

Regent

Summer school

at Bradfield College, Berkshire



English language residential summer course
for children and teenagers

2024



The All English Course

8
per class

This intensive, action-packed course includes 20 hours per week of structured English language lessons and team performance projects, plus afternoon sports or activities followed by lively activities every evening. On five days a week, language skills and structure lessons improve accuracy and fluency in the English language.

Using English all day

The full day programme includes morning lessons for the development of reading, writing, listening and speaking skills. After lunch, the project lessons build the skills of collaboration and interaction. The afternoon activity programme starts in the mid-afternoon and includes a wide variety of sports and activities. After supper the evening programme includes further activities and drama or music events. The breakfast, lunch and dinner menus include options to suit vegetarians, vegans and other special diets.

Typical schoolday

08.15 – 08.45	Breakfast
09.00 – 09.30	Morning briefing
09.30 – 10.30	Language structure
10.45 – 11.45	Writing skills
12.00 – 13.00	Speaking skills
13.00 – 13.45	Lunch
13.45 – 14.45	Project
15.00 – 18.00	Afternoon activities
18.30 – 19.00	Dinner
19.30 – 20.30	Evening activity
20.30 – 21.30	Evening activity
22.30 – 23.00	Lights out

What's included: Full board accommodation, tuition and activity programme, 1 full day excursion per week.

- Age range:** 11-12 years and 13-17 years
- Course:** 20 hours a week; max class size 8
- Level:** Beginner to Advanced
- Accommodation:** Campus: singles and twins
- Bed linen:** Provided
- Bath towels:** Not provided



Conveniently located

The school is easily accessible. Bradfield is a safe, quiet village, located 35 minutes from Oxford and 60 minutes from London. The closest airport is London Heathrow. Students arriving at Heathrow or Gatwick on our standard start dates and during our pick up times are brought to the school by coach or taxi.



Living on campus

The school is a very safe and secure environment. Students have a single room or share with different nationalities. The residence has a Common Room that students use to chat and relax in. All meals are taken in the School Dining room, except on excursion days when packed lunches are provided. We operate a banking service for pocket money and lockable storage facilities for valuables. Staff are residential and live on site to ensure 24 hour supervision and care.

Facilities

Typical sports in the grounds include football and basketball and also the swimming pool and sports hall. Activities can include swimming, netball, volleyball, badminton, football, basketball, dance and nature walks.

Gaining knowledge and culture

Each week the course includes a full day excursion to cities like Oxford or London. Students prepare in advance with briefings and observation tasks.

An international environment

Students have a truly international experience.



The afternoon and evening activity programme

A fully supervised programme of afternoon and evening activities is arranged every day.

Examples of activities include:

- Swimming
- Basketball
- Clay modelling
- Volleyball
- Arts + crafts
- Football
- Painting
- Games
- Badminton
- Nature walk
- Scavenger hunt
- Murder mystery
- Casino
- Talent show
- Disco
- Film night
- Teambuilding task

Excursion

One full-day excursion per week is included in the course. This is to a nearby place of cultural interest such as London or Oxford.

Transfer service on arrival and departure.

A transfer service is offered to students who arrive and depart on standard days and at standard times. For students who need to arrive and depart outside of standard dates or times, a private taxi service can be arranged.



Enrolment Form

The All English course for teenagers

☐ All English course ☐ Bradfield 13-17 years ☐ Bradfield 11-12 years

Course start date: _____ Course finish date: _____

What is your level of English?

☐ Beginner ☐ Elementary ☐ Pre Intermediate ☐ Intermediate ☐ Upper Intermediate ☐ Advanced ☐ Very Advanced

Have you studied with Regent before? ☐ Yes ☐ No Which School? _____ When? _____

Please tell us about any special requirements (eg: disability, allergies, diet) _____

Travel information

☐ Airport Transfer – Standard Times
☐ Airport Personal Service – Non-Standard Times

Arrival date: _____ Arrival time: _____

Arrival airport: _____ Arrival flight number: _____

Arrival terminal number: _____ Arrival flight origination: _____

Arrival transfer needed? Yes ☐ No ☐

Departure date: _____ Departure time: _____

Departure flight number: _____ Departure terminal number: _____

Departure flight destination: _____

Departure transfer needed? Yes ☐ No ☐

Passport name: _____

Passport number: _____ Passport expiry date: _____

Permissions

I give permission, in an emergency, for members of staff to authorise medical treatment and/or anesthetic for my child. If for any reason it is not possible to contact the parents, the school staff have authorisation to take any necessary decision concerning all medical treatment (including emergency treatment). In all cases the advice of the medical professional will be taken

Yes ☐ No ☐

I give my child permission to take part in all activities associated with the course:

Yes ☐ No ☐

On Residential courses, I give permission for my child (14-17) to have the opportunity to go out in small unsupervised groups (minimum 3 students per group). This is possible on trips and visits. Students will be required to sign out and back in again when they go out in unsupervised groups.

Yes ☐ No ☐

Please note that staying out times requested by staff will take preference.

Personal Details (Please write in CAPITALS)

Family Name		First Name	
Nationality		Occupation	Date of Birth
<input type="checkbox"/> Male	<input type="checkbox"/> Female	Age	First Language
		Second Language	
How did you hear about Regent?			
Who is paying for your course?		<input type="checkbox"/> Myself	<input type="checkbox"/> Parents
		<input type="checkbox"/> Company	<input type="checkbox"/> Other
Home Address			
Email		Tel	Mobile
Address for invoice (if different)			
Emergency Contact During Course			
Relationship to student		English spoken	<input type="checkbox"/> yes <input type="checkbox"/> no
		Tel	Email
Reason for studying		<input type="checkbox"/> Academic	<input type="checkbox"/> Professional
		<input type="checkbox"/> Other	
Name of your school/college/university (students)			

Method of Payment (please tick)

☐ Credit/Debit Card ☐ Bank Transfer

☐ Credit Card ☐ Visa ☐ Mastercard

☐ I hereby authorise Regent to charge the deposit of: £300 to my card

☐ I hereby authorise Regent to charge the full amount of: £ to my card now

Card number Security Code (last 3 digits on reverse of card)

Valid from Expiry date

Name of cardholder

Address of cardholder

Signature of cardholder

Your agreement and signature

1. I have read and understood the Terms and Conditions.

2. I certify that all the information given by me in this enrolment form is accurate and complete.

3. If applicant is under 18, a parent or guardian must sign this form.
In doing so, the parent or guardian agrees to the Terms and Conditions.

4. I agree to the use of my personal information, including health and religious or dietary requirements, set out in the terms and conditions. ☐ Yes ☐ No

5. I agree that you can send me occasional information about Regent Language Training courses and services. ☐ Yes ☐ No

Signature of student Date

Signature of parent or guardian (If student is under 18) Date

Terms and Conditions

1. Definitions

1.1 When the following words with capital letters are used in these Terms, this is what they mean:

Booking: your booking for one of Our Courses;

Courses: the language training courses and associated services advertised on Our website;

Deposit: the sum of 300 GBP;

Event Outside Our Control: is defined in clause 8.2;

Fees: the fees payable by you in respect of your Booking;

Terms: the terms and conditions set out below;

We/Our/Us: Instill Education Limited (trading as "Regent") a company registered in England and Wales under company number 01293463 and having its registered office at 90 Banbury Road, Oxford, OX2 6JT United Kingdom.

1.2 When We use the words " writing " or " written " in these Terms, this includes e-mail unless We say otherwise.

2. Bookings

2.1 Bookings can be made by completing and submitting the form on Our website together with payment of your Deposit or the total Fees (as applicable, see clause 3.1).

2.2 Please ensure that you read these Terms carefully, and check that the details of your Booking are complete and accurate, before you make your Booking. If you think that there is a mistake, please contact Us to discuss. We will confirm any changes in writing to avoid any confusion between you and Us.

2.3 When you make a Booking with Us, this does not mean that We have accepted it. Our acceptance of the Booking will take place as described in clause 2.4. If We are unable to confirm your Booking, We will inform you of this.

2.4 These Terms will become binding on you and Us when we confirm your Booking in writing to you, at which point a contract will come into existence between you and Us. We will assign a unique reference number to your Booking and inform you of it when We provide confirmation. Please quote this number in all subsequent correspondence with Us relating to your Booking.

3. Payment of Fees

3.1 Where the Course is due to begin more than six weeks from the date of your Booking, a Deposit is payable at the time of making your Booking. Where the Course is due to begin less than six weeks from the date of your Booking, the Fees must be paid in full at the time of your Booking.

3.2 When We confirm your Booking under clause 2.4, We will provide a statement showing the balance of the Fees due to be paid, which should be settled at least four weeks before the Course starting date. Please note that you will not be allowed to attend any Course unless payment of the Fees has been made in full.

3.3 All Fees must be paid in Sterling (GBP). All bank charges are payable by you.

3.4 All refunds due under these Terms will be paid to the person from whom payment was originally taken, using the same method of payment as used by them.

4. Changes to Bookings

4.1 If you wish to change your Booking by switching to another Course, you must provide at least 10 days' notice of such change to Us in writing, otherwise you will be expected to attend the Course originally booked or cancel your Booking under clause 7.

4.2 Where you have given the appropriate notice under clause 4.1:

(a) We will refund any difference between the cost of the original Booking and your revised Booking on the last date of the Course to which you have switched (whether or not you remain on the Course for its full duration); or

(b) You may be required to pay any difference between the cost of the original Booking and your revised Booking at the time of your request.

4.3 If you wish to take a holiday at any time during the Course, you must give Us at least two weeks' notice in writing. No refunds are payable in these circumstances.

4.4 We reserve the right to cancel a Course, or make changes to course arrangements, as a result of Events Outside Our Control. Clause 8 will apply in such circumstances.

4.5 Maximum class size: during the last 50 years, we have always managed never to exceed the maximum class size described in its course descriptions. The new landscape post Covid19 might mean that in exceptional circumstances, the quality of the education delivered may need to trump the rigour of an exact class size. Therefore, we reserve the right to exceed the maximum class size by up to 4 students in cases of force majeure. Such measures would only be taken in circumstances that can be clearly demonstrated as inevitable and a refund would be offered for the difference in the value of the course linked to class size.

5. Our liability to you

5.1 Where We provide any assistance to you in making travel and accommodation requirements, We do so only as an intermediary between you, travel organisations and host families. Unless and to the extent caused by Our negligence, We will not be liable to you for any losses arising from any delays or failures relating to travel and accommodation arrangements. We will, however, use our reasonable endeavours to defend your interests and mediate on your behalf in the event of any breach of contract on the part of a travel organisation or host family.

5.2 If We fail to comply with these Terms, We are responsible for loss or damage you suffer that is a foreseeable result of Our breach of the Terms or Our negligence, but We are not responsible for any loss or damage that is not foreseeable. Loss or damage is foreseeable if it is an obvious consequence of Our breach or if it was anticipated by you and Us at the time we entered into this contract.

5.3 We do not exclude or limit in any way Our liability for death or personal injury caused by Our negligence or the negligence of Our employees, agents or subcontractors, or for any liability which cannot be excluded or limited by law.

6. Insurance, accommodation, students visas and study permits

6.1 You are responsible for arranging your own travel and medical insurance (including the costs of repatriation in the case of illness or accident) and student visitor visa.

6.2 If you are denied a student visitor visa and provide Us with a copy of the rejection letter on or before the first day of the Course, the We will refund all Fees paid.

6.3 Accommodation will begin on the Sunday before the Course starts and will end on the Saturday after the Course ends. If you have asked Us to arrange host family accommodation, you will receive details of your host family address at least five days before the Course starting date (unless you have made a late Booking) to enable you to inform the host family of your approximate time of arrival.

7. Your rights to cancel and applicable refund

7.1 You have the following rights to cancel your Booking:

(a) you have a legal right to cancel your Booking within 14 calendar days of the date of your Booking, in which event We will, subject to clause 7.3, refund all of the Fees including the Deposit; or

(b) you may cancel your Booking at any time after the period of 14 calendar days referred to in clause 7.1(a) but before the Course has begun, in which event We will retain the Deposit and refund the balance of any Fees paid by you.

7.2 To exercise your rights to cancel under clause 7.1, you must inform Us of your decision by making a clear statement to this effect by completing the cancellation form on Our website or by contacting Us.

7.3 The law requires us to obtain your express consent to Us providing Our services where the starting date of the Course falls during the 14 day cancellation period referred to in clause 7.1(a). By making your Booking, you will be treated as giving this consent. You acknowledge that if you subsequently cancel, We will be entitled to deduct an amount from the Fees paid which is in proportion to the services that We have performed up to the date of your cancellation.

7.4 Once a Course has begun, you may cancel your Booking with immediate effect by giving Us written notice if:

(a) We break this contract in any material way and We do not correct or fix the situation within 30 days of you asking Us to in writing;

(b) We go into liquidation or a receiver or an administrator is appointed over Our assets;

or (c) We are affected by an Event Outside Our Control.

8. Our rights to cancel and applicable refund

8.1 We will not be liable or responsible for any failure to perform, or delay in performance of, any of Our obligations under these Terms that is caused by an Event Outside Our Control.

8.2 An Event Outside Our Control means any act or event beyond Our reasonable control including but not limited to strikes or other industrial action, civil commotion, terrorist attack or threat of terrorist attack, epidemic, adverse weather conditions or other natural disasters.

8.3 If an Event Outside Our Control takes place that affects the performance of Our obligations under these Terms:

(a) We will contact you as soon as reasonably possible to notify you; and

(b) We will, where possible, propose alternative arrangements (which may include alternative dates or venues) for the Course.

8.4 You may cancel your Booking if any alternative arrangements proposed by Us are unsuitable for any reason, in which case We will refund all Fees paid in advance for the Course.

8.5 We reserve the right to refuse your attendance on the course if you are suffering from any illness, medical condition or mental or physical disability which was not disclosed at the time of Booking.

8.6 We expect students to behave reasonably at all times towards other students, school staff and accommodation providers and to respect cultural, racial and religious differences. If We have to ask you to leave the school because your behaviour is unacceptable, you will not be entitled to any refund of fees. Unacceptable behaviour includes unsatisfactory attendance or work, aggressive physical or verbal behaviour towards other students or members of staff, drug abuse, dishonesty, criminal behaviour or deliberately causing damage to the school premises or accommodation. We expect all students to adhere to the standards and rules We set. If We deem your behaviour unacceptable or have asked you to leave the school you will not be allowed to remain in accommodation We have arranged.

9. How we may use your personal information

9.1 We will use the personal information (including sensitive information about your health, religious beliefs and practices or dietary requirements) that you provide to Us:

(a) to administer and provide Our Courses to you;

(b) to process payment in relation to any Booking;

(c) for internal training and monitoring purposes; and

(d) to inform you about similar Courses and other services that We provide, but you may stop receiving these at any time by contacting Us.

9.2 We will not give your personal data to any third party other than:

(a) as strictly necessary for Us to perform Our contract with you;

(b) to host families; or

(c) to the schools and offices within our group companies (which means our subsidiaries, our ultimate holding company and its subsidiaries, as defined in section 1159 of the UK Companies Act 2006) including those outside the European Union.

9.3 You have the right to access information held about you. Your right of access can be exercised in accordance with the Data Protection Act 1998. Any access request may be subject to a fee of £10 to meet Our costs in providing you with details of the information We hold about you.

9.4 We may wish to use photographs and audio visual media containing your image or likeness in our marketing and promotional materials and you hereby consent that We may do so in all and any media for such purposes. If you would prefer that We do not, you should notify Us by completing the relevant section of the registration form. We will also confirm this with you where we have a reasonable opportunity to do so. Copyright in any photographs or audio visual media continuing your image or likeness shall belong to Us and shall not entitle you to receive any royalties or other payments.

10. Specific terms for Young Learners (7-17 years)

10.1 We reserve the right to issue disruptive students with a warning letter and, if there is no improvement in behaviour, to send them home at their parents' or guardians' expense.

10.2 We further reserve the right to send home without a warning letter any student committing a serious offence, especially offences involving the police, including theft, smoking in any school building and the possession, purchase or consumption of alcohol or illegal drugs.

10.3 For children who will stay with host families, parents may indicate on the registration form whether they authorise their child to stay out in the evenings without supervision. Generally, this means that children aged 12 and under are not allowed out unsupervised after their evening meal; those aged 13 and above must return by 21.30 outside the summer, and by 22.00 in the summer. However, students must also respect the house rules of the host family, where these times may inconvenience the family. Children on residential courses have evening activities and are not allowed to stay out unsupervised. Please note We cannot be held responsible for any incident whilst the student is out unsupervised.

10.4 Students aged 18 and over must register for an adult school. We reserve the right to transfer an 18 year old from a young learners' Course.

11. Other important terms

11.1 These Terms set out the entire agreement between you and Us relating to your Booking.

11.2 We may transfer Our rights and obligations under these Terms to another organisation, and We will always notify you in writing if this happens, but this will not affect your rights or Our obligations under these Terms.

11.3 This contract is between you and Us. No other person shall have any rights to enforce any of its terms.

11.4 Each of the clauses in these Terms operates separately. If any court or relevant authority decides that any of them are unlawful, the remaining paragraphs will remain in full force and effect.

11.5 If We fail to insist that you perform any of your obligations under these Terms, or if We do not enforce Our rights against you, or if We delay in doing so, that will not mean that We have waived Our rights against you and will not mean that you do not have to comply with those obligations. If We do waive a default by you, We will only do so in writing, and that will not mean that We will automatically waive any later default by you.

11.6 These Terms are governed by English law. You and We both agree to submit to the non-exclusive jurisdiction of the English courts.

Learning with Regent

Regent was established in 1964 by a passionate, experienced teacher who ran his first summer school in 1965.

Our core values shine through our programmes:

Positive

We believe that everyone can learn to use English proficiently; we push each student to become an effective communicator. We create a positive, enjoyable environment praising effort and attitude and encouraging every individual to achieve their best.

Inclusive

We arrange whole course activities so that students quickly feel part of the group, and can connect meaningfully with staff and other students.

Results focused

Our courses are educationally-led and designed to ensure robust progress. Daily homework sessions and weekly tests help students to set goals and visualise progress. They create a learning portfolio throughout their stay to record results and achievements. At the end of the course students receive a course Certificate.

What's included:

Full board accommodation, tuition and supervised activity programme including 1 full day excursion per week, Certificate of Achievement.

Not included in the fees are arrival/departure transfers on standard times or individual taxis outside our standard times



Transfers: For arrivals into Heathrow and Gatwick airports we provide a welcome service.

Assistance A 24 hour emergency contact line is in place throughout the duration of all courses.



Accredited by the
BRITISH COUNCIL
for the teaching
of English in the UK

Regent Summer School

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www.regent.org.uk

