

Cape Town

CENTRE GUIDE 2024



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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've navigated through many years, challenges, and joys.

Learning English is only part of the journey. Our language programmes are available from 1 week, up to 8 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 Cape Town

Located in the centre of Cape Town, close to the City Bowl, the V&A Waterfront with Table Mountain as its backdrop, our beautiful school in Cape Town is ideally located to explore the many wonderful tourist attractions this exciting destination has to offer.

South Africa's "Mother City" is incredibly diverse, with old and new cultures coming together to offer a spectacular setting for a summer camp experience.

Our students are accommodated in a modern 4 star rated hotel within close walking distance (7 minutes) to the school and with easy access to all this awe-inspiring city has to offer!

Why not combine your summer adventure in Cape Town with a week in Dubai? As many flights travel through Dubai on their way to Cape Town it may be a great way to start or end your trip with us in 2024.

Staff at Centre

Centre Manager (CM)

The Centre Manager is responsible for the smooth running of the school as well as inspires, motivates, and leads the entire school of staff, leaders and students. Our Centre Manager in Cape Town, Torrique Borges, runs our year round adult operation and has many years of experience of delivering successful young learner programmes.

Welfare and Accommodation Officer (WAO)

The Welfare and Accommodation Officer leads the Welfare and Safeguarding within centre to create a safe and healthy environment for students, group leaders and staff and is to the go to person for welfare, safeguarding and administration issues and concerns in centre. All clients and staff will be accommodated according to regulatory guidelines and best practice.

Student Services Coordinator

Responsible for all aspects of the Activity Programme. All Group Leaders must meet with them at least 2 times a week to ensure everything is going okay with your programme. They will also be able to help arrange optional excursions and make additional bookings for you.

Activity Leader (AL)

The Activity Leaders are responsible for delivering everything outside the lessons! This includes onsite activities, supporting you during your excursions, and meal duty supervision. Please note that many of the excursions we offer in Cape Town are led by professional tour operators and tour guides.

Director of Studies (DOS)

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. Students joining us in Cape Town will benefit from learning English from our year round, qualified and highly experienced teachers.

Night Supervisor

The Night Supervisor is responsible for the security, supervision, welfare and discipline of students overnight within the residence and is on call in case of any emergency.



Pre-Arrival



Clothing

You will be participating in daily onsite activities and off-site excursions, so we recommend that you bring comfortable clothing, a hat and good walking shoes. We also recommend that you bring clothing appropriate for occasionally dressing up in the evenings. Also Umbrella, warmer clothing, rain/wind-proof jacket, Secure bag/backpack/travellers' wallet, Sunglasses are advisable. Please remember that July is winter time in Cape Town, so whilst slightly colder, a great time to visit as less tourists!



Everyday essentials

Medication toiletries, washing and sanitary essentials, toothbrush and toothpaste, towel, hairbrush/comb/hairdryer, sleepwear, socks and underwear, glasses/contact lens equipment, water bottle, plastic bags for dirty laundry or wet items.



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're questioned about them at Customs. We recommend you bring a note from your doctor stating these medications are required and you inform the **staff** in centre.



Technology

Phone/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 once they arrive in Cape Town.



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 on arrival. All students are given student ID cards on arrival with emergency number on. We expect students to carry these at all times.



Electrical appliances

South Africa uses a unique, three, larger round pin type of adaptor plug. Adaptor plugs allow electrical connections up to 240V. If you bring electronics such as hair dryers, cell phones, computers or other equipment, please bring the appropriate electrical adaptor.



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



What Not to Pack

We can only guarantee the carriage of one suitcase and one small carryon 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.



At the Airport

Who will the student meet at the airport?

On arrival at the airport, you will be met by a member of our team who will welcome you to Cape Town.

The airport team will be wearing a green T-shirt with an Embassy Summer logo so you can easily recognise them.

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

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

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

Students should notify Embassy Summer by calling the Emergency number.

Average journey times to and from Cape Town International airport is:

To the EC school - 20-30 mins



At the Centre

Arrival Procedure

On arrival, our team will welcome you and give you a welcome pack with your specific programme, a welcome letter from the management team, lanyards, student ID cards.

Information about optional trips is given during the Group Leader induction on Monday.

Our students are accommodated at the Stay Easy Hotel, Cape Town, City Bowl. We offer twin en suite rooms for all students and single en suite rooms for accompanying group leaders where applicable. Check in is from 2pm.

Departure Procedure

Students must check out of their rooms by 9am and return their keys to the school staff on departure day. If your departure is not scheduled until later in the day, we will be able to safely store your luggage until you depart. Individuals are escorted to the airport.

About Cape Town

Age: 12–17

Dates: 30th June - 11th 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

Small



Room Facilities

Desk, Chair, Wardrobe, Bed Linen, Wi-Fi, Room Cleaning, Towels provided.



Building Facilities

Communal Dining Room, Free Wi-Fi, Meeting Point, Security.



Room Type

Twin room



Bathroom Type

En-Suite Bathroom
(2 students per bathroom)



Address

School: EC English Language School
42 Hans Strijdom Avenue, Foreshore,
Cape Town

Hotel: StayEasy Cape Town City Bowl
54 Bree Street,
Cape Town

Accommodation Deposit

Damage deposits of €40 are payable in cash by all students on arrival at the centre. This money will be returned at the end of their stay subject to any damages caused.

Cleaning

Bedrooms are cleaned every other day. Communal areas in the hotel and school are cleaned daily.

Laundry Facilities

If students need to do laundry during their stay in Cape Town, there is a public launderette 3 minutes walk away from our hotel accommodation.

Wash, dry and fold - 7 per 0-5 kg load.



Wi-Fi

Wi-Fi is accessible across the school and in the accommodation. Please speak to your Centre Manager regarding access codes

Sports Facilities

As we do not operate on a campus in Cape Town there are no sports facilities 'on site' but our programme offers a variety of sporting activities for students whilst with us that are pre-booked locally. Please see the programme for more information.

Shop/Café

Our school and residence are in the heart of the city with plenty of shops and cafes nearby.

Security

The hotel has a 24 hour reception. CCTV is available. Embassy Summer also provides a night supervisor to ensure additional safety during the evenings.

Safe

Safes are provided in all hotel rooms for the storage of passports, travel documents etc.

Linens and Towels

Bed linens are changed once per week. Bath towels are provided.

Social Spaces

There are communal spaces in both the hotel and the school for students to relax. Whilst some evening activities take place in the school, several activities are out in the city.

Meeting point

Students will be shown 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

Cape Town offers full 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.

All meals are provided for in a hotel dining room during the

mealtimes outlined below. On the weekends, a packed lunch is provided. *Students should clear away their food trays at the end of their meal.*

Meal Times

Breakfast	06:45 – 08:15
Lunch	12:15 – 13:15
Dinner	18:30 – 19:30

Breakfast

Hot breakfast and continental available including juice, coffee, toast, cereal and fruit.

Lunch

A buffet style lunch will be served at the hotel residence, or students may have lunch when out exploring Cape Town and it's surrounding. Packed lunches will be provided on full day excursions

Dinner

Dinner will be served in the hotel residence or when out and about in Cape Town. Dinner will be two courses with a vegetarian option.



Local Transport

Both the school and the accommodation are centrally located and we do not foresee the need for students to have to use public transport. We provide private transport for excursions where applicable.

Students are expected to:

- Always stay with your group
- If you get lost, ask a police officer 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 South Africa, like the UK, 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

There are ATMs across the city and within easy reach of both the school and the residence.

Post Office Vlaeberg - Corner Loop & Pepper Street

Post Office Grand Photo - Corner Plein & Darling Street

Currency should be exchanged whilst on excursions or out in Cape Town.

Hospital/Doctors

Local hospital:

Netcare Christiaan Barnard Memorial Hospital
Corner of DF Malan Street and Rua Bartholomeu Dias Plain, Foreshore
Cape Town
+27 21 441 0000

Doctor's room

Simunye Primary Health Care Sea Point
Corner Main and Penarth Road, Three Anchor Bay
+27 21 439 7887

There are several pharmacies located nearby and our team at the centre have links with local doctor's surgeries.

Fire Drills & Safety

In the first 24 hours we ensure all students are inducted in the fire drill procedure at both their accommodation and the school. During the fire drill, students should leave behind all their belongings and evacuate the building as soon 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.

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 22:30. All students must be in their accommodation by this time. They must be in bed with the lights off by 23:00.

Language Programme

- ✓ Taught by friendly teachers, trained to deliver the Embassy Summer lessons
- ✓ 20 x 45 minute lessons per week morning or afternoon
- ✓ Placement test on day 1
- ✓ Approximately 17 students per class
- ✓ All lessons delivered in spacious, well equipped classrooms
- ✓ Curriculum with emphasis on communication skills
- ✓ Materials included as well as an end of course certificate



First Day at school

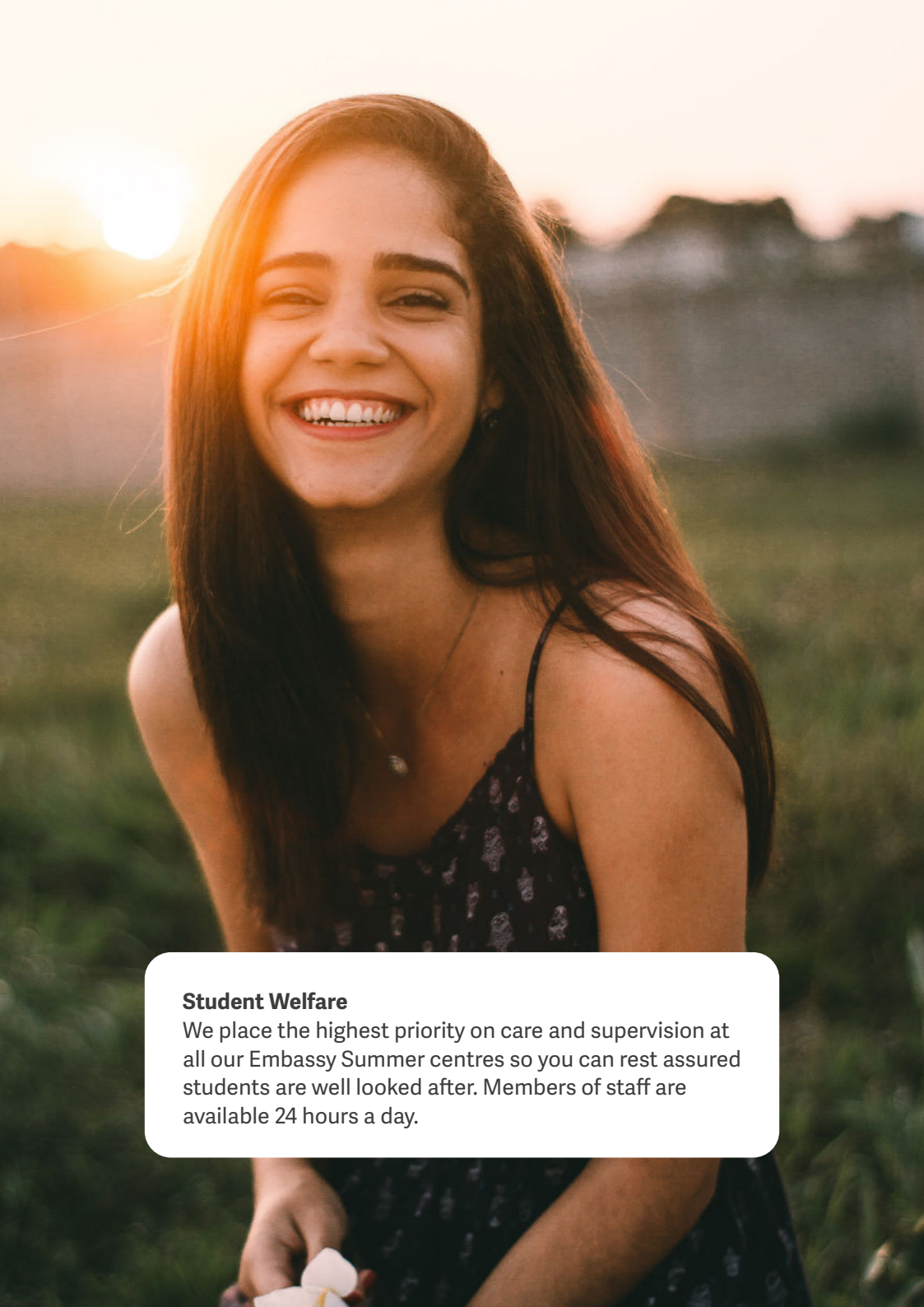
There will be a student induction at school on their first Monday. This is led by Embassy Summer staff. Students will be provided with information about the centre where they are staying, and Embassy Summer rules and regulations will be explained. The induction will last an hour and will be an interactive session, encouraging new students to discuss the rules, meet new friends and have their speaking assessed by the academic team.

After the induction, students will have a placement test. It includes a multiple-choice grammar test and writing test.

Level Placement

Students are placed according to the results of the placement test, their age, and an acceptable nationality split. The teachers confirm that they are in the right class 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 class, they can 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 all 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 a staff member
- ✓ Attend class regularly and arrive on time in accordance with the EC 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 rubbish in to bins and recycle where you can, – 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, larger cities, and famous 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 larger, whole school, evening activities such as discos, 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!

Below are a few examples of the places we may visit as well as activities carried out Cape Town.

Half Day

Table Mountain

At just over 1,000 metres above sea level, Table Mountain is one of the most iconic images of Cape Town and, indeed, South Africa. Providing

spectacular views over the city, the beaches and ocean, the National Park is a must do!

V&A Waterfront and Two Oceans Aquarium

The oldest working harbour in the Southern Hemisphere, the V&A Waterfront is full of shops, restaurants and cafes as well as the Two Oceans Aquarium, which provides a close up view of the spectacular oceans surrounding the South African coast.

South Africa History Museum & National Gallery

It is not all about nature and wildlife! Students also get to learn more about the fascinating history of South Africa as well as visit the city's premier public art museum.

Seal Island & World of Birds

Take a boat trip out to see the seals lazing on seal island and then visit the World of Birds, home to over 400 different species of birds, as well as reptiles and other wildlife!



Full Day

Whale Watching, Hermanus

Approximately 90 minutes away from Cape Town on the stunning South Coast of the Western Cape, students go on an extraordinary whale watching adventure.

Cape of Good Hope Nature Reserve and Boulders Beach

The southwesternmost point of Africa, originally known as the Cape of Storms, the Cape of Good Hope is famous for its (poor) weather. The day is combined with a visit to Boulders Beach, wind sheltered and safe and home to a colony of African penguins!

Winelands Tours

The Cape Winelands is world-renowned not only for its famous wine, but also for its astounding natural beauty and activities. Students are taken on a tour to the historic town of Franschoek, where the first wine-makers settled. Visit the Huguenot Memorial to learn about the history and experience a delicious local chocolate tasting. Visit to the reptile park which includes snakes and crocodiles and a picnic lunch at one of the oldest Cape Dutch farms, Babylonstoren.

Others Activities

Examples of other activities offered at Cape Town :

- Treasure Hunt
- Roller Skating
- Egg Drop
- Trashion Show
- Film Night
- Trampoline Park
- Photo Scavenger Hunt
- Marshmallow Challenge
- Fox and Hounds
- Kahoot Quiz
- Mini-Golf
- Culture Club
- Ice Skating
- Ice Skating
- Murder Mystery
- Scrapbook Making

Optional

One Day Safari

This full day Big 5 Safari experience is an ideal addition to your Cape Town holiday itinerary. Enjoy a great diversity of wildlife and natural Karoo beauty with the opportunity to capture stunning wildlife photos and make African memories to last a lifetime.

Departing at 06.30 hours from your residence. both a buffet breakfast and lunch are included, as well as welcome drinks ahead of your Game Drive.



Sample 2 Week Programme

WEEK 1	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning	Arrivals/Despartures Onsite activities	Testing/introductions	Lessons	Lessons	Lessons	Lessons	Full day trip Cape of Good Hope Nature Reserve including Boulders Beach
Afternoon	Optional : A full day including the Big 5 Safari Game Drive	Walking City Tour	V& A Waterfront and Big Wheel	Half day trip: Table Mountain	Half day trip: Seal Island and World of Birds	South Africa History Museum and National Gallery	
Evening	WELCOME GAMES	Cinema	Quiz Night	Roller Skating	Trashion Show	Hint Hunt Escape Room	The Great Egg Drop

● Academic
 ● Leisure
 ● Cultural

Sample 2 Week Programme

WEEK 2	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning	 Arrivals/Departures Onsite activities	 V&A Waterfront and Two Oceans Aquarium	 Half day trip Kirstenbosch Botanical Gardens	 Walking Bo Kaap Tour	 Half day trip Lion's Head Hike	 Half day trip: Ostrich Farm	 Full day trip Hermanus and Whale Watching Boat Tour
Afternoon	Optional trip: A full day including the Big 5 Safari Game Drive	 Lessons	  Lessons	 Lessons	 Lessons	  Lessons	
Evening	 Welcome Games Onsite activities	 Bowling	 Karaoke Night	 Ice Skating	Kahoot Quiz Night	 Party Bus	 Film night

 **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 enforce any additional local arrangements. Please note that these responsibilities do not extend to students who are not your own.

Meetings

Our 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.
- ✓ Please collect the €40 deposit from each student so that it is ready for the Center Manager. This deposits will be returned on your departure day once the student has returned their key and have had their room checked for departure /checkout requirmenets.



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.

Important Information

Head Office Address

Dolphin House, Manchester
St, Kemptown,
Brighton and Hove,
Brighton BN2 1TF,
United Kingdom

Emergency Number

+27 84 886 6342

South Africa Country Code: 27

Int. Direct Access Code: 00

Time Zone: SAST

Useful Numbers

Emergency 112

Police 10111

Ambulance 10177

Hospitals:

It is highly recommended for students to have medical insurance for travel. Public hospitals in South Africa are not at the standard that one from overseas would expect, so medical insurance is necessary to attend a private hospital in case of emergency. It is recommended to have credit available on a credit card for emergencies, to enable quick admission into the hospital emergency room in case of an emergency. While medical insurance

will cover such instances, there is an authorisation process between the hospital and the medical insurance company and it is quicker to gain admission into the emergency room when paying directly. This can be claimed back from the medical insurance company.

The medical insurance can always give authorisation for healthcare if admitted into hospital after the emergency room process. Private hospitals in South Africa are world class and one will get the medical attention necessary.

Doctors' rooms:

There are no 24-hour doctors' rooms in Cape Town. If you are not feeling well at night, the only option is to go to the hospital. The hospital admits patients according to the severity of the emergency. If you are suffering from a regular illness, it is better to wait until the morning to see the doctor rather than go to the hospital, as you can land up waiting quite a few hours to see a doctor. Pharmacies are located all around Cape Town and basic over-the-counter medicines can be purchased at any local pharmacy. EC's recommended doctors' rooms are open from 08:00 – 20:00 daily. You are required to take your passport to both the doctor and hospital.



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.

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 staff will come and collect the student.

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

Signing groups out of pre-planned activities

Group Leaders can sign their own group out of activities, but this needs to be discussed in advance

our staff. We provide a full and busy programme that allows for shopping and some down time.

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 a maintenance issue it is essential to report this immediately to one of our summer

camp 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 our school will help in making appointments etc. Please note however that it is not usual for a 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 €40 are 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 will be liable for the cost of repairs. For Groups, deposits will be communal and used to cover damages when a group/individuals in a group are responsible.



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