

English Language House, *Learning English in England*

Mission statement "Bridging linguistic and cultural barriers through successful communication"

COURSES FOR UNDER 18s



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IMPORTANT INFORMATION FOR PARENTS, PUPILS, AGENTS AND GROUP LEADERS

When dealing with students who are under 18 ELH will adhere to the strict policies set out in the English UK guide which can be seen here [International students under 18: guidance and good practice](#)

HOW OLD ARE PUPILS WHO CAN ATTEND COURSES FOR UNDER 18s

Courses are suitable for pupils who are under 18 years old. ELH will group pupils according to age and language level.

Sometimes it is possible for 16 and 17 year old pupils to join our adult classes. If you are interested in information about this please let us know.

ABOUT ENGLISH LANGUAGE HOUSE

English Language House (ELH) is an EFL/ESOL/EAL tuition and training centre.

- We offer English Language courses for International students
- We are a Teacher Training centre for the CELTA and Delta Cambridge English qualifications
- We are an open centre for the Cambridge English examinations for international students (eg KET, Pet, FRCE, CAE, CPE, ESOL Skills for Life, and exams for young learners Starters, Movers, Shakers)
- We are a listed SELT course provider for the Trinity Secure English Language Tests (SELT) which are approved for UKVI visa applications.

English Language House is accredited by the British Council, inspected by ISI, a member of English UK and ISA and a Tier 4 sponsor with the Home office. We are licensed to enrol international students under Tier 4 of the Points Based System.

English Language House is committed to safeguarding and promoting the welfare of all students and especially under 18s, who are considered children under English Law, and expects all staff to share this commitment.

English Language House has a safeguarding policy to ensure the safety and care of under 18s. All ELH teachers who teach under 18s are DBS checked.

HOW LARGE ARE CLASSES AT ELH

Most classes have no more than 8 students. Our maximum class size is 12 students.

ACCOMMODATION FOR UNDER 18s

ELH can provide homestay accommodation for under 18s but only if

- Parents contact us directly to request this accommodation
- Pupils are studying at ELH on a full time programme
- Parents and pupils agree to stay with families who are DBS checked.
- Parents and pupils agree to follow the rules set out by ELH at all times.
- Parents and pupils agree that if pupils break these rules ELH will arrange a return flight for the pupils and parents will pay for this flight.

Parents should fill in, sign and return the [Under 18s Registration form with the Accommodation form](#) no less than three months before their child/children's arrival date so that we have enough time to find suitable homestay accommodation and confirm this before their child/children's arrival.

Agents/Group leaders should ask parents to complete the [Under 18s Registration form with the Accommodation form](#) no less than five months before the group's arrival date to give ELH enough time to source suitable accommodation.

WHY STUDENTS CHOOSE TO STUDY AT ELH

Students who study with us think that we are a very good school with friendly staff and good teachers. They especially like the small classes and the flexibility of our study programmes.

We think English language house is a good place to study because:

- we have teachers who are committed, dedicated, trained professionals with a vast pool of experience
- we assess students very carefully and only accept students who are genuine about learning, so you will not be in a class with students who are all different levels or with students who do not want to be there!
- we care about our students, we meet and talk to them about their progress at least every 5 weeks and we work hard to make sure that they achieve their full potential
- our teachers teach our students, they don't just teach a "set book" or "set syllabus", so our students know that they will learn what you need and not just what's in the book or in the syllabus that week !!!
- we have a very flexible study programme so our students can choose what classes are best for them and how much they want to spend
- our British Council report noted our Teaching as a "strength" and our ISI report states that "the school exceeds expectations for the quality of education".

VISA STUDENTS

Students who need a visa to study in England will need to read the [visa information page](#) on our website and fill in and return the visa form, found in the Under 18s Registration form so that English Language House can consider their application as a visa student.

TEACHERS AT ELH

Teachers who work at ELH are qualified and experienced EFL professionals.

- All our teachers have the CELTA qualification, or equivalent, and many also have the Delta (a postgraduate qualification in teaching English to Foreign students).
- Some are also teacher trainers and teach on our CELTA and Delta courses.
- Some are assessors for Cambridge English and some have worked as examiners for FCE, CAE, CPE and IELTS exams.

HOW WE HELP STUDENTS TO CHOOSE A SUITABLE PROGRAMME OF STUDY

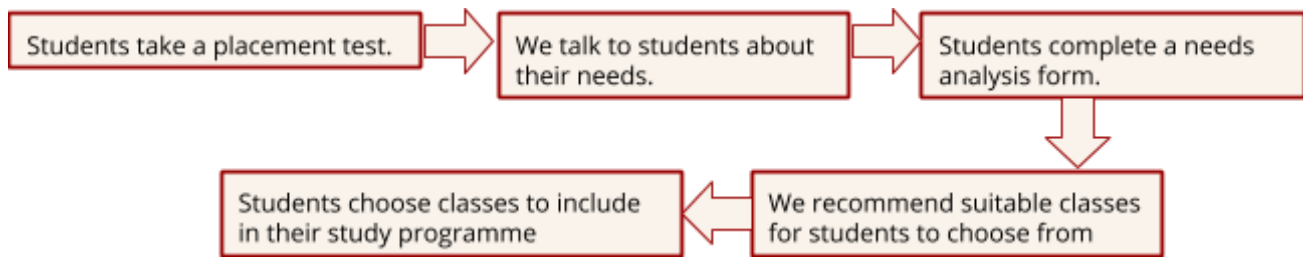
Students take a placement test

We ask students to do a placement test. This will tell us the student's current level. After this we will talk to the student about their individual needs and we will recommend the classes that we think are best. The student can then decide how many classes they want to take, how long they want to study for, when they want to start, what days and times they want to study and how much they want to spend.

Students who want to prepare for an exam can do a hurdle test before they join an examination course. The hurdle test will show if students are the correct level to start a preparation course for the exam they want to take.

We also offer students to opportunity to sit a Cambridge English pre-test exam under exam conditions. This is free of charge and the exam is marked by Cambridge. Pre-test exams are available for FCE, CAE, CPE, IELTS etc. A pre-test exam is not the real exam and students do not get a certificate, but they are very useful if students want to try the exam before they pay to sit the real thing!

We want all our students to be happy and we work hard to achieve this. Our students' successes are our successes and we are delighted when students achieve their English Language goals and move on to study at an English speaking University or into a better job.



THE REGISTRATION FEE

Students who join ELH for the first time will need to pay a £39 registration fee. They only pay this fee once.

The registration fee entitles each student to:

- a needs analysis assessment on entry and when they return after a long break
- a basic tutorial every 5 weeks while they are studying at ELH
- an ELH ring binder containing a full student information pack a student quiz and study material
- pre course study and/or resource material if needed
- access to an online study app for 6 months (coming to ELH in 2019)
- join ongoing classes at ELH
- join classes after taking a break of no more than 24 months
- take hurdle tests to enter an examination course
- attend Free classes, providing these are running and the student is the correct level to join these

The Registration fee is valid even if a student takes a break and returns to study again in less than 12 months.

LEVELS AND STUDENT ABILITY AT ENTRY TO ENGLISH LANGUAGE HOUSE

Beginner

A beginner level student has no English or very little English.

Elementary

An elementary level student has a little English. He/She may have studied English before but cannot use the language and communicate easily at a basic level

Upper Elementary

An upper elementary level student has a basic level of English but is still not very comfortable when communicating with English people.

Lower Intermediate

A lower intermediate level student has a good basic level of English and begins to feel more comfortable when communicating with English people. Some students entering a lower intermediate level class may prepare for the Cambridge English "KET" exam.

Intermediate

An intermediate level student has a very good basic level of English and is beginning to communicate comfortably on a variety of topics. He/She feels comfortable communicating with most English people. Some students entering an intermediate level class may prepare for the Cambridge English "PET" exam.

Upper Intermediate

An upper intermediate level student has a very good basic level of English and can communicate comfortably on a variety of topics. This student is able to talk to native English speakers easily but may make some mistakes when using more complicated vocabulary and grammar. Some students entering an upper intermediate level class may prepare for the Cambridge English "First Certificate in English" examination.

Advanced

An advanced level student can communicate well in a variety of situations. This student does not make mistakes at basic level and has a good range of grammar and vocabulary at a higher level. The student can communicate comfortably and easily with native English speakers on a variety of topics and can cope with variations in the pronunciation of English. Some students entering an advanced level class may already have passed the Cambridge English "First Certificate" exam and be preparing for the "Certificate in Advanced English"

Proficiency

A proficiency level student has very good English and can communicate well on a variety of topics using a wide range of vocabulary and grammar accurately and fluently. Students at proficiency level will work on perfecting their English further. They will expand their vocabulary often using authentic material, analyse complex areas of English grammar and improve their overall command of the language. Some students entering a proficiency level class may already have passed the Cambridge English "Certificate in Advanced English" exam and be preparing for the "Certificate of Proficiency in English". Post Proficiency

A post proficiency level student has taken and passed the Cambridge English "Certificate of Proficiency in English" exam. This student has English that is very close to the level of a native English speaker.

AGE GROUPS

Groups	Age	Code
Late teens 16-17	16-17 year olds	YL/LT
Mid teens 13-15	13-15 year olds	YL/MT
Pre teens 10-12	10-12 year olds	YL/PT
Children under 10	5-9 year olds	YL/U10



WHAT ELH CAN OFFER THESE AGE GROUPS:

	YL/LT	YL/MT	YL/PT	YL/U10
Classes	✓	✓	✓	✓
Accommodation	Homestay or Residential	Homestay or Residential	Residential	Residential
Trips and activities	✓	✓	✓	✓
Airport transfers	✓	✓	✓	✓

CLASS DESCRIPTIONS

General English classes:

General English classes will improve pupils' all round ability in English. These classes will help to improve pupils' English ability in reading, writing, listening and speaking and also in grammar, vocabulary and pronunciation. A course book may be used during lessons.

Special Focus

Special Focus classes are mostly skills classes eg Reading and Writing, Listening and Speaking etc, but they can also be classes that deal with Grammar, Pronunciation, Vocabulary etc. These classes will help pupils to focus on specific areas of their English that they need to improve. Classes may be topic based eg Health, Science and Technology, Sport etc or may be based on a subject that is studied at school eg Chemistry, Biology, Maths, Art etc. Special Focus classes can also help pupils with the language they will need when they take an exam at their school eg GCSE maths, A'level Physics etc

Exam preparation

Exam preparation classes are for pupils who need to prepare to take the IELTS for entry to University or one of the Cambridge English exams; eg KET, PET, FCE, CAE, CPE, YL Starters, Movers, etc. Lessons may include tutorials and guided study sessions. Tutorials are meetings with a teacher to discuss progress and set agreed language targets for a pupil to achieve. Guided study sessions are opportunities for pupils to use material especially selected for them in order to work on areas of language they need to improve under the close supervision of a teacher.

Guided Learning Activities

These activities are supervised by ELH staff who will oversee each activity giving pupils a task they will need to complete. Teachers will help pupils with the language they will need in order to complete their task and will give pupils feedback on their achievements once the task is completed. These activities can help pupils make progress more quickly. They can teach pupils to organise their time more effectively and to become more autonomous learners. Guided learning activities can include the following:

- **E-Learning Lessons** conducted via an online platform. Pupils will meet teachers face to face for a lesson and will also complete work that is set online in their own time.
- **Project work** will give pupils the opportunity to produce individual and group projects covering a range of subjects such as writing a student magazine, creating advertisements, organising a day trip or music event, designing an internet blog page, creating a historical fact sheet etc Topics will be selected in line with the pupils' personal interests.
- **Play your play** will give pupils the opportunity to read, produce and film part of a play in English. This activity will encourage students to use all 4 skills and interact with each other to achieve the task.
- **Games in English** will allow pupils to play well known games in English. They will learn new vocabulary and practice their listening and speaking skills while having fun with their friends.

EAL (English as an Additional Language) and EHSW (extra help with school work)

EAL and EHSW classes will help pupils who are struggling with lessons at school because they do not have the level of English they need to study in an English speaking school. Classes may be subject specific to help pupils who are struggling in specific subject areas in their English schools.

EAL classes will help improve pupils English language ability so that they can follow classes in an English speaking school. EAL classes will focus on improving all areas of English eg reading, writing, listening, speaking, grammar, pronunciation, vocabulary but can also help pupils who are preparing for an exam eg IELTS, GCSE science, maths etc, A' Level physics, chemistry etc

- FOR PARENTS OF UNDER 18s
- FOR GROUP LEADERS
- FOR SCHOOL GROUPS
- FOR AGENTS

HOLIDAY COURSES FOR UNDER 18s

WHAT IS A HOLIDAY COURSE FOR UNDER 18s?

A holiday course for Under 18s is a summer holiday programme for pupils who are under 18 years old. A Holiday course will mostly run during July and August each year. Pupils can register for 1 week, 2 weeks, 3 weeks or 4 weeks in the summer.

WHO CAN BOOK THE HOLIDAY COURSE?

3 or more pupils can book this course providing they are a similar age, have a similar level in English and can attend classes together at the same time. If less than 3 pupils want to follow a programme in the summer please book a "One2One or Small Group Course" and ELH will give you the option of following the holiday course programme if there is availability. Pupils can enquire about the Holiday Course but their parents must book the classes. Schools, school group leaders and agents with more than 3 pupils can book classes for their pupils but the parents will need to sign the booking and registration forms.

WHAT ARE THE DATES AND HOW MUCH DOES IT COST TO JOIN?

Dates 2019

Start Date	Finish in 1 week	Finish in 2 weeks	Finish in 3 weeks	Finish in 4 weeks
24th June 2019	28th June 2019	5th July 2019	12th July 2019	19th July 2019
22nd July 2019	26th July 2019	2nd August 2019	9th August 2019	16th August 2019

Dates 2020

Start Date	Finish in 1 week	Finish in 2 weeks	Finish in 3 weeks	Finish in 4 weeks
22nd June 2020	26th June 2020	3rd July 2020	10th July 2020	17th July 2020
20th July 2020	24th July 2020	31st July 2020	7th August 2020	14th August 2020

Dates 2021

Start Date	Finish in 1 week	Finish in 2 weeks	Finish in 3 weeks	Finish in 4 weeks
21st June 2021	25th June 2021	2nd July 2021	9th July 2021	16th July 2021
26th July 2021	30th July 2021	6th August 2021	13th August 2021	20th August 2021

Holiday Course Fees

Prices are per student per hour

Number of weeks	2+ hours per week	4+ hours per week	6+ hours per week	8+ hours per week	10+ hours per week	15+ hours per week	20+ hours per week
1 week	£14.50	£14.00	£13.50	£13.00	£12.50	£12.00	£11.50
2 week	£14.00	£13.50	£13.00	£12.50	£12.00	£11.50	£11.00
3 week	£13.50	£13.00	£12.50	£12.00	£11.50	£11.00	£10.50
4 week	£13.00	£12.50	£12.00	£11.50	£11.00	£10.50	£10.00

IMPORTANT INFORMATION: This is the cost per pupil when you book for 3 pupils or more. If booking for less than 3 please see the One2One and Small Group Courses.

DISCOUNTS: Discounts are available for group bookings. If you book for 6 or more and pupils can be taught together in the same class ELH can offer up from 10% to 20% discount on course fees. If you book for 10 or more and pupils can be taught together in 2 groups ELH can offer from 25% - 35% discount on course fees.

NOTE THAT: Discounts given for bookings made through an agent will be inclusive of the agent's commission.

Prices are per person

Guided Learning Activities	£5 per hour	
Excursion:	£30 half day	£57 full day
Airport transfer	£110 one way	£220 return
Examination Fees	£160	
Accommodation		
• Homestay	Full board single study bedroom from £290 to £350 per week	
• Homestay	Full board shared twin study bedroom from £200 to £250 per week	
• Homestay	Full board shared triple study bedroom from £150 to £190 per week	
• Homestay	Full board shared quad study bedroom from £119 to £139 per week	
• Residential	Full board Residential accommodation from £100 to £129 per week	

Discounts may be available for group bookings in the prices of excursions, and airport transfers. Please tell us how many pupils will be in your group so we can let you know what is possible.

TIMETABLE - Holiday Course:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9:00-10:30 Lesson 1	9:00-10:30 Lesson 1	9:00-10:30 Lesson 1	9:00-10:30 Lesson 1	9:00-10:30 Lesson 1	9:00-10:30 Lesson 1	Trip to London 
Break	Break	Break	Break	Break	Break	
10:45-12:15 Lesson 2	10:45-12:15 Lesson 2	10:45-12:15 Lesson 2	10:45-12:15 Lesson 2	10:45-12:15 Lesson 2	10:45-12:15 Lesson 2	
12:15-13:00 Lunch	12:15-13:00 Lunch	12:15-13:00 Lunch	12:15-13:00 Lunch	12:15-13:00 Lunch	12:15-13:00 Lunch	
13:00-14:30 Lesson 3	13:00-14:30 Lesson 3	13:00-14:30 Lesson 3	13:00-14:30 Lesson 3	13:00-14:30 Lesson 3	Free time to shop in CMK	
Break	Break	Break	Break	Break		
14:45 - 16:15 Lesson 4	14:45 - 16:15 Lesson 4	14:45 - 16:15 Lesson 4	14:45 - 16:15 Lesson 4	14:45 - 16:15 Lesson 4		
Break	Break	Break	Break	Break		
16:30-17:00 Supervised study time	16:30-17:00 Supervised study time	16:30-17:00 Supervised study time	16:30-17:00 Supervised study time	16:30-17:00 Supervised study time		

HOW MANY HOURS PER WEEK WILL PUPILS STUDY?

Pupils can choose from 4 possible options:

Option A. - morning classes only eg 9 or 18 hours per week

Option B. - afternoons classes only eg 7.5 or 15 hours per week

Option C. - morning and afternoon classes only eg 33 or 35.5 hours per week

Option D. - all day classes with trips and excursions each week

WHERE WILL CLASSES TAKE PLACE?

Classes may be at English Language House in Central Milton Keynes or in a local school in Milton Keynes or a boarding school near Milton Keynes. There are many local schools in Milton Keynes but there are no boarding schools in the city. *(A boarding school is a school that has accommodation for pupils inside the school. The pupils and staff all live in the school and have lessons and take part in activities in the school. They travel by coach or minibus to visit Milton Keynes and when they go on trips)*

The location will depend on the total number of pupils, the age of the pupils and what the parents would prefer.

HOW MANY PUPILS WILL BE IN A CLASS?

We will try to have 6 pupils in each class. The biggest class we will have will be 12 and the smallest 2. We may agree to teach larger classes (eg 15 or 18 pupils) but only if this is required by a school, a group leader or an agent and only if this is a closed group. (A closed group is a group of pupils that arrive together and have lessons together. They do not have lessons with pupils who are not part of their group.)

- **FOR PARENTS OF UNDER 18s**
- **FOR GROUP LEADERS**
- **FOR SCHOOL GROUPS**
- **FOR AGENTS**

ONE2ONE and SMALL GROUP COURSES FOR UNDER 18s

WHAT IS A ONE2ONE COURSE?

This is a private lesson. It is a lesson where a teacher teaches a class with only one pupil.

WHAT IS A SMALL GROUP COURSE?

This is a lesson where a teacher teaches a class with 2, 3, 4, 5 or 6 pupils.

ONE2ONE and SMALL GROUP COURSES are suitable for single pupils or groups of pupils who want to improve their English. Schools, parents and group leaders can contact ELH to organise and book classes for their pupils. These courses are available all year round.

If you are a school or group leader with more than 6 pupils please contact us and ask us to give you a quote for your group.

WHAT CAN PUPILS STUDY DURING THEIR LESSONS?

Pupils study programmes can include any of the following:

- General English
- Special Focus
- Exam Preparation
- Guided Learning Activities *eg E-learning, Project work, etc*
- EAL = English as an Additional Language
- EHSW (extra help with school work)

It is also possible to help pupils with the English they need for something extra e.g. UCAS personal statement, entry exams for Universities in USA, Canada, Australia etc.

Just tell us what you need and we can include this in your course.

WHAT IS EAL AND HOW CAN EAL HELP YOUR CHILD

EAL is English as an additional language. It is a class that is suitable for pupils who want to study in an English speaking school. Many schools now teach pupils whose first language is not English. These pupils sometimes struggle because their English is not strong enough to follow classes in an English school. An EAL course will help pupils improve their English so they can follow classes in English, sit exams, attend University interviews and socialise with others without the need to rely on translation or the use of their mother tongue.

HOW TO FIND OUT MORE ABOUT EAL COURSES

- Your school can contact us and together we can arrange lessons. An ELH teacher can then start teaching your pupils during term time or during school holidays.
- Parents of children at your school can contact us. We can talk to the school and the parents to arrange

lessons. An ELH teacher can start teaching your pupils.

- The pupil or the parents can contact us and the parents can arrange lessons outside school time. These lessons will take place at ELH (English Language House).

WHEN CAN PUPILS HAVE LESSONS?

Lessons can take place any day and any time each week. The exact days and times of lessons will be agreed between the pupil's parents and ELH.

WHERE CAN PUPILS HAVE CLASSES

- At English Language House – the pupil can come to ELH
- At their school - ELH will send a teacher to the pupil's school
- At home. ELH will send a teacher to the pupil's home
- Online via synchronous and asynchronous e-learning tasks with support from an ELH teacher.

COURSE DATES - Start and finish dates

Students can start on any Monday (except a Bank Holiday Mondays) during the year and finish on any Friday.

Students who have selected dates which include Bank Holidays or ELH holidays will be given a credit note to use for alternative lessons or for social activities.

COURSE FEES

FEES FOR ONE2ONE AND SMALL GROUPS

Prices are per pupil per hour

	5+ hours	10+ hours	15+ hours	20+ hours	25+ hours	30+ hours
1 pupil	£29.00	£28.50	£28.00	£26.50	£26.00	£25.50
2 pupils	£15.50	£15.00	£14.50	£14.00	£13.50	£13.00
3 pupils	£14.00	£12.50	£12.00	£11.50	£11.00	£10.50
4 pupils	£13.50	£11.00	£10.50	£10.00	£9.50	£9.00
5 pupils	£13.00	£10.50	£10.00	£9.50	£9.00	£8.50
6 pupils	£12.50	£10.00	£9.50	£9.00	£8.50	£8.00

Groups of pupils must join together. They must start and finish their course on the same dates and be the same level and of a similar age so they can be taught in the same class during the same time/s.

Full payment of course fees must be made in advance of the course start date in order to benefit from the lower rates given in the above table. If you are not able to pay in advance of the course start date and you want to make payment after the start date then the cost per pupil will be £30 per hour. Please let us know if this is what you prefer.

WHAT IF PUPILS WANT TO JOIN THE ADULT HOLIDAY COURSES? IS THIS POSSIBLE?

It is sometimes possible for pupils who are 16 or 17 to join the adult classes available during the summer. If parents would like their children to join adult courses they must let us know and we will send them additional information PLEASE NOTE that this is only possible for 16 and 17 year olds and only if ELH believes the pupil/s have the level of maturity required to study in an adult class. ELH is not allowed to accept pupils who are under 16s in an adult class; this is a British Council rule and we cannot make any exceptions.

WHAT TO DO NEXT

Contact English Language House by email and tell us what information you need. You can also book a meeting at the ELH office or on skype if you want to speak to us.

We can then send you information and talk to you about your needs so that you can decide what is best for your pupils.

HOW TO REGISTER – The pupils’ parents or school will need to

- Arrange for the pupil to do an initial assessment
- Help the pupil to fill in a registration form and a needs analysis form if appropriate
- Bring the pupil’s passport for us to see
- Pay for the course

THEN PUPILS CAN START THEIR COURSE AND BEGIN TO IMPROVE THEIR ENGLISH

“We look forward to helping you achieve your English Language goals.”

ENGLISH LANGUAGE HOUSE IS CLOSED

You can see the dates we are closed on our website here: <https://www.elhuk.com/dates-we-are-closed.html>

IMPORTANT INFORMATION

Please make sure you read the “Terms and Conditions” carefully before you join the school. Once you have chosen your classes and paid for your lessons these lessons are booked for you and you will not be able to change your mind. If you think this might be a problem tell us about your problem before you pay and book your classes. You can add lessons to your timetable but you cannot deduct lessons once your course has started. ELH will only change your timetable if your level has improved and you can change to a higher level. ELH will not refund or reschedule lessons that students miss.

ELH CONTACT DETAILS:

English Language House, 300 Saxon Gate West, Central Milton Keynes, Milton Keynes, Bucks., MK92ES.
England Tel: +44 (0) 1908 694357

Email: info@englishlanguagehouse.co.uk

Website: www.englishlanguagehouse.co.uk

For up to date information check our Twitter page on: www.twitter.com/elhuk Or you can like our page on facebook: www.facebook.com/elhuk You can also talk to us on skype. Our skype address is: elhoffice