.

Learning English is only part of the journey. Our language programmes are available from 1 week to 9 weeks during the summer and include exciting activities based around our unique Embassy Life Skills. Our summer camps also introduce international students to local social life and culture through a variety of exciting excursions.







# Welcome to Malta

The sun-kissed island of Malta is a treasure trove of beautiful beaches, crystal blue seas, and centuries of history, all topped off with that chilled out Mediterranean vibe.

A good part of any experience in a foreign country is to absorb the lifestyle and cultural differences of the country you are visiting. It might take a few days for you to adapt to the local habits, with things not always being done in the same way which you are accustomed to at home.

It is important that students will be encouraged to enjoy themselves and make the most of their stay in Malta. Get ready to discover everything this little island with a big personality has to offer, while studying at St Martin's College, a local school.

## Campus Hub

Campus Hub, a brand new University of Malta purpose built student residence. Just a short journey by private bus from St Martin's College,

this brand new student residence offers a variety of room styles, all set above a piazza designed for student life. With a variety of food and shopping outlets, a swimming pool and student common areas to relax in, the Campus Hub is a fantastic option for students looking for a more campus style feel to their summer school experience.



# Staff at Centre

## **Centre Manager (CM)**

The Centre Manager is responsible for the smooth running of the centre. They ensure the centre operates to the highest standards of relevant Health & Safety and maximise student and group leader satisfaction by ensuring their experience meets or exceeds their expectations.

## **Welfare Officer (WO)**

The Welfare Officer leads the Welfare and Safeguarding within centre to create a safe and healthy environment for students, Group leaders and staff.

## **Logistic Administrator**

The Logistic Administrator manages the operational logistic at the school.

## **Hall Manager (HM)**

The Hall Manager is responsible for the efficient management of all facets of accommodation in Centre; this includes allocation (to regulatory standards of Welfare), damage inspections/reporting and accurate record keeping of occupants.

## **Activity Manager (AM)**

The Activity Manager is responsible for the organisation and delivery of a high-quality activity and excursion programme for students, which includes inspiring; training and managing Activity Leaders to achieve this goal. In addition, they also are responsible for the safe delivery and coordination of all logistics necessary for off-site excursions.

## **Assistant Activity Manager (AAM)**

In the largest centre like Campus Hub, they assist the Activity Manager with all aspects of the activity programme, ensuring the onsite activities are inspiring, dynamic focused and enjoyable, they also assist the Activity Manager with the excursion itineraries.

## **Activity Leader (AL)**

The Activity Leaders are responsible for running everything outside the lessons! This includes onsite activities, excursions, and meal duty supervision. Activity Leaders are at the forefront of delivering a successful activity programme providing instruction, guidance and coaching to the students, whilst ensuring all activities are delivered to provide a safe and secure environment.

## **Night Supervisor**

The Night Supervisor is responsible for the security, supervision, welfare and discipline of students overnight within the residence.

## **Academic Manager**

Responsible for the academic management of the centre and ensuring the teaching and learning component of the programme is delivered to the highest possible standards.

## **Teacher**

Teaching staff are responsible for planning and delivering lessons.





# Pre-Arrival



## Clothing

Students will be participating in daily on-site activities and off-site excursions, so we recommend to bring comfortable clothing and walking shoes, a hat, sunblock cream, swimsuit, beach towel, sunglasses, water flask bottle.

Clothing appropriate for occasionally dressing up in the evenings are advisable too.



## Emergency information

Always make sure important numbers and contact details are entered into your mobile phone and are also written down in your purse or wallet. Please refer to all emergency contact information provided at your arrival.



## Everyday essentials

Medication toiletries, washing and sanitary essentials, toothbrush and toothpaste, shampoo and conditioner.

Beach towel, hairbrush/comb/hairdryer. Sleepwear, socks and underwear. Glasses/contact lens equipment, plastic bags for dirty laundry or wet items.



## Electrical appliances

The standard voltage in Malta is 230V. Most electrical plug points in Malta are the same 3 pin type as in the UK.



## Prescription medication

If you take prescription medication, make sure you pack enough for your stay. It is important to pack your medicine in its original packaging in case you are questioned about them at Customs.

We recommend you bring a note from your doctor stating these medications are required and you inform the Welfare Officer in centre.



## Carry-on luggage

We recommend you pack these items in your carry-on luggage in case you need them while you're travelling:

- ✓ Passport
- ✓ Student Visa (if required)
- ✓ Medical waiver form  
(if under the age of 18)
- ✓ Emergency contact form
- ✓ Money



## Technology

Phone/iPod/iPad/Tablet + chargers (we recommend you only bring one of these items), headphones Camera and camera charger.

Make sure students will have access to their mobile data and WhatsApp is installed once they arrive to Malta. Students will use their mobile to communicate with the Embassy Summer staff.



## What Not to Pack

We can only guarantee the carriage of one suitcase and one small carry-on luggage (not suitcase) for airport transfers. If you anticipate that you will need to bring more suitcases than this, please let us know in advance. Bedding (bed sheets, pillows), expensive electronics/valuables, travel iron, too many clothes.





## At the Airport

### **Who will the student meet at the airport?**

On arrival at the airport, students will be met by one of our transport coordinators and a representative of the transfer company who will welcome you in Malta. The airport team will be wearing a green or blue T-shirt with the Embassy Summer logo so you can easily recognise them.

Our staff will also be holding an Embassy Summer sign with the student's name on it. The airport team, who will not travel to with you, will make sure that students will be taken by the driver and transfer to the centre.

### **What should students do if they cannot find the Embassy Summer representative?**

If after 10 minutes students cannot find the airport staff, they can call the Embassy Emergency number +35699248774 (from the information desk or a mobile phone).

### **What should students do if they have missed their flight, or the flight is delayed?**

Students who have missed their flight or the flight is delayed should notify Embassy Summer by calling the Embassy Emergency number +35699248774.

### **Transfer**

The average journey time from the Airport to Campus Hub is 20 minutes.



## At the Centre

### **Arrival Procedure**

Upon arrival students will always be welcomed to the hotel/residence by an Embassy Summer residential staff member. Students will be given lanyards and student ID cards. They will be asked to pay 30€ refundable deposit, and they will receive their bedroom keys so that they can check in to their rooms (standard check-in time is at 14:00). Every 3-4 hour there is a welcome tour of the centre where students get to familiarize themselves with their new home away from home.

Explanation regarding timings for activities and meals, meeting points, noticeboard, and Embassy Summer office will be provided. On the first evening there will be a welcome activity which is designed to ensure students have the opportunity to meet staff and other students.

### **Departure Procedure**

Students must check out of their rooms by 9am. At the end of their stay students will be returned their damage deposit subject to any damages caused.

At the centre there will always be a residential Embassy Staff member who will make sure that students will be ready on time for their pickup to the airport. The pickup time is always scheduled 3 hours before the student's departure flight.

Once at the airport, in the departure lounge students will meet an Airport Representative. Our staff member will also assist students who have requested the UM.



# About Campus Hub

**Age:** 12–18 (18 year olds accepted as part of a group)

**Dates:** 25 June – 27 August

**Arrival & Departure Day:** Sunday

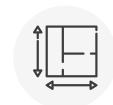
*If students would like to arrive or depart on a different day, please confirm with our booking team.*

## Accommodation Features



### Size of the centre

Large



### Room Facilities

Safety Box, Desk, Chair, Wardrobe, Air Conditioning, Bed Linen, Towels, Wi-Fi, Room Cleaning.



### Building Facilities

ATM on-site, Cleaning Service Provided, Communal Kitchen with TV, Free-Wi-Fi, Garden, Outdoor Swimming Pool, Laundry Facilities, Lift, Meeting Point, Multimedia Room & Lounge, Security, Wheelchair Accessible, Shop on-site.



### Room Type

Twin/Triple Room



### Bathroom Type

Shared Bathroom  
(2 to 5 students per bathroom)



### Address

Campus Hub  
University of Malta  
Tal-Qroqq, Msida  
MSD 2080  
Malta

[See on Google Maps](#)

### Accommodation Deposit

Students will be required to pay a refundable damage deposit of €30 (by cash).

### Cleaning

Bedrooms are cleaned once a week.

### Laundry Facilities

Self-service laundry is available on site at an additional cost, approx. €6 for washing and €6 for dryer.



### Wi-Fi

Wi-Fi is available in common areas and bedrooms. Students will be provided with a password.

### Shop/Café

At Campus Hub students will have available some of the best food joints, coffee shops and fashion outlets.

### Security

There is an on-site security team available 24 hours to monitor the grounds and access points. CCTV is available. Embassy Summer also provides a night supervisor to ensure additional safety during the evenings.

### Safe

A safe will be available for the storage of passports, travel documents and deposits in the Centre Office.

### Linens and Towels

Bath towels are provided and changed once a week, students should bring their own a beach towel. Bed linens are provided and changed once a week.

### Social Spaces

Social spaces such as study room with lounge area, kitchen and TV are available on-site.

### Meeting point

Students will be shown what and where the meeting point is when they first arrive at centre.

- ✓ Always listen to the time and place
- ✓ Always be on time
- ✓ Never go off alone
- ✓ Always wear your ID card

### Meals

Campus Hub offers half board accommodation and we make sure that our students have the right nutritional balance. We provide suitable meals to help them stay healthy, focused, and energised. All our programmes include a variety of hot and cold meal items, and we can cater for most dietary requirements.

Embassy Summer needs to be informed in advance. It is important to be provided with accurate information. We will then inform our suppliers accordingly.

Dinner and breakfast are served at campus. During weekdays lunches are provided at school, whereas packed lunches at weekends on activity/excursion.



### Meal Times

<i>Breakfast</i>	07:30 – 08:30
<i>Lunch</i>	12:15 – 13:30
<i>Dinner</i>	17:30 – 19:00

*Breakfast*  
Continental breakfast available including juice, tea, coffee, toast, jams, cereal, pastries and fruit.

*Lunch*  
One hot or cold dish at school. Packed lunch (weekends) will consist of a sandwich, water and fruit.

*Dinner*  
Buffet option.



### Local Transport

The most convenient means of transport to get around the island is the public bus. The Maltese Public Transport system is relatively cheap and easy to use. The cost of a bus ticket varies between Summer and Winter months. Summer rates apply between mid-June and mid-October.

Tickets are purchased on the bus directly from the bus driver. It is important that the driver is paid the correct fare. Bus drivers are often reluctant to give change, especially for notes, so it would help to have coins available. Otherwise, contactless payments are also available on the bus. The tickets are Single Journey tickets that can be used to get to any destination within two hours, including interchanging. However, students who join our programme will be collected from their centre by a private coaches.

Students are expected to:

- Always stay with your group
- Pay attention when getting on or off buses
- If you get lost, ask a member of the transport staff or a policeman for help
- Always carry your ID card with you
- If you get separated, try to stay where you were last seen





### **Road safety**

Be alert! Remember that in Malta vehicles drive on the left side of the road. Always look right, then left and right again before crossing. Always use pedestrian crossings and wait until it is safe to cross the road.

### **Bank/Post Office**

The local currency is the Euro (€). This is the official currency of the European Union. It is subdivided into 100-euro cents. Coins used 1c, 2c, 5c, 10c, 20c, 50c, €1, €2. Banknotes used €5, €10, €20, €50, €100.

Please visit the following website for updated currency conversion:  
[www.xe.com](http://www.xe.com)

If students need to receive any type of mail/parcel we ask that you do not get deliveries made to the centre.

If it is essential for a parcel to be delivered, please speak to the Centre Manager, and delivery to our Head Office in Malta might be organised.

Money transfers can easily be done via Western Union. Please ask the staff members at the Centre for more information.

### **Hospital/Doctors**

Local Hospital  
Mater Dei Hospital  
Triq Dun Karm  
Msida, MSD2090,  
Malta  
Tel: +356 2545 0000

European students travelling with a European Health Insurance Card (EHIC) are entitled to free public healthcare.

All students are required to pay approximately € 30 to see a doctor, which students must pay at the time of their visit.

First aid trained staff are available on-site.

### **Fire Drills & Safety**

It is a requirement that at any residential centre fire drills must take place. During the fire drill, students should leave all their belongings behind and evacuate the building as quickly as possible.

Please ensure that all students have left their rooms and stand at the designated evacuation point outside. There will then be a roll call.

If any students are unaccounted for or the evacuation is too slow, the fire drill will be classed as a 'failure' and will need to be repeated at a later date.

### **Fire Evacuation**

- Leave quickly when the alarm sounds
- If you discover a fire, sound the alarm
- Warn others close by
- Go to the assembly point immediately
- Do not run
- Do not try to fight the fire
- Do not use the lifts
- Do not go back to your room to collect things

### **Curfew**

Evening curfew is 10:30 pm. All students must be in their accommodation by this time, they must be in bed with lights off by 11:00 pm.

### **School Address**

St Martin's College  
Triq Is- Swatar,  
L-Imnsida MSD 2244  
Malta  
Tel: +35621345146

### **See on Google Maps**

It will take about 15 minutes by private coach.

# Language Programme

- ✓ Taught by friendly and professional English teachers
- ✓ 20 x 45 minute lessons per week morning or afternoon
- ✓ Placement test on day 1 to ensure students in appropriate level
- ✓ Maximum 17 students per class
- ✓ Students will be placed in an international class with students of different nationalities
- ✓ Spacious modern classrooms with interactive whiteboards
- ✓ Curriculum with emphasis on communication skills
- ✓ Materials included as well as and end of course



## First Day at school

There will be a student induction at school on their first Monday. This is delivered by an Embassy Summer staff. Students will be provided with information about the centre where they are staying, and Embassy Summer rules and regulations will be explained. The induction will last approximately 30 minutes.

After the induction, students will meet their teacher and will be taken to the classroom, where they will have the placement test. It will last roughly 1 hour, and it includes Grammar, Vocabulary, Reading, Writing and Speaking.

Students will also be provided with a pen and the Embassy Summer notebook, where they can take note of what is being discussed during the lesson.

## Attendance

Students' attendance will be recorded for each lesson and an attendance certificate will be issued at the end of the course only if the attendance is equal or greater than 80%.

Students are placed according to the result they achieve on the placement test. The teachers confirm that they are in the right level on the first two days of school and if they aren't they will be moved accordingly.

If students think that they are not in the right level, they can go to the Academic Office and discuss it with the Academic team.





### **Student Welfare**

We place the highest priority on care and supervision at all our Embassy summer centres so you can rest assured students are well looked after. Members of staff are available 24 hours a day.

# Student Code of Conduct

Embassy Summer is committed to promoting a learning environment that reflects the values of respect, dignity, honesty, integrity, tolerance, equality and diversity. We expect students enrolled at Embassy Summer to behave in a mature, respectful, and cooperative manner at all times. Teachers, administrative staff, and students all contribute to creating a positive learning environment in the classroom and on campus.

### **Students are expected to:**

- ✓ Respect Embassy Summer staff, teachers, fellow students, and their property and behave in a responsible manner
- ✓ Avoid language or actions that might harm or damage another person at the school
- ✓ Identify themselves when asked by an Embassy Summer staff member
- ✓ Attend class regularly and arrive on time in accordance with the Embassy Summer Attendance Policy
- ✓ Help and create a productive learning environment during class
- ✓ Put away cell phones in class when asked to do so
- ✓ Avoid actions that might damage the school environment or break local and/or national laws
- ✓ Avoid littering by putting trash/garbage into trash cans – both inside and outside of the school building
- ✓ Be respectful of people entering / leaving the building or walking on the sidewalks outside the building
- ✓ Speak English only in the school, including classrooms hallways, offices and student lounges



# Excursions & Activities

A large part of a summer school experience is exploring the local towns and beaches, and attractions with new friends! Two thirds of the student experience is spent out and about, away from the classroom and therefore Embassy Summer has spent many years tailoring its programmes in each location to maximise the whole student adventure.

We recognise that the excursions and activities are as important as the English language classes.

All our programmes include a variety of full day and half day excursions, and students also have the opportunity to take part in additional trips (known as optional excursions) if they want to explore the locality further.

When not out on excursions, we also offer our students a wide range of activities to enjoy. These activities vary differently from centre to centre and are very much dependent on the facilities available to us, but in general we always try to include a range of sporting and non-sporting events

as well as evening activities such as Embassy Talent Show, karaoke and cultural quizzes.

Our activity programme is designed to ensure that students maximise their opportunities to mix and meet with other students from all over the world in a less formal setting than a classroom, that they continue to use their English language outside of the classroom and that, most importantly they remain healthy, happy and have a fun experience!

## Half Day

*Sandy and rocky beach*  
Relax, swim and enjoy the sunshine! Have fun playing beach volley and other beach games with your new friend and Activity Leaders.

*Comino & the Blue Lagoon*  
Comino is the smallest island of the Maltese Archipelago, and it is situated between Malta and Gozo. Only 3.5 square kilometers, Comino is car-free with a permanent population of a handful of people. It is the home of the Blue Lagoon known for its transparent, turquoise waters and





diverse marine life. This makes it a popular spot with divers, snorklers and swimmers.

#### *Waterpark*

Experience the thrill of the wacky "Side Winder", shoot down slides or chill on the "Lazy River!".

You will be given an entrance ticket which will entitles you to unlimited use of all the facilities.

#### *Valletta*

Malta's capital city, Valletta, is nothing short of an open-air museum and world heritage site. It is known as Il-Belt in Maltese, meaning "The City".

Valletta is dotted with historic cafés, museums, restaurants, banks, hotels and government offices.

#### *Mdina*

Mdina, also called The Silent City of Malta, is a fortified hill-top urban settlement located at the very heart of the Maltese Islands.

It was the administrative and political capital of the Maltese Islands until 1530. It is also the oldest continuously inhabited city on the island.

### **Full Day**

#### *Sandy Beach Trip*

Relax, swim and enjoy the sunshine! Have fun playing beach volley and other beach games with your Activity Leaders and new friends.

### **On-Site Activities**

- Karaoke
- Photo Challenge
- Embassy Talent Show
- Film Night

### **Optional**

- Diving  
*(to be booked before arrival)*
- Gozo
- Sicily  
*(to be booked before arrival)*
- Sports Advenutre
- Social Media  
*(to be booked before arrival)*

### **Sample 3 Weeks Programme**

Students will take part of lessons either in the morning or in the afternoon during their first week, alternating weekly after that. They will have lunch at the school during

weekdays and packed lunches are provided on activity on the weekends.

Activities are organized on days when there are no trips and during the evenings. These activities take place either on-site or near the centre.

This programme is for illustrative purposes. Embassy Summer reserves the right to cancel or change activities without notice in the event of unforeseen circumstances such as bad weather or indeed at the Programme Manager's discretion.



# Sample 3 Weeks Programme

WEEK 1	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning	Arrivals/Departures Beach day or Optional Sports activity or Optional trip to Sicily	Testing/Introduction	Lessons	Lessons	Lessons	Lessons	Beach day or Optional Sports activity or Optional Trip to Gozo
		Lessons					
Afternoon		Bowling	Comino	Marsaxlokk & Vittoriosa	Tigne Point Shopping & Beach	Valletta Walk & Malta Experience	
Evening	In-house Games	Night Walk in Bugibba	In-house Games	International Night Party	Beach BBQ	Themed pool party	Film night

● Academic
 ● Leisure
 ● Cultural



# Sample 3 Weeks Programme

WEEK 2	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Morning</b>	Arrivals/Departures  Beach day or Optional Sports activity or Optional trip to Sicily	Sandy Beach Mellieha	Harbour Cruise	Esplora Science Centre	Water Park	Rocky Beach	Beach day or Optional Sports activity or Optional trip to Gozo
<b>Afternoon</b>		Lessons	Lessons	Lessons	Lessons	Lessons	
<b>Evening</b>	In-house Games	Neon party	Mdina by Night	Photo Challenge	Got Talent	Karaoke	In-house Games

● Academic   
 ● Leisure   
 ● Cultural

# Sample 3 Weeks Programme

WEEK 3	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Morning</b>	Arrivals/Departures	Lessons	Lessons	Lessons	Lessons	Lessons	Beach day or Optional Sports activity or Optional trip to Gozo
	Beach day or Optional Sports activity or Optional trip to Sicily						
<b>Afternoon</b>		Mosta Rotunda	Comino	Visit to Wied Iz-Zurrieq	Sandy beach Armier	Limstone Heritage	
<b>Evening</b>	In-house Games	Maltese night in Valetta	In-house Games	International Night Party	Night walk in Bugibba	Beach BBQ	Sports Festival

● Academic   
 ● Leisure   
 ● Cultural





## Group Leaders

Embassy Summer expects the Group Leader to share responsibility for the pastoral and welfare needs of their students. Embassy Summer also expects the Group Leader to help enforce the rules of the school, as outlined in the Student Notebook and school notice boards, and enforce any additional local arrangements. Please note that these responsibilities do not extend to students who are not your own.

### Meetings

Embassy Staff member will have a meeting with each leader on their first evening at the centre (or the day after arrival) where the essential information about the centre and the programme will be provided.

Regular meetings with the Centre management team will be held in the following days. These are important moments to share information, comments, suggestions, and feedback.



## Group Leaders Responsibilities

- ✓ Make sure you have all your student's insurance documents, parental consent forms and health declaration forms with you.
- ✓ Report all incidents, accidents, illnesses, and absence to the centre management team.
- ✓ Report your students as present or absent at the start of each lesson and activity session.
- ✓ Ensure your students are in bed by curfew.
- ✓ Ensure your students are on time, in the right place and prepared for all lessons, activities and excursions.
- ✓ Ensure you and your students always wear the Embassy Summer ID and lanyard.



## Group Leaders Code of Conduct

- ✗ Avoid being alone with junior students.
- ✗ Do not enter any student's room alone unless in an emergency.
- ✗ Do not communicate electronically via email, text, phone or social networking sites, blogs, web pages or instant messaging services with students who are not your own.
- ✗ Do not give your personal details, such as your Facebook details or phone number etc., to students who are not your own.
- ✗ Do not post photos or videos of students on your private social media channels without having their consent.
- ✗ Do not drink alcohol in front of students or while at work.
- ✗ Do not interact with students while under the influence of alcohol.
- ✗ Do not smoke in front of students.
- ✗ Do not possess, take or be under the influence of non-prescribed drugs at any time.
- ✗ If leaving campus or already off-campus, do not bring any students who are not your own.





## Individual Students

Students who are not part of a group will be assigned to an Embassy Summer guardian group, living on site. The ratio is usually between 10-15 students per group.

Students and their guardians communicate via WhatsApp and through daily meetings.

Students can always refer to their guardians if there are any problems which need to be discussed or if they require any support.

### **Nationality Mix**

Embassy Summer has a truly global nationality mix with students coming to our centres from over 85 countries around the world.

This is what enhances the student experience in terms of learning English, personal development but most importantly having the opportunity to make new friends around the world.



# Important Information

## Head Office Address

Embassy Summer  
2 Bartholomews  
Brighton  
BN1 1HG  
United Kingdom

## Emergency Number

+356 99248774

*Whilst we encourage you to use this service whenever needed, please restrict the usage of this number to emergencies especially during the night.*

Malta Country Code: 356

Int. Direct Access Code: 00

Time Zone: GMT+1

## Useful Numbers

Emergency 112

Police 112

Ambulance 112

Fire Brigade 112

**For any specific queries please contact your Regional Sales Manager.**





# FAQs

## **What happens if someone loses their passport?**

We strongly advise students to store their passport safely and not carry it around with them. If a student passport is lost, Group leaders must accompany the student to the embassy of their home country, where they will be issued with a temporary replacement or a permit to travel. An Embassy Summer staff member will accompany any student that is not part of a group.

## **What happens if a student gets lost on an excursion?**

The first thing to do is stay where you are, and the member of staff will try to contact the student and get to know the student's location. Then, a member of Embassy Summer staff will come and collect the student.

Every student has an ID Card where the Embassy Summer Emergency Number is printed. Students should call this number if lost.

## **How do students participate in onsite activities?**

Individual students will take part in all activities and excursions, which are provided to them before

their arrival, explained during the welcome meeting once at the centre, and advertised on the Activity Noticeboards.

Group Leaders can sign their own group out of activities, but this needs to be discussed in advance with the Embassy Summer staff.

## **Can students lock their room?**

Yes. All students are issued a key on arrival which provides entry to their residential building, their flat and their room. However, Embassy Summer staff always have a master key which gives access to all bedrooms where our students are.

## **Can students be taken off programme by a member of their family?**

Students can be taken out of the programme by an adult for a short period of time, as long the centre gets informed in advance. If a person, who is not a parent, takes a student out of the programme, a parental approval via email must be sent to the Embassy Summer prior to the student's pick up.

The adult, who takes the student

away, will be asked to fill in a form where personal details and contact number must be provided. Copy of the original ID of the adult will be taken from the centre.

## **What should we do if there is a problem with a bedroom?**

All the bedrooms are checked prior to the students' arrival. However, if at any time, there is maintenance issue it is essential to report this immediately to one of our Embassy Summer residential members.

## **What to do if a member of the group has food allergy/dietary requirements?**

Embassy Summer needs to be informed in advance, and it is important to be provided with accurate information. The centre catering staff are very experienced in catering for all kinds of allergies or dietary requirements, so we will be able to meet your needs.

## **What happens if a student is sick?**

If a student is sick and needs medical attention, then the Embassy Summer office will help in making appointments etc. Please note however that it is not usual for a

**Campus  
Hub  
Website**



doctor to visit the centre directly and any trips made to the doctor, dentist or hospital will have to be paid for by the student (including transport where necessary). Students with a group leader will be accompanied by the group leader.

## **Damage deposit**

Damage deposits of €30 is payable by all students on arrival at the centre. This money will be returned at the end of their stay subject to any damages caused.

## **Insurance**

If a student does not have insurance, guard.me insurance is available to purchase through Embassy Summer. <https://www.guard.me/>

## **Damages**

Damages must be paid for. All rooms and common areas are regularly checked for damages, and individuals who cause damage to any property on the site will be liable for the cost of repairs.



@EmbassySummer