



HARROW SCHOOL
**SHORT
COURSES**

Summer 2020

ENGLISH LANGUAGE AND ACTIVITY COURSES

SERIOUS
STUDY...
SERIOUS FUN!

HARROW SCHOOL SHORT COURSES, FORMERLY KNOWN AS BABSSCO, IS A SPECIALIST PROVIDER OF ENGLISH LANGUAGE COURSES FOR YOUNG INTERNATIONAL STUDENTS BETWEEN THE AGES OF 8 TO 17.

We offer top quality EFL (English as a Foreign Language) Courses with Activities in July and August at two of the UK's most prestigious independent boarding schools in or close to London, along with online English courses. Harrow School Short Courses residential English language courses are accredited by the British Council for the teaching of English and we are members of Young Learners English UK and English UK.



**I WANT TO STAY
HERE LONGER,
LIKE EVERYONE.**

**ISABEL ALMENAR BOU,
AGE 13**

**IT WAS GREAT, I HAD
AN INCREDIBLE TIME
WITH MY FRIENDS,
EVERYONE WAS SO
NICE AND VERY GOOD
PEOPLE, I WISH I
COULD GO BACK
NEXT YEAR.**

ALVARO MILLA TEROL, AGE 12

**IT WAS
THE BEST
EXPERIENCE
OF MY LIFE.**

**USAMA COZZI,
AGE 14**

**IF YOU WANT TO IMPROVE
YOUR ENGLISH AND HAVE
FUN – HARROW SCHOOL IS
EXACTLY FOR YOU!**

AYSYLU GALLYAMOVA, AGE 16



**HARROW SCHOOL
SHORT
COURSES**

CONTENTS

4 The Short Courses Experience

**SERIOUS STUDY
SERIOUS FUN!**

14 Our Locations

HARROW SCHOOL

Harrow Juniors

Harrow Seniors

HEATHFIELD SCHOOL

English with Style

30 Online English

32 Practical Information

TERMS AND CONDITIONS



SHORT COURSES EXPERIENCE

EDUCATIONAL, MEMORABLE AND PRESTIGIOUS

For over 30 years Harrow School Short Courses has welcomed boys and girls from all over the world on our 'Serious Study, Serious Fun!' summer courses to improve their English and to learn more about English life and culture.



SERIOUS STUDY

OUR APPROACH

Summer school is the perfect opportunity to forget about exams and to focus on communicating in English. We encourage students to put their knowledge into practice, meaning they enjoy their language lessons, improve rapidly and feel proud of their progress. We call this 'Serious Study'.

Our summer English language courses are accredited by the British Council for the teaching of English in the UK and we are a member of Young Learners English UK and English UK. Harrow School Short Courses was inspected by the British Council in 2019 and scored 11 points of excellence.

OUR LESSONS

Lessons help students improve their speaking, listening and pronunciation skills, giving them confidence to communicate more fluently in English.

We teach language along with the soft skills that students need for success in modern life, such as teamwork, negotiation, debate, problem solving, presentation and leadership.

We aim to promote a love of language learning that will stay with students for many years to come.

OUR TEACHERS

Our qualified EFL (English as a Foreign Language) teachers all speak English at a native level. We look for teachers who are friendly, fun, enthusiastic and experienced in teaching young learners. Many teachers return to work for us year after year and continue working with us year-round delivering classes with Harrow School Short Courses Online. Our staff have current enhanced police checks, or an overseas equivalent, to show their suitability to work with children.

Accredited by the



for the teaching
of English in the UK

MEMBER

ENGLISH
UK



ABILITY LEVELS:

We teach students at all levels of ability from beginner to proficiency. Students are placed into the following ability levels for their classes:

BEGINNERS	You have no English or rely on a limited number of basic words and phrases to convey simple meanings and basic information.
ELEMENTARY	You can interact in a simple way, ask and answer basic questions and express opinions on very familiar topics.
PRE-INTERMEDIATE	You can participate in conversation with some assistance and describe and give opinions on everyday things and events.
INTERMEDIATE	You can hold a conversation and express your meaning in different situations. You can describe events, experiences, hopes, plans and ambitions.
UPPER INTERMEDIATE	You can have a fluent and natural conversation with native speakers without difficulty for either participant.
ADVANCED	You use an excellent range of language and can communicate fluently and naturally. You use language flexibly and effectively.
PROFICIENCY	You can convey finer shades of meaning precisely using a wide range of language and selecting an appropriate tone and style for the context. You can express yourself at length with a natural, effortless, unhesitating flow.

Each student receives an academic report at the end of their course. This shows their current ability level and what skills they need to reach the next level.



EXCURSION DAYS

3.5
Minimum

Included per course

NO ADDED FEE

All-inclusive

+£0

SUPERVISION

1:7
Minimum
Ratio

Offsite Juniors

SUPERVISION

1:10
Minimum
Ratio

Offsite Seniors

SERIOUS FUN!

EXCURSIONS

All our courses include lots of top quality excursions where our students can practise the language they have learnt in class. These are all included in the course fees. We will never charge you to attend an excursion, even if it's a West End theatre show!

Each course has a balance of tuition, activities, and excursions to ensure that our students get a taste of life in England, whilst improving their speaking and understanding of everyday English. This is what we call 'Serious Fun!'.

SOME EXAMPLES OF THE EXCURSIONS BEING ORGANISED FOR 2020 INCLUDE:

Excursions	Harrow	Heathfield
Arundel Castle		X
Bowling	X	
Brighton*	X	
British Museum	X	X
Buckingham Palace	X	X
Cambridge (inc. punting)*	X	
Covent Garden Market	X	X
Crazy Golf*	X	
Hampton Court Palace	X	X
The Making of Harry Potter, Warner Brothers Studio Tour*	X	
High Ropes Adventure*	X	
Houses of Parliament	X	X
Hyde Park (inc. boating)	X	X
Laser Tag*	X	
LegoLand*	X	
London Dungeon	X	
London Eye	X	
Madame Tussauds	X	
Natural History Museum	X	X
Outdoor Activity Centre*	X	
Oxford (inc punting)*	X	
Science Museum	X	X
Shrek's Adventure!	X	
St Alban's		X
Stonehenge and Bath*		X
Thames trip	X	X
Theme Parks*	X	X
Topgolf*	X	
Tower of London	X	
Wembley Stadium Tour	X	
West End Theatre Show	X	
Westfield Shopping Centre	X	X
Windsor Castle*	X	
Woburn Safari Park*	X	
Zoo	X	

* Excursions that take place outside of London.

Please note: This list is not exhaustive and is continuously being updated.

Please visit www.harrowschoolshortcourses.co.uk to keep up to date with the excursions available.



ACTIVITIES

Students return year on year to study with Harrow School Short Courses. Our boarding schools are among the best in the UK. This gives our students access to outstanding facilities for 'Serious Fun!' at our summer schools.

Outside the classroom, students practise English with a range of exciting activities. These are designed to use new language skills in social situations while making new friends. We have a full all-inclusive activities programme, so there is never a dull moment on a Harrow School Short Course. Our aim is for every student to try something new on their course.

SOME EXAMPLES OF THE ACTIVITIES AVAILABLE FOR 2020 INCLUDE:

Activities	Harrow	Heathfield
Afternoon Tea	X	
Animal Handling Experience	X	
Archery	X	X
Arts & Crafts	X	X
Badminton	X	X
Baseball	X	X
Basketball	X	X
Birds of Prey Experience	X	
Bowling	X	X
Bubble Show	X	
Circus Skills	X	
Climbing Wall	X	
Cookery	X	X
Cricket	X	X
Croquet	X	
Dance	X	X
Discos	X	X
Drama	X	X
English Sports Day	X	
Fancy Dress Parties	X	X
Fashion & Talent Shows	X	X
Film Evenings	X	X
Film-Making / Photography	X	X
Golf	X	
Hair & Beauty	X	X
Inflatables	X	
Karaoke	X	X
Lacrosse	X	X
Music & Dance Workshops	X	X
Obstacle Course	X	
Pottery Painting	X	X
Rugby	X	
Skateboarding	X	
Soccer	X	X
Swimming	X	X
Tennis	X	X
Team Building Games	X	X
Video Game Competitions	X	

Please note: This list is not exhaustive and is continuously being updated. Please visit www.harrow-school-shortcourses.co.uk to keep up to date with the exciting activities available.



OUR LOCATIONS

HARROW SCHOOL

AGES

JUNIORS AGES 9-11
SENIORS AGES 12-14, 15-17

GENDER

MIXED



Harrow School was founded in 1572. Famous past pupils include former British Prime Minister Sir Winston Churchill, the poet Lord Byron, the first Indian Prime Minister Jawaharlal Nehru and King Hussein of Jordan.

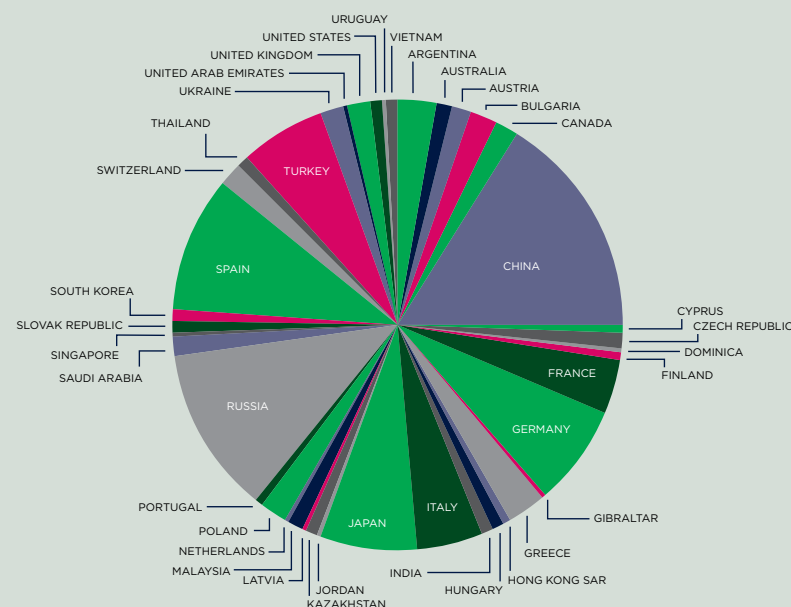
The school is considered amongst the most prestigious public schools in Britain, even the world. Summer school students are fully immersed in the Harrow experience, from staying in one of the famous boarding houses, to exploring the historic buildings where films such as Harry Potter were filmed. Harrow School boasts an impressive heated indoor pool, sports hall, tennis courts, theatres and a school farm.

Students are accommodated in single, twin or triple study bedrooms, with shared bathrooms in a Harrow School boarding house. Each house has its own beautifully landscaped gardens and recreational facilities, for example a five-a-side football pitch or basketball court.

Why Harrow School?

- Our summer school is managed by full-time Harrow School employees
- We don't have rolling enrollment
- Over 70% of our staff return every year
- We stick to strict nationality limits per course
- We have a high ratio of staff to students

WE APPEAL TO OVER 60 NATIONALITIES. HERE ARE OUR MOST POPULAR:



AVERAGE CLASS SIZE

10
Students

MAXIMUM CLASS SIZE

12
Students

TYPICAL RATIO

1:3
On Site

Staff:Students



ENGLISH LESSONS

15
Hours

Average per week

HARROW JUNIORS

ENGLISH AND MULTI-ACTIVITY

Our junior courses are for girls and boys aged 9 to 11. They run in July and early August. We accept students at all levels from those with basic English to students who have been studying at international schools and are bilingual.

Harrow juniors courses are two weeks, or can be combined for up to four weeks. Each week is unique in its content, from lessons and activities through to excursions, so no two weeks are ever the same.

Junior courses focus on a general English with multi-activity programme, combining English tuition with activities and excursions that let students practise their new language skills while also, importantly, having fun.

THE THEMES FOR 2020 HARROW JUNIORS COURSES WILL BE:

- British Culture & History
- Dramatic Arts
- Our Natural Environment
- Technology & Innovation

FEES AND DATES SUMMER 2020: Harrow Juniors

No. of Nights	Arrival Day	Departure Day	Age	Gender	Total Hours of English Tuition	Course Fee	Course Code
13	10-Jul	23-Jul	9 - 11	Mixed	30	£3,050	HSS 2A
26	10-Jul	05-Aug	9 - 11	Mixed	60	£6,100	HSS 2A + 4A
13	23-Jul	05-Aug	9 - 11	Mixed	30	£3,050	HSS 4A

I HAD SUCH A GREAT TIME HERE, IT WAS MY BEST TRIP EVER.
MARINA TRINIDAD FIDALGO, ARGENTINA

HARROW SUMMER SCHOOL WAS AN AMAZING EXPERIENCE WITH WONDERFUL STAFF. I REALLY HAD SO MUCH FUN!!
ATHINA MIKALOPOULOU, GREECE

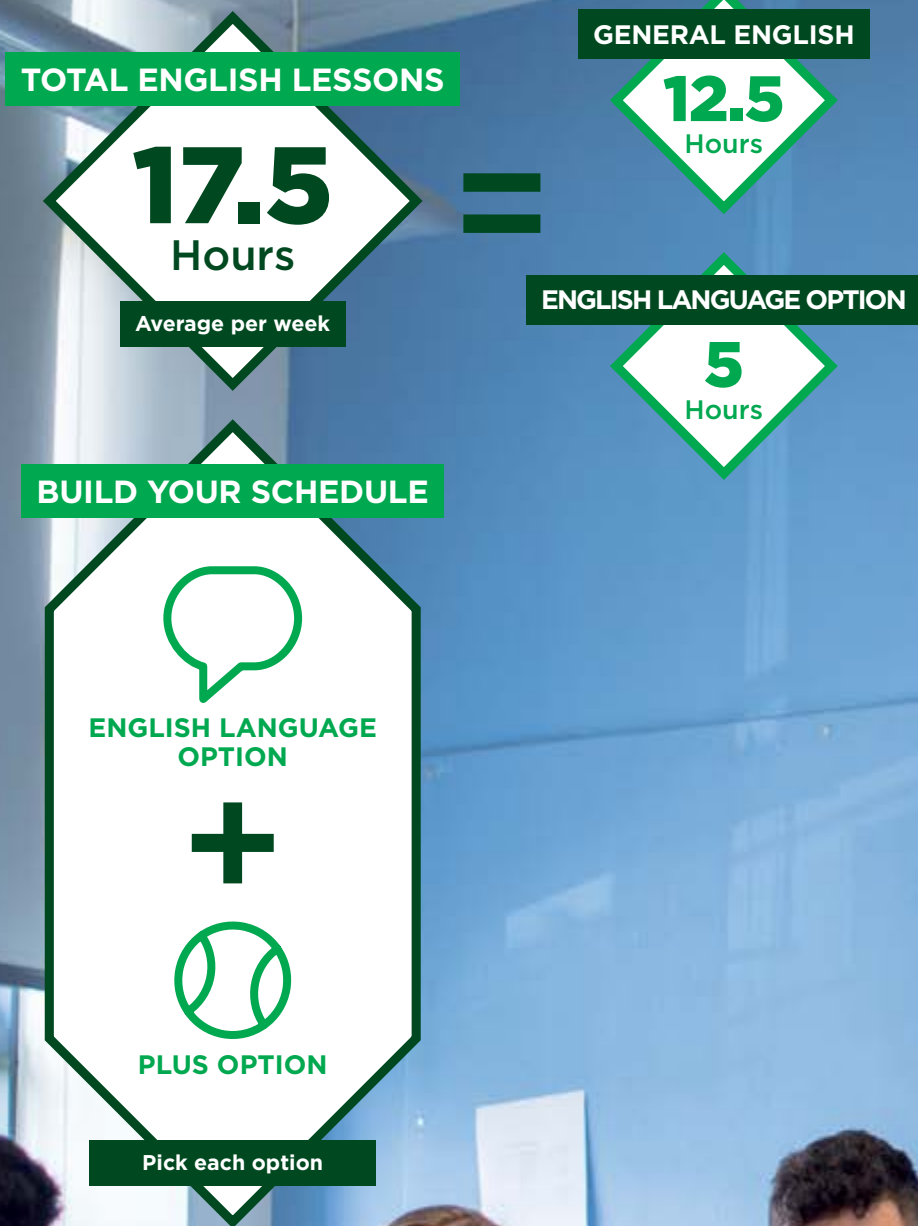
THE COURSE FEE INCLUDES:

English tuition, textbooks, stationery, school accommodation, academic report, social programme, sports, specialist tuition, meals, excursions, laundry, insurance, course certificate, a towel, course photograph and airport transfers (as per terms, if requested).

MAXIMUM

10
Students

Per nationality per course



HARROW SENIORS

Students between the ages of 12-17 can join our Harrow seniors courses. Students are split into two age groups, 12-14 and 15-17, for lessons and some activities and excursions. We accept students at all levels, from those who have only recently started learning English, to students who are preparing to study at university in the UK.

We know that as you move in to adulthood, a “one course fits all” approach isn’t the best use of your time, so Harrow Seniors allows students to pick from a preferred academic option and a Plus option. Fees are all inclusive, so there are no hidden charges for any of the options you can select to make your perfect summer camp schedule.

Fees and Dates Summer 2020: Harrow Seniors 12-14

No. of Nights	Arrival Day	Departure Day	Age	Gender	Total Hours of English Tuition	Course Fee	Course Code
13	10-Jul	23-Jul	12 - 14	Mixed	35	£3,050	HSS 2B
26	10-Jul	05-Aug	12 - 14	Mixed	70	£6,100	HSS 2B + 4B
13	23-Jul	05-Aug	12 - 14	Mixed	35	£3,050	HSS 4B
26	23-Jul	18-Aug	12 - 14	Mixed	70	£6,100	HSS 4B + 6B
13	05-Aug	18-Aug	12 - 14	Mixed	35	£3,050	HSS 6B

Fees and Dates Summer 2020: Harrow Seniors 15-17

No. of Nights	Arrival Day	Departure Day	Age	Gender	Total Hours of English Tuition	Course Fee	Course Code
13	10-Jul	23-Jul	15 - 17	Mixed	35	£3,050	HSS 2C
26	10-Jul	05-Aug	15 - 17	Mixed	70	£6,100	HSS 2C + 4C
13	23-Jul	05-Aug	15 - 17	Mixed	35	£3,050	HSS 4C
26	23-Jul	18-Aug	15 - 17	Mixed	70	£6,100	HSS 4C + 6C
13	05-Aug	18-Aug	15 - 17	Mixed	35	£3,050	HSS 6C

I ENJOYED EVERY DAY. I HAVE NEVER BEEN HOMESICK OR WANTED TO GO BACK TO JAPAN. THE STAFF ARE VERY KIND AND INTERESTING. THE TEACHERS ARE ALSO VERY EASY TO UNDERSTAND. THANK YOU!!!!!!
MAYU NAKATA, JAPAN

THE COURSE FEE INCLUDES:

English tuition, textbooks, stationery, academic report, school accommodation, social programme, sports, specialist tuition, meals, excursions, laundry, insurance, course certificate, a towel, course photograph and airport transfers (as per terms, if requested).



MAXIMUM

8
Students

Per nationality per course



ENGLISH LANGUAGE OPTIONS:

PROJECTS AND PRESENTATIONS

In these lessons students work together to produce a project that is a reminder of their time at Harrow Summer School. They show their completed project to other groups in a presentation session at the end of their course and one group is declared the winner.

Project work helps students develop their communication and language fluency as well as promoting teamwork, time management and presentation skills. Previous projects have included short films, vlogs, drama performances and photo stories. The important thing is for students to enjoy what they are doing, learn and practise new language and to produce something they are proud to show to friends at summer school and home.

ENGLISH FOR ANALYSIS AND DEBATE

These lessons are perfect for students who want to study at English-medium schools or universities. The aim is for students to develop their ability to understand academic language and express themselves using this language. We focus on how to form and defend your opinions and how to analyse and question the opinion of others. The skills and language covered will be helpful to students who are taking a test for academic purposes such as IELTS or school or university entrance exams. Due to the language content students need to have an intermediate level of English in order to study on this course.



PLUS OPTIONS:

MULTI-ACTIVITY

10 July – 18 August

Multi-Activity is our most popular selection at Harrow seniors! As no two weeks at Harrow School are the same, these courses can be combined to create a longer adventure.

Multi-Activity courses include activities and excursions that let students practise their new language skills while also, importantly, having fun and making new friends.

SCIENCES

10 July – 23 July

This Plus option enables students to understand and explore a mix of sciences using Harrow School's excellent facilities. You will learn about our position in the universe and the observational techniques of astronomy in our space observatory. Students will have fun with chemical reaction experiments and explore biological sciences and zoology, all while using English to work as a team. Students who select sciences will need an English level of intermediate or above.

At the end of this course, students receive an academic report and their science lesson plans from their Harrow School science teacher.

TENNIS

10 July - 23 July

Harrow School produced the first ever Wimbledon Champion in 1877, so this course's location provides the perfect inspiration for students. Expert instructors teach on the School's 12 acrylic courts with the instructor to student ratio at 1:8 or lower. Our Tennis Plus option caters for all levels from beginner to advanced with topics covering: service, ground strokes, volleying, positional play, tactics and match play.

Students receive a report at the end of this course, having their levels assessed from beginner through to international standards by their Lawn Tennis Association (LTA) qualified instructors.

DRAMA

23 July - 05 August

Drama is a dynamic Plus option offering students insight into a wide range of dramatic genres and forms, as well as helping develop skills in analysis, creativity, empathy and teamwork. Harrow's rich dramatic tradition and well-resourced Ryan Theatre mean students have the opportunity to develop their skills to a very high level, on the same stages where famous alumni such as Benedict Cumberbatch learnt to act as a boy.

Students will learn skills that are at the heart of communication, expression and storytelling, and then create a presentation allowing vital experience in a live performance environment. Topics covered include storytelling, improvisation, scene study, acting, character, physicality, voice and stage combat.

At the end of this course, students will receive a report of effort and participation, along with ideas on techniques to practise when they return home.

LEADERSHIP

23 July - 05 August

Confident, ethical and thinking leaders are vitally important in the challenging world we live in. Harrow School's 'Leadership' Plus option will give students a wonderful opportunity to learn about the 'art of leadership', to help prepare them for the exciting demands in the future.

Using Harrow's rich and unique experience in helping nurture and develop young leaders, students will be introduced to many of the key elements of leadership that are so vital in understanding what qualities good leaders need. Topics will include 'What is Leadership', leadership and teamwork roles, practical leadership tasks, communication skills, emotional intelligence, vision, creativity and motivation, courage, perseverance and assertiveness and leadership in business.

At the end of this course, students will receive a report of effort and participation, along with ideas on areas of leadership to focus on when they return home. Students who select leadership will need an English level of intermediate or above and be aged 15-17.



HEATHFIELD SCHOOL

Accredited by the British Council as Heathfield Summer School

AGES **8-17** GENDER **GIRLS ONLY** 

Heathfield School was founded in 1899 and is one of England's top all girls boarding schools. Notable alumni include model Amber Le Bon, the actress Sienna Miller and the co-founder of Jimmy Choo, Tamara Mellon. Situated near Ascot in Berkshire, Heathfield is Harrow School Short Course's girls-only campus. Example excursions include a guided tour of London by bus and boat, shopping in the capital, and visits to places such as Stonehenge, Arundel Castle and St Alban's.

Heathfield's facilities include an indoor swimming pool, a sports hall, tennis courts, a new performing arts centre, dance and drama studios and a cookery suite. Example activities include aerobics, archery, arts and crafts, basketball, beauty product making, bowling, cookery, dance, drama, karaoke, music, hair and beauty, racquet sports, tennis and trampolining. Heathfield Summer School organises barbecues, discos, fancy dress parties, cinema trips and fashion shows.

Students must have a spoken level of English that is elementary or higher to study at Heathfield School.

FEES AND DATES SUMMER 2020: English and Activities

No. of Nights	Arrival Day	Departure Day	Age	Gender	Total Hours of English Tuition	Course Fee	Course Code
14	11-Jul	25-Jul	8 - 17	Girls	30	£2,380	TSS 1AB
21	11-Jul	01-Aug	8 - 17	Girls	45	£3,570	TSS 2AB
28	11-Jul	08-Aug	8 - 17	Girls	60	£4,760	TSS 3AB
21	18-Jul	08-Aug	8 - 17	Girls	45	£3,570	TSS 4AB
14	25-Jul	08-Aug	8 - 17	Girls	30	£2,380	TSS 5AB

THE COURSE FEE INCLUDES:

English tuition, textbooks, stationery, accommodation, academic report, social programme, sports, specialist tuition, meals, excursions, laundry, insurance, course certificate, and airport transfers (as per terms, if requested).

AVERAGE CLASS SIZE

12
Students

MAXIMUM CLASS SIZE

16
Students



ENGLISH LESSONS

15
Hours

Average per week

STYLE INSTRUCTION

15
Hours

Average per week

ENGLISH WITH STYLE

Operated by Heathfield Summer School

AGES

14-17

GENDER

GIRLS ONLY



English with Style has been designed for girls to learn more about British culture, modern manners, life skills and style. It aims to raise their self-esteem and to contribute to their personal development in preparation for the adult world.

English with Style runs for one week only and must be preceded by at least one week of General English and Activities. Students must have a spoken level of English that is intermediate or higher (B2 on the Common European Framework, 5+ on IELTS or Cambridge First Certificate).

TOPICS INCLUDE:

- **Culture and Debate** (art & literature, the role of young women in the 21st century - in education, the media and the workplace, workshop with British girls)
- **Etiquette and Skills** (social graces, making presentations, 'standing tall', flower craft, cookery).
- **Image and style** (fashion design, body language, makeup and hair)
- **Wellbeing** (skin and nail care, yoga, dance, aerobics, nutrition)
- **Entertainment** (London theatre visit, art and design museum, shopping, welcome disco)

FEES AND DATES SUMMER 2020: English with Style

No. of Nights	Arrival Day	Departure Day	Age	Gender	Total Hours of English Tuition	Course Fee	Course Code
14	25-Jul	08-Aug	14 - 17	Girls	30	£2,730	TSS 7B
21	18-Jul	08-Aug	14 - 17	Girls	45	£3,920	TSS 8B
28	11-Jul	08-Aug	14 - 17	Girls	60	£5,110	TSS 9B

LEARN ONLINE

Harrow School Short Courses is more than just a summer school; we are committed to supporting students in English language studies year-round with online private tuition. HSSC Online is an English School providing high-quality EFL tuition to young learners in a secure environment.

Our students attend one-to-one tutorials hosted in virtual classrooms and, under the direction of their teacher, work their way through courses on our online campus.

WHY CHOOSE HSSC ONLINE?

- Study year-round, one-to-one with a teacher, whenever and wherever you like
- Study general English or prepare for international English language exams like PET, FCE, CAE and IELTS
- Create your own study plan with your teacher
- Attend individual tutorials in a virtual classroom to practise your speaking, listening and pronunciation
- Go at your own pace and cover a study programme that's personalised to you
- Get instant feedback on your progress and review recordings of your lessons any time
- Receive a full progress report at the end of your course

SUMMER SCHOOL OFFER

Any students attending a Harrow School Short Course in 2020 are entitled to a discount when booking online tuition lessons. These can be taken before or after their summer school course. A reduced price of just £420 for the ten lesson programme will be available for any summer school students wishing to continue studying English Online.

You can book online at:
www.harrowschoolshortcourses.co.uk/online-tuition

Please note, online courses are not covered by our British Council accreditation for the teaching of English.



HARROW SCHOOL ONLINE

We also teach International A Levels year round. Find out about how our online sixth form is bringing the richness of a Harrow School education into the homes of girls and boys around the world.

WWW.HARROWSCHOOLONLINE.ORG



PRACTICAL INFORMATION

If a transfer has been requested, our staff will meet the students arriving at an airport (or St Pancras Station for Eurostar arrivals), and accompany them to their destination school. We collect any children travelling as Unaccompanied Minors directly from their airline representatives. An Unaccompanied Minor is where you pay the airline to escort your child from their home country to the United Kingdom. Please check if this service is available from your airline or Eurostar.

On departure day, we will take students to the relevant airport, through check-in and to the security gate. Those travelling as Unaccompanied Minors will be taken to meet their airline representatives. We also offer transfers from St Pancras International Station, for Eurostar journeys only.

Transfers (as indicated below and in the Terms and Conditions) are included in the course fee and valid for the arrival and departure day of the course that the student has booked.

School / Terminus	Heathrow	Luton	St Pancras
Harrow	X	X	X
Heathfield	X		

*Please see Terms and Conditions for specified times on free transfers and more information on 'special transfers' for a fee. Contact the Harrow School Short Courses registrations team should you have queries before booking your flight.



STUDENT WELFARE

Every member of our staff has passed a police check. Junior students are accompanied by staff at all times. Unless parents tell us otherwise, students aged 12 or older may be allowed to go shopping unsupervised when on excursions, but only if they are in a group. On excursions juniors are supervised at a ratio of 7 students to 1 adult. For senior students the supervision ratio is 10 students to 1 adult.

All our staff are trained to the highest standards, and supervision ratios are always kept high. We operate a pastoral care system for all students, ensuring they are safe and secure and enjoying their courses.

ACCOMMODATION

Boys and girls are accommodated in secure boarding houses with shared bathrooms. Each house has at least one TV room and there is usually a games room too. Laundry is done for the students once a week.

MEALS

Most meals are eaten in the school dining halls, where both hot food and salads are served. On excursions, students either eat at a café or restaurant, or are given a packed lunch. During lessons breaks, refreshments are available. All schools have a snack shop (traditionally called a 'tuck shop') or vending machines.



TERMS & CONDITIONS

Harrow School Short Courses is a trading name of Harrow School Enterprises Limited registered in England, company number 1617359.

Harrow School Enterprises Ltd is a wholly owned subsidiary of Harrow School ('The School'), registered charity number 310033.

Courses at Harrow School are operated by Harrow School Enterprises.

Courses at Heathfield School are operated by Heathfield Summer School.

ENROLMENT

Places on each course are limited and we advise you to apply as early as possible. Enrolments open in November and remain open until the end of July or until all course places are sold.

All Harrow School Short Courses applications and deposit payments must be made online.

An enrolment is not complete until we have received the deposit or full fee and confirmed the booking in writing.

The initial deposit of £550 per course per student is part of the full fees and not an additional cost. Deposits are required to reserve your course place and are non-refundable. We require an online deposit payment via Flywire for each course that you book before Friday, 1 May 2020. If the application is accepted after 1 May 2020, we must receive full payment of fees via Flywire at the time of booking.

Harrow School Short Courses must receive the full balance of fees for all courses by Thursday, 7 May 2020. If we do not receive payment by this date, we may cancel the student's place on the course and we will retain the deposit payment.

It is your responsibility to check before the payment deadline if there are any foreign exchange restrictions in your country and to plan with your bank in advance to ensure we receive payment by the deadline.

If incorrect information is provided in the application (e.g. the age of the student) to Harrow School Short Courses, we may ask the student(s) to leave the course. If this happens, we will not refund the course fees.

Places are held for three working days after we email to accept an application. We will release the place if we do not receive the deposit or full payment within the deadline given in the acceptance email.

The parental consent form, including Emergency, Medical and Travel, etc must be submitted within the deadline given. Any misinformation or withheld information may result in the child being asked to leave the course without refund.

At registration, all students will need to give us their passport/ID Card. This includes students arriving with their parents or guardians. It is a requirement of the UK Border Agency that we keep passports onsite and securely stored. We return passports to students at deregistration.

Students studying at the same school will not necessarily stay in the same boarding house, or have activities, lessons or excursions together.

CANCELLATION

Please contact us immediately via written request at summerschool@harrowsschool.org.uk if you need to cancel your course (see Liability and Insurance sections).

If you cancel after 1 May 2020, we retain your full fees. Depending on the reason for cancellation, you may be covered by the insurance policy which is included automatically in all course bookings after we have received the deposit payment. Please contact us for details of this policy.

You must support any cancellation claims with documentary evidence.

If your cancellation is because of a visa refusal, please see 'Student Visas', as separate conditions apply.

Bookings cannot be transferred, and deposits cannot be refunded.

Any unused portion of the course fee cannot be refunded.

AMENDMENTS

After a student has registered, you cannot change their name. The name on the application must match the legal name on the student's current passport.

Students are able to change the course that they are booked onto after payment has been received providing the course is at the same centre and there is space available. There will be an administration fee of £75 for changing course. If you want to study at a different centre, we will regard this as a new booking. Please see our cancellation policy.

The senior courses at Harrow School include options for activities and academic study. Applicants must confirm these options at time of booking.

Any request for an option change must be submitted in writing to summerschool@harrowsschool.org.uk. If the change is possible, there will be an administration fee of £75 for the amendment.

AIRPORT AND EUROSTAR TRANSFERS

We must receive your travel details by the deadline given in your booking confirmation email.

Harrow School Short Courses always confirms travel details via email. Do not assume that Harrow School Short Courses has received travel details until you receive an email from us.

You must inform us immediately of any changes to your travel arrangements. We must receive any changes to arrival travel details at least ten working days before the start of the course and any changes to departure travel details at least ten working days before the end of the course.

If we do not receive travel details or amended travel details within ten working days before the start of the course or if there are changes on the day of the transfer, there will be an administrative fee of £100 if the transfer is approved. However, not all late transfer requests are possible.

We will organise a scheduled transfer from/to our designated airports or St. Pancras Railway Station (EuroStar only) for students who send

us travel details within the deadline given and hold a valid return ticket with a time and date for the transfer scheduled. You cannot arrive with an undated ticket and Harrow School Short Courses cannot book your return ticket.

Transfers are normally by car, minibus or coach. We may occasionally use trains or public transport for transfers. We do not run a shuttle service.

School Name	Arrival	Departure
HARROW SCHOOL	06:00 – 18:00	09:00 – 19:00
HEATHFIELD SCHOOL	06:00 – 18:00	09:00 – 19:00

DESIGNATED AIRPORTS:

Students attending Harrow School should arrive at St Pancras Station (EuroStar only), Heathrow or Luton Airports.

At Heathfield School students must arrive at Heathrow airport only.

Practical information can be found in the HSSC brochure or student handbook for arrival and departure times and designated airports per school.

Please contact the Harrow School Short Courses Registration team at summerschool@harrowsschool.org.uk if you would like to check your travel arrangements with us before booking.

We may be able to accept requests for transfers that do not meet our travel requirements at an additional cost. For example, if you want to fly into or out of alternative airports, we may be able to arrange this. However, all transfer requests outside our terms and conditions must be approved. If the transfer is approved, there will be a fee per transfer/per journey/per student. Please contact the Harrow School Short Courses registration team at summerschool@harrowsschool.org.uk to check before making your travel arrangements.

Please note, we will not provide transfers for students being dropped off at one of our designated airport or Eurostar station by an adult unless the student is booked on a flight or train arriving that day. We will also not provide transfers for students meeting an adult at an airport or St Pancras Eurostar station unless the student is booked on a flight or train leaving that day.

A student cannot arrive early and wait for our staff if their arrival is before our transfer window and we cannot leave a student at the airport or train station to wait if the departure is after our transfer window.

Students who have a scheduled transfer with us will arrive at the airport approximately three hours before their flight/train departs. We will check in the students and stay with them until we can send them through the security gate and will not release them from our care until this point.

Adults can meet students at the check-in desk, but our staff cannot wait for adults.

Students must pay the cost of excess baggage and Unaccompanied Minor (UM)

charges; Harrow School Short Courses is not responsible for these costs. It is the parent's responsibility to check the airline's arrangements for the payment of airport departure tax, the maximum luggage allowance or any airline policy which may affect the student's departure on transfer day.

We can only provide transfers for students booked on our courses.

Students attending Harrow School who do not require a transfer must arrive at the school with a parent or an authorised adult between 13:00 and 17:00 and depart with a parent or an authorised adult between 09:00 and 13:00. Please note, you may not be able to check into your bedroom before 14:00.

If a student will be collected by an adult who is not the parent or legal guardian, the parent or legal guardian must first complete an authorisation form in advance, giving us the name of the adult no later than 48 hours before the student's departure date. All adults must show photographic ID to Harrow School Short Courses staff and sign the deregistration form before we release the student into their care.

As a part of our Safeguarding and Pastoral care, we will send advance notice of any changes to the authorised adult before we can release the student.

VISITORS TO THE COURSE

Any relative or friend who wants to take a student out during the course must ask for the permission of the Centre Director or their delegate at least 48 hours in advance. We require students to attend all of their lessons.

If the visitor is not the parent or legal guardian of the student, we must receive the completed authorisation form from the parent or legal guardian at least 48 hours in advance.

The visitor must show photographic identification to Harrow School Short Courses staff before we release the student into their care.

All students are required to be signed out and signed back in to Harrow School Short Courses' care by the parent, guardian or authorised visitor.

Parents or guardians are welcome to accompany students to their boarding house on arrival day but are not allowed in to boarding houses during the course or on collection.

Parents, relatives and friends are warmly invited to attend the awards ceremony held at the end of the student's course.

STUDENT VISAS

Some nationalities will require student visas, and obtaining a visa is the responsibility of the client.

Harrow School Short Courses can provide students with a letter of acceptance and visa support letter (for the registered student only) on receipt of the deposit payment.

Should a visa be rejected by the Entry Clearance Officer, and the client has followed all the correct procedures, the following refund policy applies:

If a visa application is rejected and we receive written evidence at least six weeks before the start of the course, we will refund the fees received in full, less an administration fee of £300.

If written evidence of a visa refusal is received less than four weeks prior to the start of the course, then the refund will be paid less the administration fee of £300 and the non-refundable deposit paid at the time of booking.

Where we receive this evidence, the refund will be paid back to you within four weeks of you providing us with bank details and written authorisation that the refund should be paid to that account.

With all visa refusals, original written documentation issued by the Entry Clearance Officer must be provided to Harrow School Short Courses to qualify for any refund.

Harrow School Short Courses will not refund a client should the reasons for refusal be related to insufficient, incorrect or false documentation.

Harrow School Short Courses will not refund a client should the client not have applied with sufficient time for the visa to be approved. We strongly recommend clients apply at least three months prior to the start date of the course.

LIABILITY

Harrow School Short Courses and The School has public liability insurance.

Any liability of Harrow School Short Courses or of The School to the student, parent or guardian, in respect of which Harrow School Short Courses or The School has insurance cover, shall be limited to the amount of such cover and any such liability.

Nothing in these terms and conditions shall operate to exclude any liability of Harrow School Short Courses or The School for personal injury or death caused by negligence of Harrow School Short Courses or The School or our respective servants and agents.

It is a condition of the contract between Harrow School Short Courses, The School and the student or their parent or guardian, that Harrow School Short Courses and The School is not in any way liable to the student or the parent or guardian in the event that any service contracted to be supplied by Harrow School Short Courses or The School becomes impossible to supply, due to reasons outside of our control.

INSURANCE

Harrow School Short Courses provides insurance cover as part of your enrolment. This is designed to meet the needs of our students coming on courses in the UK.

There is no extra charge for this cover. Your cover starts automatically when we receive your deposit payment.

Please contact the Harrow School Short Courses registration team for full policy terms and conditions.

The insurance is arranged by One Broker and underwritten by Chubb European Group SE. Both entities are subject to regulation by the Financial Conduct Authority in the UK.

If there are costs involved in the medical treatment of a student, you must pay these costs initially. If you want to claim for these costs, you must do so directly with the insurers.

PASSPORT, TICKETS AND POCKET MONEY

Students must submit their passport/ID and travel ticket at registration on arrival at the school. These documents will be kept securely throughout the course.

Pocket money can be handed in at the start of the course. Our insurance policy covers for loss of cash of up to £250 only. We recommend that you purchase a debit card or a credit card for use in the UK. You can then add extra pocket money if required.

Any additional pocket money transferred to Harrow School Short Courses by bank or credit/debit card while the student is on a course will incur an administration fee of £30 per transaction.

Harrow School Short Courses will not lend or advance pocket money to any student.

COURSE RULES

Students must arrive on the day their course begins and leave the day their course ends.

Students must be on time for all meals, classes, activities and excursions on the schedule.

Students must keep their rooms tidy and make their own beds.

Students must pay for any damage to property, equipment or rooms.

No student of any age is allowed to drink or have alcohol.

Any student who takes or has illegal drugs will be required to leave the course immediately.

Students cannot smoke at any time. If we find evidence of smoking in a building, that student will leave the course immediately.

In the boarding houses, girls and boys may only mix in the areas agreed by the Centre Director.

Any form of bullying or intimidating behaviour is completely forbidden.

Students must be in their rooms and silent at the time given by the House Parent (or their delegate).

Students must turn off their mobile phones during all lessons and scheduled activities.

Students who do not obey the course rules or who repeatedly misbehave or do not follow the instructions of the course staff or otherwise disrupt the smooth running of the course will be asked to leave the School and the course immediately at their own expense. No part of the course fee will be refunded. Parents or guardians must collect a student or arrange a flight within 24 hours of notification of a student's withdrawal from a course. For any additional days an expelled student remains on site there will be a £150 supervision charge.



HARROW SCHOOL
**SHORT
COURSES**



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

www.harrowschoolshortcourses.co.uk

PHONE +44(0)20 8426 4638

EMAIL summerschool@harrowschool.org.uk



/harrowSchoolSC



@harrowschoolsc



@HarrowSchoolSC



/Harrow School Short Courses