

Campus Hub

CENTRE GUIDE 2026



Table of Contents

About Us	3
Welcome to Malta	4
Staff at Centre	5
Pre-Arrival	6
At the Airport	7
At the Centre	7
About Campus Hub	8
Language Programme	11
Student Code of Conduct	12
Excursions & Activities	13
Group Leaders	18
Individual Students	20
Important Information	21
FAQs	22

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 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.

Embassy Summer Staff

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 Manager (WM)

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

Programme Manager (PM)

Programme Manager manages the operational logistics at St Martin's College and supervises all other non-academic related roles.

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 on-site and off-site activities, meal and 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 and off-site activities, so we recommend to bring comfortable clothing and walking shoes, a hat, sunblock cream, swimsuit, beach towel, sunglasses, water flask bottle.

Dress Code at School: Students should wear appropriate clothing. Formal clothes are not required, but outfits should be suitable for a school environment. Clothing with offensive prints or extremely revealing styles should be avoided.

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.



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 Manager in centre.



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.



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.



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)
- ✓ Parental Consent form
- ✓ Emergency contact form
- ✓ Money



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.



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. The airport team, who will not travel 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 16:00). 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 09:00. 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: 12–17

Dates: 21st June - 16th August

Arrival & Departure Day: Sunday

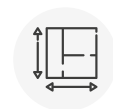
If students would like to arrive or depart on a different day, please confirm with our booking team. This is subject to availability.

Accommodation Features



Size of the centre

Large



Room Facilities

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



Building Facilities

ATM on-site, Cleaning Service Provided, Free-Wi-Fi, Garden, Communal Kitchen/room with TV (kitchen not available for student use) Outdoor Swimming Pool, Laundry Facilities, Lift, Meeting Point, Multimedia Room & Lounge, Security, Wheelchair Accessible, Shops and Restaurants on-site.



Room Type

Single/Twin/Triple and Quad Room



Bathroom Type

Shared Bathroom
(2 to 5 students per bathroom)



Address

Campus Hub
Triq Roberto Ranieri Costaguti,
Msida
MSD 2080
Malta

[See on Google Maps](#)

Accommodation Deposit

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

Check in - Check out

Check-in: from 16:00.

If students arrive before this time, they are welcome to use all the facilities, including the swimming pool, student lounge, and common areas, while they wait. Luggage can be left in the luggage store until the room is ready.

Check-out: by 09:00.

Students with a later transfer may store their luggage in the luggage room and make use of the centre's facilities until their scheduled departure time.

Cleaning

Bedrooms are cleaned once a week.

Laundry Facilities

A self-service laundry is available on site 24/7, including drying and detergent. Students pay through an app. Self-service laundry prices range from €6 to €13 for a wash and €1 per 10 minutes for a dryer. The exact price depends on the machine size, with prices starting from €6 for a wash and €13 for an 11kg wash. Dryer prices are typically €1 for every 10 minutes, with an 11kg dryer costing €2 per 10 minutes.

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.

Linens and Towels

Campus Hub provides one large towel and one small towel per guest. These towels are intended for personal use only after showering or bathing and are changed once a week. Students should bring their own towel for the pool or beach. If towels are found to be damaged, heavily stained, or used for the pool or beach, a replacement fee of approximately €25 will be charged. Bed linens are also provided and changed once a week.

Room Key

Each student is provided with a room key. In case of loss, a replacement fee of €10 will be charged.

Hair Dryer

There are no hair dryers in the rooms, but you can use the ones available at reception. To use an hair dryer, leave your student ID at reception. You'll get the hair dryer and can collect your ID when you bring it back.

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, which means students receive breakfast and dinner at the centre and lunch at school.

Breakfast and dinner are served buffet-style at the centre, with a choice of hot and cold food.

Lunch is provided at school on weekdays, and on weekends or excursion days, students receive packed lunches.

We provide food for most dietary needs, such as allergies, intolerances, or religious and lifestyle preferences. It is very important that we are told about any dietary requirements before arrival, so we can prepare in advance.

When students arrive, they should remind the staff about their dietary needs. At the canteen (both at the centre and at school),



students must tell the catering staff their name and dietary requirement. They will then receive a separate meal box, prepared carefully to avoid any contamination.

Meal Times

<i>Breakfast</i>	07:00 – 08:00
<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

At school, students can choose one hot or cold dish from three options, which usually include one vegetarian choice and one without pork. Fruit is also served. Packed lunch (weekends) will consist of a sandwich, water and fruit.

Dinner

Dinner is served buffet-style at the centre, offering a variety of hot and cold options.

The hot dishes usually include meat or fish, pasta or rice, potatoes, and cooked vegetables.

The cold dishes include tomatoes, mixed salad, rice or pasta salad, beans, bread, fresh fruit, and dessert.



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

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. For Non European students we highly recommend to travel with their insurance.

Should a doctor visit students at the hotel, students will need to pay approximately €40 in cash during the visit (excluding the cost of the doctor's prescription).

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 10 minutes by private coach.

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

On the first day, on Monday, students will be divided into groups to complete a placement test. This test helps determine their English level and includes grammar and writing sections, which are completed online via a shared link. Students should ensure that their mobile phones are fully charged, as they will need them to access the test link. After completing the grammar and writing sections, students will take a listening and speaking test with a teacher. Once all placement tests are finished, students will attend an induction session led by the Centre Manager of CH. During this session, the manager will provide essential information about the centre, the school, meal times, and rules and regulations.

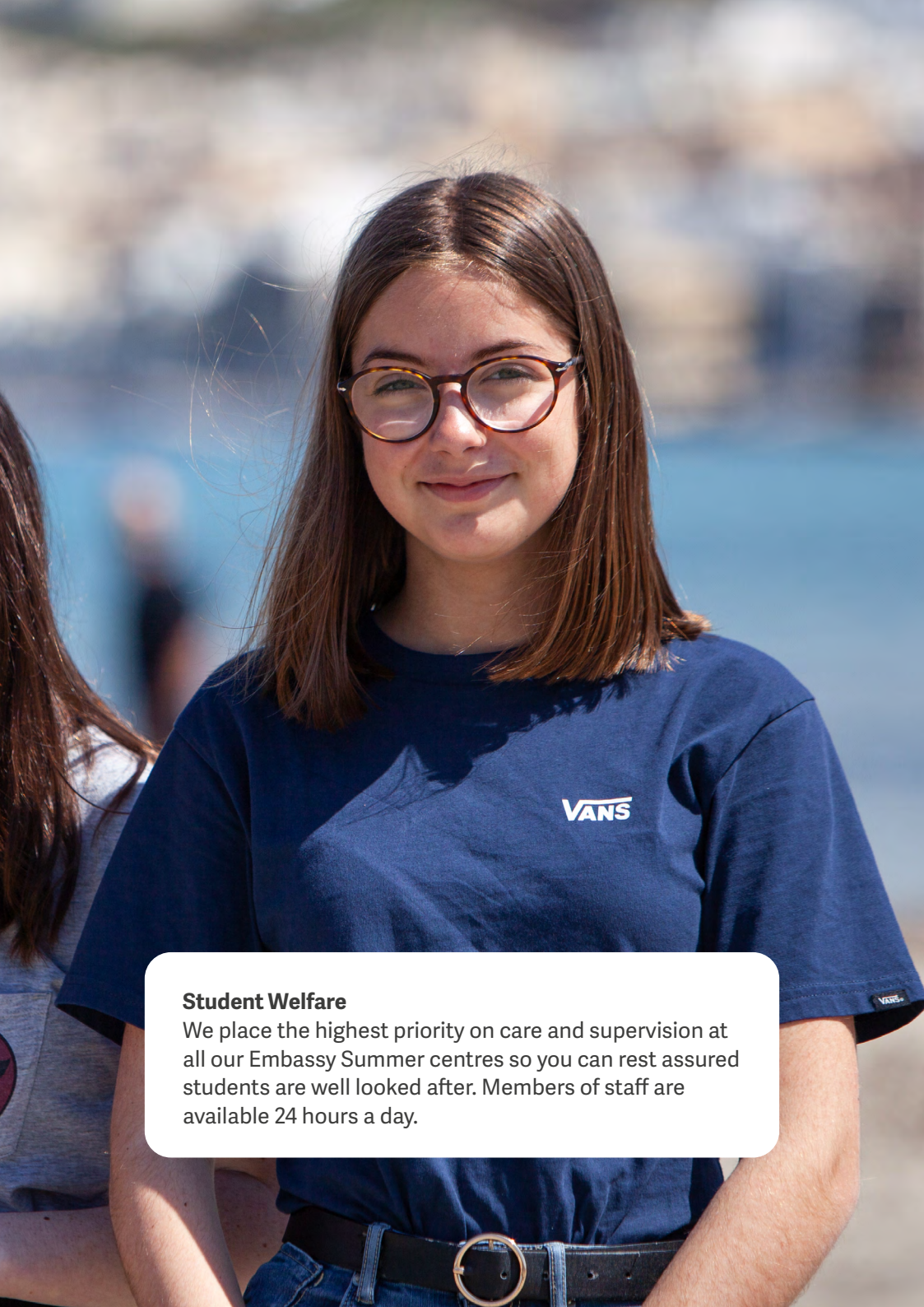
The induction usually lasts around 30 minutes

Level Placement

On the second day, students will be assigned to classes based on their placement test results, age, and an appropriate balance of nationalities.

If a student feels that their class level is not suitable, either too easy or too difficult, they can speak with a member of the Academic Team. The team will review the situation and, if needed, arrange an additional test to place the student in a class that better matches their ability.

Teachers also monitor students' progress during the first days and may change a student's class if they believe the level is not appropriate.



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, 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

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.

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 are spent outside the classroom.

Consequently, Embassy Summer has dedicated many years to customizing its programs at each location to maximize the overall 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 activities, and students also have the opportunity to take part in additional trips (known as optional activities) if they want to explore the locality further.

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!

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.

Sports Festival

The sports night! Students can join a football tournament, play volleyball and badminton, or take part of our Zumba class. For those who would like to engage in something more relaxing, stretching and yoga sessions are also available, along with other team games.

On-Site Activities

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

Optional

- Diving
(to be booked before arrival)
- Gozo
- Watersports
- Popeye Village

Sample 3 Weeks Programme

The programme starts on a Sunday and it includes the full days of the week.

It works on a rotating schedule: one week, students will have lessons in the morning and activities in the afternoon; the following week, this will be reversed, with activities in the morning and lessons in the afternoon.

In the evening there will always be an activity, either on site or off site.

Students will take part of lessons, have lunch at school and go on activities. On weekends students will be provided with packed lunches before going on activity.

Besides the activities which are part of the standard programme, students can also join a variety of optional activities, some during weekdays, other on weekends only. 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 activities	Testing & Induction	Lessons	Lessons	Lessons	Lessons	Beach day or Optional activities
		Lessons					
Afternoon		Bowling	Comino	Rocky Beach	Visit Mosta Rotunda & Mdina	Birgu	
Evening	Welcome Games	Party	In-house Games	Sports Festival	Party	Beach BBQ	Mdina Treasure Hunt

● Academic
 ● Leisure
 ● Cultural

Sample 3 Weeks Programme

WEEK 2	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning	Arrivals/Departures	Marsaxlokk & Blue Grotto	Limestone Heritage & Ghar Lapsi	Esplora Science Centre	Water Park	Sandy Beach	Beach day or Optional activities
Afternoon	Beach day or Optional activities	Testing & Induction for New Students	Lessons	Lessons	Lessons	Lessons	Beach day or Optional activities
Evening	Welcome Games	Party	Photo Challenge	Bugibba Walk	Party	Inhouse Games	Valletta Night

● Academic
 ● Leisure
 ● Cultural

Sample 3 Weeks Programme

WEEK 3	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning	Arrivals/Departures Beach day or Optional activities	Testing & Induction for New Students	Lessons	Lessons	Lessons	Lessons	Beach day or Optional activities
		Lessons					
Afternoon		Valletta & Malta experience	Tigne Point Shopping & Swimming	Harbour Cruise	Comino	Qawra Point Beach & Optional Aquarium	
Evening	Welcome Games	Party	Sports Festival	Inhouse Games	Party	Beach BBQ	Mdina Treasure Hunt

● 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 Group 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 a group leader wishes to take their students off campus, they must submit a sign-out request at least 24 hours in advance.



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

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

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

Are students allowed to go outside the centre by themselves?

No. Students are not allowed to leave the centre on their own under any circumstances, even with parental permission.

What happens if a student doesn't wake up and misses the bus for an activity or school?

Students are responsible for waking up on their own. If a student does not wake up on time and misses the bus, they will be required to pay for their own taxi to reach the activity or school.

Can a student skip an activity?

All activities and school sessions are mandatory. A student may only stay at the centre if they are unwell, in which case they will be supervised by a member of staff.

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's 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, 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 at least 48 hours 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 and have to be back to the centre before 23:00, as long as 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 Embassy Summer residential members.

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

Students with food allergies or special dietary requirements must inform Embassy Summer in advance and remind the staff at the centre upon arrival.

Safe, uncontaminated food will be provided in a separate labelled box at both the school canteen and the campus canteen. Students must request their food box at the canteen each time they eat.

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

**Campus
Hub
Website**



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 €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