

Colegio Mayor Madrid

CENTRE GUIDE 2026



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About EC Young Learners and Embassy Summer

Embassy Summer is a trusted global leader in immersive language learning, with over 30 years of experience delivering rewarding programmes for young learners from around the world.

At Embassy Summer, we provide a truly life-changing experience where students not only improve their language skills but also develop confidence, independence, and global awareness. Working with centres and schools worldwide, we have proudly guided thousands of students through years of growth, challenges, and unforgettable memories.

Our summer language programmes run from 1 to 9 weeks and combine engaging lessons with exciting activities designed to build essential life skills. Students also enjoy discovering local culture and social life through a variety of fun excursions.

Traditionally known for our English language programmes in the UK, USA, Canada, and Malta, this year for the first time we are expanding our offer to include Spanish language courses in Spain—giving students a new opportunity to immerse themselves in the vibrant Spanish culture while experiencing the same trusted Embassy Summer quality and care.





Welcome to Madrid

Welcome to Madrid – the heart of Spain!

Get ready to experience one of Europe's most exciting cities, where history and modern life come together in an unforgettable way. From grand plazas and beautiful parks to amazing art, delicious food, and vibrant atmosphere, Madrid is bursting with energy, colour, and fun.

At Embassy Summer in Madrid, students learn Spanish while enjoying a summer packed with activities, excursions, and new friendships from around the world.

Discover the magic of Madrid, explore its lively streets, and create unforgettable memories — all under the warm Spanish sun!

Colegio Mayor Marqués de la Ensenada

Our centre in Madrid offers the perfect combination of accommodation, learning, and leisure — all within a safe and welcoming environment. Designed with students in mind, it provides everything needed for an enjoyable and memorable summer experience.

Located in a pleasant and safe area, the residence offers comfortable rooms, excellent facilities, and inviting communal spaces that encourage learning, connection, and fun. With easy access to Madrid's main attractions and local amenities, Colegio Mayor Marqués de la Ensenada is the ideal setting for an immersive Spanish summer adventure.

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 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, pool towel, sunglasses, water flask bottle.

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



Everyday essentials

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

Pool towel, hairbrush/comb/hairedryer. 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 and Accommodation 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 Spain. Students will use their mobile to communicate with the Embassy Summer staff.



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.



Electrical appliances

The standard voltage in Spain is 230V. Most electrical outlets in Spain use the two-pin European plug (Type C or F), so you may need an adapter if your devices have a different plug type.



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 Spain. 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 (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.

Transfer

The average journey time from Madrid Barajas Airport to Colegio Mayor Marqués de la Ensenada is around 30–40 minutes, depending on traffic.



At the Centre

Arrival Procedure

Upon arrival students will always be welcomed to the 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 individual students will meet an Airport Representative. Our staff member will also assist students who have requested the UM.

About Colegio Mayor Marqués de la Ensenada

Age: 11–18 (18 year olds accepted as part of a group with a leader)

Dates: 1st July - 29th July 2026

Arrival & Departure Day: Wednesday

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

Medium



Room Facilities

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



Building Facilities

- Outdoor swimming pool
- Outdoor Sport Facilities: Five-a-side football and handball court, basketball and volleyball court, and two padel courts
- Cleaning Service Provided
- Auditorium
- Entertainment and Games Room
- WiFi
- Laundry Facilities
- Lift
- Meeting Point
- Security
- Wheelchair Accessible
- ATM and convenience shop walking distance from the centre
- Classrooms are onsite



Room Type

Twin



Bathroom Type

Ensuite (2 students per bathroom)



Address

Colegio Mayor Marqués de la Ensenada
Avenida de Séneca, 18
28040 Madrid

[See on Google Maps](#)

Accommodation Deposit

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

Cleaning

Bedrooms are cleaned twice a week.

Laundry Facilities

Self-service laundry is available on site for €15, including drying and detergent. Students pay through an app.



Wi-Fi

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

Shop/Café

A convenience shop located just outside the campus.

Security

There is an on-site security team available 24 hours to monitor the grounds and access points. CCTV is available.



Sport Facilities

Outdoor swimming pool, Five-a-side football and handball court, basketball and volleyball court, and two padel courts.

Linens and Towels

Colegio Mayor Marqués de la Ensenada provides one 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. If towels are found to be damaged, heavily stained, or used for the pool, a replacement fee of approximately €25 will be charged.

Social Spaces

Social spaces such lounge area with pool table, ping pong table 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.

Meeting point

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



Meals

Colegio Mayor Marqués de la Ensenada offers full board accommodation.

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, students must tell the catering staff their name and dietary requirement.

Breakfast, lunch and dinner are served at campus. During weekends packed lunches will be provided on activities.

Meal Times

Breakfast	08:30 - 09:15
Lunch	14:00 - 15:00
Dinner	20:30 - 21:30

Breakfast

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

Lunch

Students can choose one hot or cold dish from three options, which usually include one vegetarian choice and one without pork.

Fruit and a small snack are also served.

Packed lunch (weekends) will consist of a sandwich, water and fruit.

Dinner

Dinner is served buffet-style at the centre, offering a few hot and cold options to choose from. Meals usually include meat or fish, pasta or rice, served with a side of vegetables or potatoes, along with bread, fresh fruit, and dessert.

**Road safety**

Be alert! In Spain, vehicles drive on the right-hand side of the road. Always look left, then right, and left again before crossing. 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.

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

Hospital/Doctors

Local Hospital
Hospital Clínico San Carlos
Calle del Profesor Martín Lagos, s/n
28040 Madrid, Spain
Tel: +34 913 30 30 00

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.

First aid trained staff are available on-site.

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 10:45 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

*Colegio Mayor Marqués de la
Ensenada
Avenida de Séneca, 18
28040 Madrid*

Language Programme

- ✓ Taught by friendly teachers, trained to deliver the Embassy Summer lessons
- ✓ 20 x 45 minute lessons per week morning
- ✓ 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 Thursday, students will be divided into groups to complete a placement test. This test helps determine their Spanish 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. 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

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 discuss it with the Academic team.

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 or Spanish 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 key part of the Embassy Summer experience in Madrid is discovering the city, its neighbourhoods, and local attractions, all while making new friends. Much of the student journey takes place outside the classroom, whether it's a guided exploration through historic Madrid, a full-day visit to Segovia, or relaxing afternoons in Retiro Park.

We recognise that excursions and activities are as important as language lessons themselves. Every programme includes a broad selection of full-day and half-day trips, with optional activities available for students eager to explore further or personalise their summer.

The activity schedule is designed to encourage students to connect in a relaxed and social setting, use Spanish practically, and, most importantly, enjoy their time in a safe and healthy environment. The range of options includes sports tournaments, cultural workshops, creative evening events, and group challenges, ensuring every student finds something engaging while making the most of their summer in Madrid.

This approach ensures students not only improve their Spanish but also build confidence, independence, and friendships that last beyond the summer.



Two week programme Overview

The two-week programme in Madrid is designed to balance Spanish language lessons with cultural and recreational activities, providing students with a full and varied experience. The programme starts on Thursday, with students having lessons each morning during the week, followed by activities in the afternoon and evening. These activities take place both on-site and off-site, offering a varied and dynamic schedule that balances language learning with cultural experiences and social events.

Weekends and evenings are filled with special activities that encourage social interaction and cultural immersion. Students can enjoy tours of iconic landmarks like the Museo del Prado and Retiro Park, along with fun-filled events such as the Sports Festival, visit to Templo de Debod, and Spanish Fiesta.

Optional activities are available for those wishing to deepen their experience, with opportunities

to join additional trips. The programme promotes both language development and friendship-building in a safe, supportive environment, making it an enriching and memorable summer adventure.

Half-Day Tours

Museo del Prado and Retiro Park
Students spend an afternoon visiting the Museo del Prado, home to one of the world's most impressive art collections. They can explore the galleries at their own pace to learn more about famous Spanish and European artists. Afterwards, they enjoy time in Retiro Park, a large and peaceful green space in the heart of Madrid, perfect for relaxing, walking, or socialising with friends.

Visit to Templo de Debod
Students take an evening trip to the Templo de Debod, an ancient Egyptian temple relocated to Madrid. This peaceful visit provides stunning sunset views over the city and an insight into Madrid's diverse cultural heritage.

Full-Day Tours

Excursion to Segovia

This day trip takes students to the historic city of Segovia, famous for its well-preserved Roman aqueduct, charming old town, and magnificent castle. They explore key landmarks and experience a different side of Spanish culture and history beyond the capital.

Nature Trip to Pantano de San Juan

Another full-day journey brings students to Pantano de San Juan, a popular outdoor destination known for its reservoir and opportunities for swimming and relaxing by the water in a natural setting.



Sample 2 Week Programme

WEEK 1	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday
Morning		Lessons	Lessons			Lessons	Lessons
Afternoon	Arrivals	Explora Madrid - Walking Tour	Visit Templo de Debod	Full Day Trip: Segovia	Splash Fest / Optional Activities	Lessons	Museo Nacional del Prado & Retiro Park
Evening	Welcome Games	Treasure Hunt	Sports Festival	Escape Room	Theatrical Improv	Spanish Fiesta	Game Night Contest

● Academic
 ● Leisure
 ● Cultural

Sample 2 Week Programme

WEEK 2	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday
Morning	Lessons	Lessons	Lessons			Lessons	Lessons
Afternoon	Casa de Campo Lake & Madrid Rio	Aqua Sports Tournament	Mercado San Miguel & Cathedral	Full Day Trip: Pantano de San Juan	Splash Fest / Optional Activities	Museo de Historia de Madrid	Shopping Tour
Evening	Spanish Quiz Night	Taller de Tapas	Cinema Night	Sports Festival	Open Mic Night	Spanish Fiesta	Talent Show

● 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 Spanish, 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

TBC

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

Time Zone: GMT+1

Useful Numbers

Emergency	112
Police	091
Ambulance	061
Fire Brigade	080

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.

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 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 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 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