



Accredited by the



for the teaching
of English

ENGLISHUK 
member

Cambridge ESOL Exam Preparation Centre



Brochure 2014



School Highlights

- Small friendly school, student needs are catered for by our experienced staff.
- Average 4 students per class, maximum 10 students per class.
- Flexible programmes adapted to your needs.
- Excellent customer service with **individual attention**.
- **Minimum age 18 years old**.
- Social Programme offered weekly on a Wednesday afternoon
- Discount for 10 weeks or more.
- Dedicated student room for relaxation (fridge and microwave available).
- Free access to the internet + WiFi

About us

Totnes European School is located in a modern building in the centre of Totnes, Devon.

The classrooms are bright and cheerful with many of them overlooking the Market Square where there is a thriving market every Friday and Saturday; and an Elizabethan Market in the summer on Tuesdays.

Totnes is a small, friendly town which welcomes students.

The cities of Exeter and Plymouth are within easy reach, as is the seaside resort of Torbay. London is 3 hours by train and 5 hours by coach.

Student Feedback

- 9.5 English Course
- 9.2 Accommodation
- 9.5 Work Experience
- 9.4 Overall Experience

5 Reasons to come to TES

- 1 Small classes, average 4 students
- 2 Personalised service, individual attention
- 3 Work Experience following an English Course
- 4 Centrally located facilities (Market Square)
- 5 Friendly and safe town, welcomes students



Accommodation

When in a new country, with different surroundings, a new language and a different culture can be a daunting first experience. Staying in a British home gives the support and environment you need when settling into a new country.

Our accommodation providers enjoy meeting new people and take great pleasure in offering a good base for all students when they are in the UK. If you are surrounded by English speaking people you will find that your English will improve at a quicker pace and the constant interaction within familiar surroundings will boost your confidence.

The homes are all located in the surrounding area of Totnes and are all within walking distance of Totnes European School.

During your work experience placement the accommodation providers are within walking distance or are a bus or train journey from your place of work.

You will receive half-board accommodation which includes breakfast and evening meal, with facilities for washing clothes. Lunch is not provided.

An example of an English diet is:

Breakfast:

Cereal, Toast, Tea, Coffee, Juice.

Dinner:

Fish or meat, vegetables and potatoes.



There are two types of accommodation:

Homestay accommodation:

no more than 4 students living in the home.

Private Home accommodation:

there could be more than 4 students living in the home.

During your English Course you will stay in a family in Totnes, within walking distance from the school.

During your Work Placement you will be hosted by a family within easy reach of your work placement.

Accommodation Key Facts

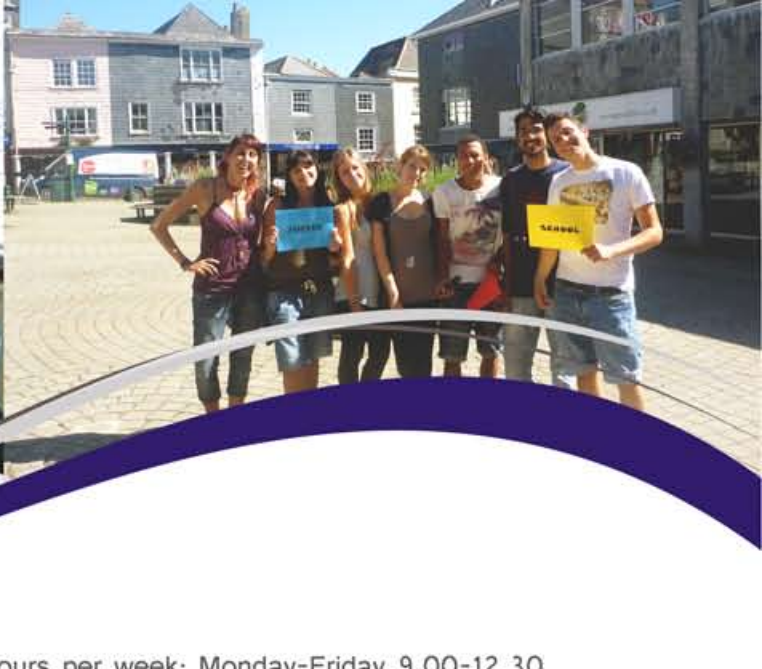
- 1 Accommodation is arranged from Sunday to Saturday
- 2 Minimum stay 1 week
- 3 Special dietary needs catered for
- 4 Towels and linen provided by the family

Prices

Accommodation Arrangement Fee
£50.00

Accommodation Provider (Totnes & South West)
£92.00 per week

Other locations excluding London
£100.00 to £130.00 per week



General English

COURSE DESCRIPTION

An English language course with a strong emphasis on communicative activities. You will have lots of opportunities to learn new language as well as reviewing and practising what you know.

Small classes and a supportive atmosphere help you to build confidence in all skills (Speaking, Listening, Reading & Writing) to improve your fluency, accuracy and pronunciation.

Our teachers aim to make learning as interesting and enjoyable as possible to help you get the most out of your time in England.

Age Mix

- 20% 18 - 20 years old
- 35% 21 - 25 years old
- 30% 26 - 30 years old
- 15% > 31 years old

- 15 hours per week: Monday-Friday 9.00-12.30 (with a 30 min break)
- Levels from Pre-Intermediate to Advanced
- Minimum age on all courses is 18 years
- You can start on any Monday (with the exception of UK Public Holidays)
- English Language Level assessments on arrival at school
- Courses can be any length from 1 week upwards
- Small class size (max. 10 students, average 4 students)
- Qualified and friendly teachers
- Advice and guidance on all courses prior to enrolment
- Personal tutorial every three weeks
- Regular checks of learning
- Loan of course book if applicable
- School certificate and teacher's report on completion of course
- Free access to the internet + Wi-Fi

The General English course can be combined with:

General English + **Intensive English**

General English + **One-To-One**

Unpaid Work Experience / Unpaid Hotel Work Experience



Intensive English

GENERAL ENGLISH

15 hours per week:

Monday-Friday, 9.00-12.30
(with a 30 min break)

Please refer to General English leaflet for more information.

INTENSIVE ENGLISH

This course can only be offered in conjunction with General English.

5 hours per week:

Monday-Friday, 1.30-2.45
(Weds pm free for self-study / social programme)

COURSE DESCRIPTION

An afternoon course providing you with an opportunity to further develop all areas of your English. You will focus on Speaking & Listening, with particular emphasis on functional English, including the use of appropriate language and additional pronunciation practice. Reading and Writing skills are also practised.

Our levels of English

1 Pre-Intermediate

2 Intermediate

3 Upper-Intermediate

4 Advanced

One-To-One English

This course can only be offered in conjunction with General English.

Students can choose to study:

- 2½ hours per week over 2 afternoons, Tuesday & Thursday, 1.30-2.45

- 5 hours per week over 4 afternoons, Monday-Friday, 1.30-2.45

(Weds pm free for self-study/social programme)

COURSE DESCRIPTION

An opportunity for you to develop a personalised programme with your principal teacher to focus on your individual language skills or personal language needs (e.g. English for work / fluency practice / pronunciation) and to make more rapid improvement in areas that are most important.

CEF

ESOL

IELTS band

A2

KET

IELTS 3-4

B1

PET

IELTS 4-5

B2

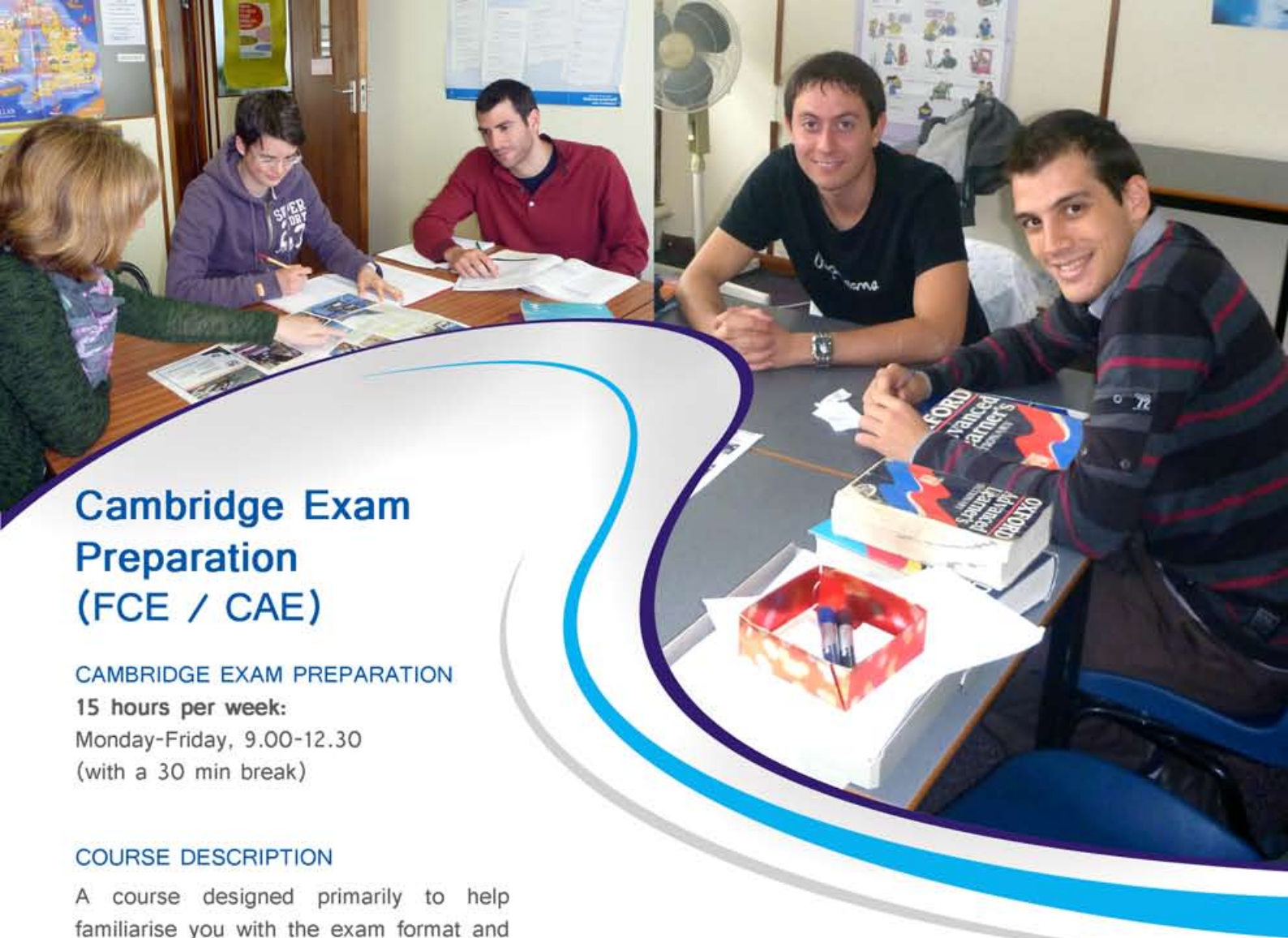
First

IELTS 5-6.5

C1

CAE

IELTS 6.5-7.5



Cambridge Exam Preparation (FCE / CAE)

CAMBRIDGE EXAM PREPARATION

15 hours per week:

Monday-Friday, 9.00-12.30

(with a 30 min break)

COURSE DESCRIPTION

A course designed primarily to help familiarise you with the exam format and introduce effective exam strategies.

It also focuses on vocabulary input of common exam topics and provides you with extensive opportunities to practise the skills you need to achieve a prestigious qualification that is recognised worldwide.

You will be able to take practice tests and your teacher will offer guidance and feedback on your performance.

Small class size (max 6 students).

Coursebook included in the price.

Courses are 10 to 12 weeks long.

Exam students are expected to do extra work. A self-study room is available and students are encouraged to use this in the afternoons.

2014 COURSE START DATES

FCE / CAE

6th January - 14th March (10 weeks)

17th March - 6th June (12 weeks)

16th June - 22nd August (10 weeks)

8th September - 28th November (12 weeks)

EXAM DATES

FCE 14th March, 10th June, 21st August, 2nd December

CAE 15th March, 11th June, 22nd August, 3rd December

EXAM OPTIONS

FCE exam preparation course for students with a good upper-intermediate level of English (B2)*

CAE exam preparation course for students with an advanced level of English (C1)*



Nationality Mix

- 99% European
- 34% Spanish
- 23% German
- 19% French
- 8% Swiss
- 8% Italian
- 5% Danish
- 1% Japanese

English Courses Pricelist

There is a registration fee of £65 per student (including bank charges) for all courses.

GENERAL ENGLISH
£190.00 per week

GENERAL ENGLISH + INTENSIVE
£250.00 per week

GENERAL ENGLISH + One-To-One 2½ hours
£300.00 per week

GENERAL ENGLISH + One-To-One 5 hours
£350.00 per week

CAMBRIDGE EXAM PREPARATION FCE / CAE
£275.00 per week

10% Discount is given for courses over 10 weeks or more. No discount is offered on Exam Preparation Courses.





Unpaid Work Experience

Work experience can help you to improve your employability and stand out from the crowd.

Work experience programmes are becoming increasingly popular because they enable you to improve:

- Your self-knowledge
- Your career prospects
- The development of life skills essential in the world of work

Your level of English

You need to provide us with a Curriculum Vitae/ letter of application in English and you must have at least a pre-intermediate (A2)* level of English to start.

We recommend that you undertake an English language course before this programme, minimum of 1 week, depending on your level.

We can arrange Work Experience placements in almost all vocational areas, throughout the U.K. Most placements are situated in the South West of England. These are just a few examples:

Business Administration
Finance
International Trade
Commerce
Marketing
Law
Engineering
IT & Telecommunication
Architecture

Health
Laboratory work
Social Integration
Education
Graphic Design
Arts & Media
Retail
Tourism
And many more...

The work experience placement should be undertaken in an area related to your studies or experience.

You should expect to work 5 days a week and approximately 38 hours per week.

During your placement you will stay in homes that are within walking distance or a bus ride from work. You may need to buy a weekly travel ticket (approximately £15.00).

During your Work Experience placement you will be monitored by the school and will also complete a Portfolio which is checked by your supervisor at work.

*According to the Common European Framework of Reference for Languages





Unpaid Hotel Work Experience

The Unpaid Hotel Work experience placement targets three key objectives:

- To gain experience in the hotel industry
- To develop your skills in a professional working environment
- To develop your English

You must have at least a pre-intermediate (A2)* level of English to start.

Previous experience is preferred but not essential. We recommend that you undertake an English language course before this programme, a minimum of 1 week, depending on your level.

The Unpaid Hotel Work Experience programme includes waiting, bar and housekeeping work. We are unable to find reception or management work.

You should be prepared to be flexible and will work shifts normally 5 days out of 7 on a rota basis. This will include mornings, afternoons, evenings and weekends. You will be required to work up to 40 hours per week.

All of our hotels are situated in the South-West of England.

During your Unpaid Work Experience placement you will be monitored by the school and you will also complete a Portfolio which is checked by your supervisor at work.

During your placement you will be provided with accommodation and all meals in basic hotel staff accommodation.

Prices

You can choose to do a Work Experience Programme of between 3 weeks and 12 months in duration. However, Unpaid Hotel Work Experience is for a minimum of 8 weeks.

The Work Experience Programme can be combined with an English Course. The English Course must be taken prior to the Work Placement. If an English Course is taken before the work placement a discount will be given on the work placement price. See the following table:

Work Experience or Hotel Work Experience
(If taken without a prior English Course)
£695.00

Work Experience or Hotel Work Experience
(If taken with a 1 -4 week English Course)
£500.00

Work Experience or Hotel Work Experience
(If taken with a 5 -7 week English Course)
£300.00

Work Experience or Hotel Work Experience
(If taken with a 8 - 11 week English Course)
£150.00

Work Experience or Hotel Work Experience
(If taken with a 12 week or longer English Course)
FREE





EU Lifelong Learning Programmes

The European Commission has integrated its various educational and training initiatives under a single umbrella, the Lifelong Learning Programme.

Totnes European School has been involved with two of these initiatives since they began:

- Leonardo da Vinci (for vocational education and training)
- Erasmus (for higher education)

Example of typical programme:

- 1 week of English Language tuition and 4 weeks of work experience
- Or
- 2 weeks of English language tuition and 11 weeks of work experience.

There is a choice of General English (15 hours per week) or General + Intensive English (20 hours per week). Please see leaflets for details of language courses.

Costs for all programmes vary according to the number of participants, the period of English language training, and the number of weeks of work placement. We can liaise with you to build a programme to suit your needs. Please contact us for further information and prices.

info@totneseuropeanschool.co.uk

LEONARDO MOBILITY PROGRAMMES

The Leonardo da Vinci programme focuses on the teaching and training needs of those involved in vocational education and training. It aims to establish and bolster the competitiveness of the European labour market by helping European citizens to acquire new skills, knowledge and qualifications and their recognition across borders.

The Programme is aimed particularly at trainees in initial vocational training and professionals in vocational education and training.

ERASMUS MOBILITY PROGRAMMES

Erasmus emphasises mobility for students and staff in higher education. Erasmus provides exposure to different cultures and the opportunities for those involved in higher education to develop skills in their particular field of interest.

Totnes European School has organised Leonardo and Erasmus programmes for over 15 years, and has an excellent reputation. References are available to bona fide institutions from our partners. The School is well-versed in the requirements of these programmes and has run many successful programmes in cooperation with European partners. We understand the regulations, the funding and the administrative requirements.





Travel Information

GETTING TO THE UK

AEROPLANE

The main international airports that we recommend are: Heathrow, Gatwick, Bristol and Exeter. There are several other airports such as Luton and Stanstead which offer cheap flights, but the transfer to Totnes is much longer.

(Please check with the school before you book so that we can advise you on the transfers)

Cheap airlines are:

www.easyjet.com
www.ryanair.com
www.jet2.com
www.flybe.com

TRAIN

All Eurostar trains arrive at London St Pancras International and further information can be found on the website:

www.internationalrail.com

COACH

EUROLINES offer transport by coach from most European cities:

www.eurolines.com

BOAT/ FERRY

It is possible to take a ferry from Spain and France to the UK. The nearest port is Plymouth and you can depart from Santander or Roscoff:

www.pof ferries.com
www.brittany-ferries.com

GETTING TO THE SOUTH-WEST

Totnes is situated in the South West of England and is 3 hours by train from London Paddington and 5 hours by coach from London Heathrow Airport.

We recommend that you book your tickets in advance whenever possible to reduce the cost of travel. We ask that all students arrive at their accommodation between 16.00 and 21.00 on the day of arrival. We will arrange for an accommodation provider or a representative to collect you on arrival.

TRAIN £50.00 (single) approximately

The quickest way to travel is by train. There are trains available from all stations in the UK but this may involve changes. It is possible to get a direct service from London Paddington to Totnes. For timetables and booking please go to: www.thetrainline.com or www.nationalrail.co.uk

COACH £20.00 (single) approximately

The best way to travel to Devon is by National Express coach. This is the cheapest and easiest way to travel. There is a direct link from London Heathrow airport.

For timetables and booking information please go to: www.nationalexpress.com

TAXI £220.00 (single) approximately

Travelling by taxi to the South West is the most expensive form of transport. Please contact the school if you would like a price.

CAR

It is possible to bring your car with you on the ferry. Please ask the school for directions from your arrival port.

Totnes European School is happy to assist you with any transport questions. Please e-mail the administration office on info@totneseuropeanschool.co.uk



Totnes European School - Useful information

MISSION STATEMENT

"A language is not learned in isolation; it is best learned in the context of its culture."

SCHOOL HISTORY & ETHOS

Originally set up as a school for the teaching of foreign languages to English students, Totnes European School underwent a complete change in 1996 when it turned instead to teaching English to foreign students. It has never looked back.

Barry Morris, owner and principal, doesn't believe in long winded explanations for something he sees as being very simple: to provide a very good service at a reasonable price.

On the teaching and learning of English he feels that, as seen in our teacher's handbook, "a language is not learnt in isolation, but in the context of its culture."

WHAT HAPPENS ON MY FIRST DAY?

9.00 - 10.00 - Written and Oral level Test & Needs Analysis to make sure you are placed in the best class for you.

10.00 - 10.30 - Welcome talk and Introduction with a member of the staff. Find out all about the school and what you can do in the local area.

10.30 - 11.00 - Break - Why not relax in our dedicated student room and chat to other students or read some English magazines?

11.00 - 12.30 - Lesson with teacher 1 - Getting to know you, activities and ice-breakers to help you settle in to your new class.

12.30 - 13.30 - Lunch time - Use the microwave in our student room or pop out to one of many cafes or take aways.

13.30 - 14.45 - Lesson with teacher 2 - Learning to ask directions politely, with an introduction to Totnes and essential services.



School facilities

- 1 Student Room
- 2 Microwave / Fridge / Kettle
- 3 Internet Room & WiFi
- 4 Self Study Room
- 5 Library - Books and DVDs

What it's like to be in the school?

Break time - It's a good time to gather together with other students, have a tea or coffee and have a chat. You can use one of the computers in the students room or use your own laptop with our WiFi.

Lunch time - Most of our students keep their food in the fridge and at lunch time they heat it up in the microwave and use the cutlery provided to have their meal in the student room. It's a good opportunity to socialise or read an English newspaper.

Evenings - In your free time some of our students enjoy doing some sport or physical activities. You can join a local gym and enrol in a fitness class to keep you fit. After the evening meal with your host family you can meet other students in a local pub and try a taste of a real ale!

Application Form

Please complete this form in CAPITAL LETTERS



Personal details

Family Name: _____ First Name/s: _____ Mr Mrs Miss Ms

Sex: _____ Date of Birth: _____ Age: _____

Home Address: _____

City / Town: _____ Country: _____

Postcode: _____ Nationality: _____

Telephone: _____ Passport / ID number: _____

Mobile: _____ Emergency contact number: _____

Does he / she speak English? Yes / No

Please attach a passport size photo here and send us a copy of your passport or ID

English Course Details

Dates From: _____ To: _____ Number of weeks: _____

Alternative dates From: _____ To: _____ Number of weeks: _____

Level of English

Elementary (A1/A2) Pre-Intermediate (A2) Intermediate (B1) Upper-Intermediate (B2) Advanced (C1)

Common European Framework Language link: <http://www.britishcouncil.org/cefglobalscales.doc>

How many years have you studied English? _____ years

Do you have any internationally recognised qualifications?

KET PET FCE CAE CPE TOEIC TOEFL IELTS Level / Grade: _____

Where did you hear about our school?

Type of Course

General English (15 hours per week) Number of weeks: _____

General + Intensive English (20 hours per week) Number of weeks: _____

General + One to One English (15 hours per week) Howmany hours? 17.5h or 20h
Number of weeks: _____

Cambridge Exam Preparation (15 hours per week) Type of course? FCE or CAE
Number of weeks: _____

Accommodation Details

Dates From: _____ To: _____ Number of weeks: _____

Alternative dates From: _____ To: _____ Number of weeks: _____

Please give details of any dietary requirements: (i.e. vegetarian)

Do you smoke? Yes / No

Please give details of any allergies / medical conditions:

Application Form



Work Experience Placement

Dates From: To: Number of weeks:

Alternative dates From: To: Number of weeks:

Type of course: Unpaid Work Experience Unpaid Hotel Paid Work Experience

Type of placement required: Type of company you wish to work for:

Are you prepared to work in the South-West of the UK? Yes / No

If NO, please state where you want to work:

Please attach a copy of your current CV / Resumé and a letter of application with this form.

Your CV / Resumé should give details of your studies past and present, knowledge of any languages, your skills (i.e. computer programmes), work experience and hobbies / interests.

Payment

S.E.L.S.A.C.S. LTD is the registered company name of Totnes European School

Payment to be made by bank transfer in £ Sterling:

Account name: S.E.L.S.A.C.S. Ltd.
Bank: Bank of Scotland
Money Market Accounts Centre
41 South Gyle Crescent, Edinburgh, EH12 9BB
Account No.: 01842147
Bank Sort Code: 12-20-26
IBAN No: GB59 BOFS1220 2601 8421 47
SWIFT Code: BOFS GB 2S

Please remember to send a copy of the bank transfer payment to the Administration Department at Totnes European School.

Fees

Registration Fee -	£65
Accommodation Finding Fee (for the English course) -	£50
Accommodation Finding Fee (for the Work Experience placement) -	£50

General English	15 hours	£190 per week
General + Intensive English	20 hours	£250 per week
General English + One to One	17.5 hours	£300 per week
	20 hours	£350 per week
Cambridge Exam Preparation	15 hours	£275 per week

Unpaid Work Experience & Unpaid Hotel Work Experience	
Taken with a 12 week or longer English Course	FREE
Taken with a 8 - 11 week English Course	£150
Taken with a 5 - 7 week English Course	£300
Taken with a 1 - 4 week English Course	£500
Taken without an English Course	£695

Accommodation in Totnes - weekly half board	£92
Accommodation in other locations excluding London	£100 - £130

Weekly social activity	£8 approximately
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Examination fees	FCE / CAE	£115 / £120 approximately
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Application Form



Application

- Complete the application form and ensure that you sign the bottom of the final page.
- Send the form back to us by fax, e-mail or post.
- On receipt of your application form an invoice will be sent to you.
- All fees are to be paid in full four weeks before the start of your course.
- Relevant information about your course will be sent to you in advance.
- Your accommodation will start the day before your course (Sunday) and will end the day after your course finishes (Saturday). Details of your accommodation will be sent to you in advance of your arrival.

Terms & Conditions

PAYMENT All fees are to be paid in full four weeks before the start of the course. The date is given on your invoice.

CANCELLATION All cancellations must be made in writing to TES (Totnes European School). If between 2 to 4 weeks notice of cancellation is given, a charge of 20% of the programme price is made plus £65.00 registration fee (including bank charges) to cover cancellation procedures and charges. If less than 2 weeks notice of cancellation is given, no refund can be made. TES reserves the right to cancel any course up to 2 weeks before its commencement if the minimum student numbers for the course are not met. Under such circumstances any payments made to TES by the student (including registration fee) will be refunded in full.

NON-ARRIVAL Late cancellation must be made by telephone and in writing before 16.00 UK time on the Friday before the course/ placement commencement date.

CURTAILMENT OF COURSES/PLACEMENTS Students who decide not to finish a course or work placement are not entitled to a tuition/ placement fee refund. Accommodation fees will normally be refunded except for the first two weeks of the cancelled dates.

AVAILABILITY OF COURSES If no course is available at a suitable level students will be offered one to one classes at reduced hours: 20 hours -> 15 hours and 15 hours -> 12½ hours at the original price.

COMPLAINTS PROCEDURES Please see student handbook for full details.

INSURANCE All students must have full health and travel insurance for the duration of their English course and work placement. During their work placement students will be covered by employer's liability insurance, however we suggest that students also take out their own working insurance in addition. S.E.L.S.A.C.S. Ltd. does not accept liability for personal injury of any participant, howsoever caused. S.E.L.S.A.C.S. Ltd. does not accept liability for the loss or damage of any property belonging to or travelling with any participant. S.E.L.S.A.C.S. Ltd. does not accept any responsibility for losses or additional expenses owing to delays or alterations in travel services, weather, sickness, strikes or any other causes. S.E.L.S.A.C.S.'s liability is limited to the contract amount. No third party or consequential liabilities are accepted.

WORK EXPERIENCE PLACEMENTS Work experience placements are conditional upon the student having an adequate capability in the English Language and a professional attitude towards the placement. S.E.L.S.A.C.S. Ltd. can take no responsibility for the unsuitability of such a placement if the student does not have a satisfactory capability in the English language and/ or required aptitude for the placement.

UK PUBLIC HOLIDAYS The school is closed on all UK public holidays. Students will not be charged for tuition on these days.

ACCOMMODATION If necessary, students may have to share a bedroom with a member of the same sex during their stay.

AGE If students are UNDER 18, their parents must have given their permission for their son/ daughter to attend TES. TES provides additional support for under 18's in accordance with British Council guidelines.

DATA PROTECTION All information exchanged between TES and its students regarding accommodation and work placements is confidential.

EXAMS TES will advise students not to enter Cambridge exams if we think their level is not sufficient.

All students must abide by the school rules and regulations stated in the student handbook.

I have read and understood the terms and conditions printed on this form.

These terms are made under English law.

Signed: _____

Date: _____

TOTNES EUROPEAN SCHOOL

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Devon

U.K.

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