



Cambridge **C A E** Academy of English

quality English teaching since 1975

Adult Courses



Young Learners



Professional English



Group Training



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



English courses for 2020



A personal welcome



John Barnett
Principal

Dear Student of English,

The Cambridge Academy of English was founded in 1975 and, since its opening, many thousands of people of all ages and from more than 75 different countries have studied at CAE. At CAE you will find a friendly, caring and hard-working environment that is ideal for serious study. We are located in a comfortable and very secure residential area on the outskirts of Cambridge (15 minutes by bus from the centre of this world-famous university town), and all our homestays are within easy reach of the school - normally within walking distance.

For us, each CAE student is special and different, with particular needs and objectives. We are small enough for every student to be important as an individual, but also big enough to provide a wide range of courses and levels.

In this brochure you will find details of the different English courses we run at CAE. We offer:

Adult General and Examination Courses

English for Professionals and Lawyers

Closed Group courses for Schools and Colleges

Summer Young Learner Courses

If you need further information, please contact us at CAE or contact a CAE representative in your country, who will be able to give you information particularly suited to your country and personal circumstances, normally including travel arrangements.

Looking forward to seeing you at CAE!

John Barnett BA(Hons.), Cert TEFL, ADELTM

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Adult courses in Cambridge

Cambridge - one of the most famous university cities in the world!

If you are an adult of any age and you are learning English, you will already be very different from anyone else on your course – your experience, your needs, your lifestyle and your plans for the future.

You might want a short or long course in English. You might want to prepare for a certain examination (IELTS? Cambridge?) Whatever the case, you can have a course that is designed around you – personally!

In this Adult student section of our brochure you will find out more about the ways we can do this, such as:

- Special English Language options
- 1:1 tutorials at regular intervals in class with your main teacher
- A teacher nearby to help you with your homework assignment
- The Sunday Speaking Club – a chance for free debate

But also there's something else we can offer to make your course **very** special...



Cambridge is our home ...

The Cambridge Film Festival
Summer in the City season
Shakespeare Festival
The Strawberry Fair
The Cambridge Wordfest
Cambridge Folk Festival
Science Festival
Buskers and Street Musicians Festival
Pop in the Park

... and all just 60 minutes
from Central London!

Cambridge itself

The **university** that has been at the heart of our city for 800 years is one of the world's oldest, most beautiful and most well-known. Famous students have included Isaac Newton, Charles Darwin, Stephen Hawking, 15 British Prime Ministers and 95 Nobel Prize-winners (and even James Bond!).

But Cambridge is also about the very latest of **today!** On your doorstep is the internationally famous 'Silicon Fen' – a collection of high-tech and bio-tech companies that have made Cambridge their home.

All this history, culture, science and technology on hand gives us at CAE wonderful opportunities to supplement your course with fascinating study-trips and excursions – so that your English-learning experience at Cambridge will be something much more valuable than a simple language course.

And don't forget... Cambridge is home to many of the brightest young students in the world! They **all** demand high class entertainment all year round! So among all the historical beauty you will find lots of **restaurants, clubs, pubs, interesting cafés, theatres, cinemas and concert halls together with modern shopping and sports centres.**



Adult General English Course

- Minimum age – 16 years
- Levels – Beginner to Advanced
- Flexible course lengths – from 2 weeks to one year
- Flexible start dates – most Mondays
- Class size – maximum 12, average 9
- 21 hours (of 60 minutes) in classroom + 10 hours teacher-assisted self-study per week
- Exams offered – IELTS, Cambridge, Linguaskill Business and others
- General English + Electives
- Regular 1:1 tutorials
- Study trips around Cambridge

Course Structure

Courses at CAE run non-stop throughout the year except for a 2- or 3-week break over the Christmas period (second half of December).

Starting your Course

Entry into courses at CAE is very flexible so that you can start your course most Mondays in the year. However, it is generally better to start your course at the beginning of a 12-week programme or at the start of a 4-week 'module'.

Length of your Studies

- Some students come to CAE for short periods – perhaps only **two or three weeks** – but even during a short stay they find that the friendly environment, dynamic lessons, electives and exciting social programmes help them to make rapid progress in their English learning.
- Other students come to us for longer courses – very often for **two to six months** – to prepare for one of the many exams we offer (see *Exams and Exam Courses page 12*). They soon become part of the CAE community, and form friendships which continue long after they return to their own country.
- There are also students who come to us for long periods – **six months or more**. Such students can follow a course containing special elements designed to be as relevant as possible to their plans for future academic study (see also 'Academic Year Student', page 9).

Class Size

For most of the year the average number of students in your class will be 9 – the maximum is only 12. Furthermore, we make every effort to ensure that there is a good mixture of different mother tongues and cultures in every class.

English Level

This will be assessed as soon as you arrive at the school. We will give you a short test which will tell us both your spoken and written English levels. We will then place you in one of 7 levels from Beginner to Advanced. If for any reason you are unhappy with your class, we will always be available to help. (For more details about your level see page 12.)

Tutorials

If you are studying for a period of more than 2 weeks, one important feature of your course will be the regular 1:1 tutorial with your teacher – an opportunity to review your progress and identify areas for individual study.

CAE has been preparing students for major English language examinations since 1975 – and exam courses remain our core activity. The two most commonly requested exam courses are **IELTS** (required for entry to UK universities) and the **Cambridge exams**.





Exam Preparation

IELTS

This important test of academic English is used by many universities around the world as an entry requirement. To achieve a high IELTS score, candidates need a high level of oral English combined with skills in academic writing and reading. By combining our morning programmes with academic training in the afternoon we are able to offer a preparation programme that can be followed for several months or as little as two weeks, **and at any time in the year**.

Cambridge exams (including summer)

The main requirement for success in the Cambridge exams is an appropriate level of General, or 'everyday', English. Practice in the specific 'exam technique' of the Cambridge exams is also very useful.

The ideal preparation for Cambridge exams is 8-12 weeks, but we realise that in many cases students have less time available for study, especially in summer. We therefore offer:

3 courses leading to Cambridge exams in March, June and December (all are 12 weeks **but available over a shorter period** if necessary).

2 courses leading to exams in July and August (**4-6 weeks**)

In addition to training in General English, students on these courses will have the opportunity to practise examples of the tasks set by the Cambridge exams in our afternoon Cambridge Exam Workshops.

However, **all** Adult General English classes at Cambridge Academy are broadly based on the 'communicative' Cambridge Examinations syllabus – so that even a short stay at Cambridge Academy will provide useful training in the General English that forms the basis of the Cambridge exams. Such shorter courses can be booked **at any time of year**.

Other examinations

Our flexible Electives programme (see page 6) also gives us the opportunity to prepare students for other examinations, such as TOEFL and TOEIC.

NB It is of course important that candidates are realistic about their current English level, and what they can hope to achieve in the time available. (For more details of all the examinations available, please see Examinations and Exam Courses page 12.)

So, here's what your day will be like:-

The example timetable here is for a student who chooses an Examination preparation course *

9:15-10:45 New Language – lessons in grammar and structures, vocabulary extension and pronunciation. The emphasis will be on using imaginative and original exercises to improve your ability to communicate accurately in English. For exam candidates this will provide essential training in **accurate** language both for the oral and written exams.

10:45 – 11:15 Break

11:15 - 12:45 Language Skills – a period to concentrate on one or two of the four skills – Listening, Speaking, Reading and Writing. These periods are designed to make you confident in your ability to understand the English you both read and hear, and also to speak and write **fluently**. This will enable you to be more relaxed about everyday situations and to be more assured when you face the various tasks set in your chosen exam.

12:45 – 13:45 Lunch

13:45 – 15:15 Electives – Electives are special areas of English study that you 'elect', or choose. This is the part of the day that gives you the opportunity to concentrate on the exact techniques you will need for the different parts of your chosen examination. IELTS candidates will most likely wish to follow an Academic English elective, while students training for one of the Cambridge exams will find the Cambridge Examinations Workshop particularly useful. They are run for 90 minutes every afternoon from Monday to Thursday.

15:30 – 17:30 Teacher-assisted study – the school stays open so that you can use the library area and computers for private study ... but a teacher is always available for advice where necessary. This is the perfect opportunity for examination candidates to test themselves with exam questions from previous years – with the advantage that you can get immediate help with any difficulties.

* if your course is not an Examination preparation Course your timings will be the same as above, but your Electives and Teacher-Assisted Study periods can cover topics other than exam preparation.



Electives

The system of afternoon **'Electives'** at Cambridge Academy enables you to adapt your studies as much as possible to your individual academic plan, career or personal interests.

Electives are special areas of English study that you **'elect'**, or choose, for yourself. They are run for 90 minutes every afternoon from Monday to Thursday, every week of your course. Some are offered throughout the year and others change every few weeks.

You can take an elective in a wide variety of subjects. It would be impossible to give a complete list of the electives at CAE - because we are always adding new ones to the list! However, here are some very popular subjects:

Academic English

- **English for Academic Purposes** - For those who need Academic English (especially IELTS or TOEFL) for University or school.
- **Cambridge Exam Workshop** - Get to know the FCE, CAE and CPE exams in detail and work on your problem areas.
- **Writing Practice** - This is the ideal elective for those students who need extra help with basic writing skills.
- **Grammar Workshop** - An opportunity to do some intensive work in areas of English grammar that you find a particular problem.

Speaking and Listening

- **Vocabulary in Situations** - In the marketplace, at the airport, visiting the dentist - you'll need different vocabulary every time. This is a chance to discover new words and phrases for a wide range of interesting situations.
- **Multi-media English** - For those who find listening and speaking particularly difficult. Lots of fun activities as well as serious practice using the audio-visual equipment in our Multimedia Centre.
- **Ideas and Issues** - This is a chance for you to use your English to express your opinions on subjects that are important to you - the more controversial the better!
- **Cartoon Films** - Learn some REAL English from the Simpsons, South Park, etc. Great for listening, good for those who like a challenge.
- **Reading for Pleasure** - Stories, poems, plays, song lyrics - an elective to get you reading and speaking.

Special Interest

- **Cambridge People & Places** - Find out about historic Cambridge city, visit some of the places and meet some of the people from one of the most famous university cities in the world.
- **Communication in Business** - Learn to develop the language you need for the world of business. Practise all your skills in a business context. For TOEIC and BULATS students too.
- **Film Studies** - Watching films and discussing them is great for your listening, speaking and vocabulary.

Here are three different students and the Electives they have chosen ...

- **Tomasz** is 21, and from Gdansk. He is studying Art and Design, but also has a general interest in the culture of the English-speaking world. During his 6-week course at CAE he has chosen to follow the elective 'Reading for Pleasure', which enables him to study in detail the lyrics of some of his favourite songs. After four weeks he will then change to 'Film Studies', which gives him the opportunity to analyse and discuss the dialogue of a variety of famous movies.
- **Luisa** is a 23-year-old journalist from Bologna, and is interested in developing her career in international journalism. In the two weeks she is spending at CAE she is very keen to develop her English interviewing techniques, and has therefore decided to follow an elective in 'Ideas and Issues'. She'll have the chance to ask and answer questions on challenging issues such as climate change, freedom of speech and animal rights.
- **Fawaz**, 20, is from Kuwait and is planning to start an engineering degree at a British university next year. He is at CAE for 12 weeks, and this will give him the time to follow three different electives. For the first four weeks of his course, Fawaz will do Reading and Writing, as he needs extra practice in these skills. Then he will follow Extra Exam Practice, to develop skills he will need for the IELTS exam. His third elective will be Academic English which will help him acquire important skills like essay-writing and note-taking that he will need for university.



Self-study Facilities

- Library
- Interactive Listening Centre
- Computer Centre
- Extensive exam practice materials
- Teacher assistance during self-study periods
- Open on Sundays
- **The Study Centre Officer** – 5 days per week, for 2 hours, one of our teachers is on duty as Study Centre Officer to help you with any technical or language problems you may encounter while using the self-study facilities.

Self-study (working on your own) is a very important part of your programme at CAE. The self-study skills that you acquire at CAE will make it possible for you to continue to develop your English when you return to your home country. During your studies at CAE we will encourage you to make maximum use of our self-access Study Centre, which is fully equipped for language learning. At the beginning of your course, you will be given an introduction to the use of the Study Centre. At other times you can always get professional assistance from the teacher in charge of the Study Centre. All the materials are carefully graded and colour-coded for the various ability levels (Elementary, Lower intermediate, Upper-intermediate and Advanced).

Multi-Media Centre – This includes 12 stations together with a teacher's console. Classes are frequently held in the Multi-media Centre, with the teacher directing the lesson from the control console. At other times students can access a wide range of language learning activities to develop listening and speaking skills (e.g. pronunciation exercises, dictations, 'talking' books and video clips with accompanying work-sheets, and additional exam-practice materials).

Computer Centre – This contains computers equipped with language learning software for developing reading and writing skills.

Library – the library area at CAE is a particular favourite of students. It is large and well-lit with comfortable furniture. It is stocked with fiction ('graded' and 'non-graded'), as well as factual and reference books. There are English and bi-lingual dictionaries for students to refer to. In addition, the library holds a wide range of examination materials and grammar and vocabulary exercises for all levels.

The Common Room – you will be able to use the Common Room for both study and quiet relaxation. British newspapers and magazines are stored here. You can watch films with your friends on our large-screen TV and you are free to use the piano which is kept here.

Language Clubs – CAE also runs a number of language clubs for students after school. These clubs include: speaking practice, help with writing, and pronunciation workshops. All of these clubs are led by a CAE teacher and are offered free of charge.





A typical week at CAE

Here is an EXAMPLE of a timetable for the Adult General English course

	09:15 - 10:45 New Language	10:45 - 11:15	11:15 - 12:45 Language skills	12:45 - 13:45	13:45 - 15:15 Electives	15:30 - 17:30 Optional Study	EVENING
MONDAY	Grammar: Tenses overview	B R E A K	Language skills Storytelling	L U N C H	Internet research: famous Cambridge people	Guided self study e.g. listening to graded reader	Barbecue / sports
TUESDAY	Vocabulary: Colour idioms		Discussion with error correction		Preparation for Cambridge study visit	Guided self study or Writing Club	Karaoke
WEDNESDAY	Grammar: using prepositions		Language skills Multi-media listening		Mini-presentations at famous places	Guided self study e.g. pronunciation practice	Evening out
THURSDAY	Grammar: Question forms		School Survey		Writing report on study trip	Guided self study e.g. Vocabulary work	Quiz / sports
FRIDAY	Review of the week		DVD plus discussion		Speaking Club	Free Afternoon	Theme party
SATURDAY	All-day excursions to London or Oxford as optional extra						
SUNDAY	CAE is open after lunch for study and indoor/outdoor activities						





The Academic Year Student

- Personal tutor
- Airport pick-up on arrival
- Assistance with university selection and application (if needed)
- IELTS or other university exam included
- All-inclusive insurance for the duration of your stay

CAE has a particular welcome for you if you wish to study on our Adult General/Examination Courses for 24 weeks or more. You may be planning to go on to an English-speaking university, or you may be hoping to move on to an international job.



Whatever your plans, you will be making CAE your home for six months or more, and it is very important to us that every aspect of your stay is as comfortable and beneficial to you as possible.

Therefore, if you enrol on such a course and **pay the full fee in advance**, you will find that there are features included in your fee which reflect our special concern:-

■ Airport Transfer

As soon as you arrive in the UK we will be waiting at the airport to take you directly to your homestay.

■ Your own Tutor

All students at CAE receive periodic individual tutorials with their teachers to discuss the progress of their course. However, as a long-term student, you will also be assigned a personal tutor who will meet you regularly on an individual basis to ensure you are deriving the full benefit from every aspect of your stay at CAE.

■ University Advice

It may be that you would like to go to an English-speaking university, but have no idea how to apply! We will assist you in choosing the best course – and then give you valuable help with the complicated university application procedure.

Also included are:

- the fee for whichever exam you require for university or your next job (eg IELTS, TOEFL, Linguaskill Business or Cambridge exam)
- an all-inclusive insurance policy covering the whole of your stay
- free weekday lunch tickets for meals in the CAE cafeteria

An EXAMPLE of what your programme will include:

YOUR PROGRAMME

The programme you can follow as a long-term student is quite similar to that for students on shorter courses (described on pages 4, 5 and 6). In addition, you will have the opportunity to study and practise the skills which you need for your university course or your job. These include:

FAST AND EFFECTIVE READING	Sometimes to grasp a general idea, at other times to find a specific piece of information
GROUP DISCUSSIONS	Learning how to participate effectively in informal and formal meetings
ESSAY WRITING	Learning how to write essays or reports (very often a requirement both for university and for business)
TAKING NOTES	Developing the skill of writing down the main points as you listen to someone speaking
PROJECT WORK	Finding information and presenting the results in good, clear English



Legal English

- Ideal for law students and less-experienced working lawyers
- Level – intermediate to advanced English
- Teachers experienced in both English language teaching and legal English
- Course length normally three weeks
- Courses from early July to mid-September and in January
- Maximum 12 students per class
- Recommended minimum age 20
- 21 full hours of study
- A full-day trip to legal London, and visiting speakers from the legal profession
- Includes a useful legal English dictionary and all course materials
- Includes the CAE social programme

Why study Legal English?

Are you in the early stages of your career in law? Are you studying law at university? Excellent English language skills will make you more employable and give you the confidence to move up the career ladder.

CAE has many years of experience teaching legal English and is the only British Council-recognised centre in Cambridge which offers scheduled courses in this specialist area.

What does Legal English concentrate on?

The emphasis at all times is on communication and language skills within a legal context. The course:

- Provides all the English you need to work on drafting contracts, setting up a company, and corporate law;
- Develops your speaking and listening skills: advising clients, holding meetings, and conducting negotiations;
- Develops your writing and reading skills: contracts, letters and emails;
- Develops your legal vocabulary;
- Takes you to the places and people who matter: there are visits to legal London and talks at CAE by members of the legal profession.

In addition, you will:

- Activate and make more fluent the English you already have;
- Develop your communication skills, oral and written;
- Expand your vocabulary, legal and general;
- Learn how to keep up your English when you return home; and ...
- ... above all, gain confidence in your use of English.

Are you a more experienced lawyer? Why not consider one of our Professional Centre English for Lawyers courses? see page 18

A typical week during the Legal English course:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9.00-10.30 Contract Law	Principles of a contract - key legal terms	How to read and understand a contract	Principles of a contract - offer, acceptance and consideration	Principles of a contract - waiver, transfer and termination	Contract drafting - key legal terms
10.30-11.00	COFFEE BREAK				
11.00-12.30 Company Law	Types of company - comparative law	Incorporating a company	Duties of directors	Company insolvency	Company meetings
12.30-1.45	LUNCH				
1.45-3.15 Communication Skills	Meetings - Talking to a Client	Meetings - Formal Language	Meetings and Negotiations - Developing an Argument	Negotiation - Roleplay and Detailed Feedback	FREE AFTERNOON
3.30-5.30 Optional Study	TEACHER-ASSISTED STUDY IN CAE STUDY CENTRE / HOMEWORK				
EVENING	SOCIAL PROGRAMME INCLUDING VISITING SPEAKER ONE EVENING				
SATURDAY	OPTIONAL TRIP TO LONDON OR OXFORD				
SUNDAY	CAE OPEN IN AFTERNOON FOR STUDY				



Legal English International Skills (LEGIS)

- A course for those with an academic or professional interest in Legal English
- Level – Intermediate and above
- Course length 4 weeks
- Maximum 12 per class
- Each week includes 15 hours of General English and 6 hours of LEGIS preparation
- 8 courses per year
- Legal English test available on each course

This is a skills-based English for Law course which offers participants a total of 60 hours of General English and 24 hours of training in specific legal English language and skills over a 4-week period. The programme is also suitable preparation for the NEW Legal English International Test (LEGIT), which has recently been developed specifically for legal English students at the Cambridge Academy of English.

Course Aims

- Learn key legal English vocabulary
- Improve your writing skills and your fluency
- Expand your knowledge of English both for law and for general purposes
- Demonstrate your skills with an end-of-course test and certificate

Legal English Skills

- Professional language skills focussing on key areas of speaking, listening, reading and writing for the following topics: Contracts, Company Law, Employment Law, Litigation, Employment, Intellectual Property and International Law

The NEW Legal English International Test (LEGIT)

is a key exam for law students and lawyers who need to show proficiency in legal English. The exam has been developed specifically for CAE and our students. All testing takes place at CAE and test certificates are issued on completion of the course. CAE is particularly well-equipped to prepare students for LEGIT, having already successfully taught a variety of English for Law and Legal English exam courses for over 25 years.

Business English

- 4-week courses available all year round
- Course content – 21 hours (of 60 minutes) plus 10 hours of teacher assisted self-study per week
- Each week includes 15 hours of General English and 6 hours of Business English
- For students of business and young business professionals aged 17+
- Minimum level of English – Intermediate
- Maximum 12 per class

This is a skills-based course that takes full advantage of Cambridge Academy's flexible 'Electives' system (see page 6) with General English classes in the mornings and 6 hours of training in specific business language and skills in the afternoons. The programme is also suitable as a preparation for Liguaskill Business and TOEIC.

Course Aims

- Activate and make more fluent the knowledge of English you already have
- Develop your communication skills - both oral and written
- Expand your knowledge of English both for business and for general purposes
- Develop your ability to carry on improving your English when you return home
- . . . and, above all, gain confidence in your use of English

Business English Skills

- Professional speaking skills (e.g. presentations, negotiations, meetings, telephoning)
- Reading and listening skills (e.g. marketing, finance, management)
- Vocabulary skills (e.g. word-building, business jargon, specialist terminology)



What is my Level of English?

When you arrive at CAE, we will test your level of English so that we can place you in exactly the right class, but you are probably very interested to know right now approximately what your level is. The table below gives you an idea of how we will decide your level – you may use it to fill in your application form.

NB – we **don't** rely only on your idea of your level of English – we will always test you when you arrive. The test we give you will be of both your spoken and written ability, and you will be assessed by very experienced teachers. They will then watch your progress to see if you should change class at some point later on in your course.

Beginner (1)	The student has little or no knowledge or experience of English	Common European Framework
Elementary (2)	The student knows all basic greetings and can ask and answer simple questions. The student has very basic knowledge of grammar, but cannot yet hold a conversation.	A1
Lower Intermediate (3)	The student can hold a basic conversation (eg describing family), though sometimes only with help. Some knowledge of grammar, including past and future time.	A2
Intermediate (4)	The student can hold a basic conversation without difficulty, but is not yet able to discuss more complex subjects (eg emotions or political opinions, imaginary situations). The student still makes some basic grammatical mistakes	B1
Upper Intermediate (5)	The student can discuss some complex subjects fluently (though others still cause difficulty). Common grammatical constructions cause no problem.	B2
Lower Advanced (6)	The student can now discuss a wide range of subjects, though with occasional mistakes in vocabulary and grammar. The student can write with few grammatical errors.	C1
Advanced (7)	The student can discuss a wide range of complex subjects, and only specialist vocabulary causes problems. The student can read authentic English (newspapers and magazines) without difficulty. Mistakes are now in style rather than structure. Some students can even distinguish between, and reproduce, different styles of speaking and writing.	C2

At CAE we encourage all our students to take exams (though no-one is forced!). We offer a wide variety of options. Below are the options with the level name and number you will need for the course. (For more explanation of levels and level numbers please see above.)

If you cannot decide which exam you should take, or you know nothing about any of the exams, our Examinations Officer is there to advise you personally on each exam, as well as help you with your application. You should also speak to our Examinations Officer if there is any other exam which you would like to take, but which is not mentioned below.

Examinations and Exam Courses

International English Language Testing Service (IELTS)	Level: Any level from Intermediate [4+]	This exam gives you a score which you can then use to apply to university. The exam tests listening, speaking, reading and writing. It is popular with British and Australasian universities, and is growing in popularity with US universities.
Cambridge Preliminary English Test (PET)	Level: Lower Intermediate [3-4]	This exam tests your listening, speaking, reading and writing. Recommended if you are not yet ready for the other exams listed below.
Cambridge First (FCE)	Level: Upper Intermediate [5]	The most popular English language exam in the UK. Tests all four skills - listening, speaking, reading and writing. It is tested over 4 exam papers. NB. Although it is called 'First', FCE is not a low level exam.
Cambridge Advanced (CAE)	Level: Lower Advanced [6+]	The advanced version of the First Certificate (see above). This exam specialises in preparing students in everyday communication at an advanced level.
Cambridge Proficiency (CPE)	Level: Advanced [7]	Tests listening, speaking, reading and writing. An ideal exam for those wishing to go to an English-speaking university - especially for courses in the arts and humanities.
Test of English for International Communication (TOEIC)	Level: Any level from Intermediate [4+]	This exam is very popular with employers in many countries as it tests your ability to read and listen to the kind of English used in the business world. CAE is an accredited TOEIC testing centre, which means that you can arrange to take the test at CAE at very short notice.
Test of English as a Foreign Language (TOEFL)	Level: Any level from Intermediate [4+]	This exam tests your reading, writing, speaking and listening skills and is particularly useful for students wishing to go on to study at an American University.



Accommodation

- School in a quiet residential area
- All homestays close to the school
- Most homestays within walking distance
- Single rooms for adults (16+)
- Full-time Accommodation Officer
- Student residence option

Accommodation at CAE is normally with local homestays. All CAE hosts are close by – either within walking distance or less than a 5-minute bus ride from the school. This is unusual for language schools in Cambridge. If you prefer not to walk we can help you rent a bicycle very cheaply.

Our Accommodation Officer knows all our hosts, and they will be carefully selected to suit your individual needs (for example – you might be allergic to certain kinds of food). We will send you a profile of the homestay we have chosen for you about two weeks before you come.

Your hosts will provide you with bed, breakfast and evening meal seven days a week (you can take lunch at the school cafeteria). Your host will provide you with towels and bedding, and will offer you a weekly laundry service. You will be able to have a bath or shower every day.

Adults (16 yrs+) normally have their own room. Some homestays accommodate several students at the same time, but never two who speak the same mother tongue.

Accommodation is arranged from the Sunday afternoon before the course to the Saturday morning after the end of the course. Additional nights can be booked (subject to availability).

Residential accommodation for students aged 18+ is also available in the summer. Contact our Accommodation Officer for further details.

What happens before I arrive?

- Clear instructions will be sent to you before departure
- Airport pick-up service is available

From the Airport to Your Homestay

There is an excellent coach transfer service to Cambridge city centre from each of the four London airports. You will then find taxis waiting at Cambridge bus station which you can hire to reach your homestay. However, if you prefer, we can order a taxi straight from the airport to your homestay. Prices for this are listed in the attached sheet 'How do I enrol?'

Your First Day at CAE

You will need to arrive at CAE by 09:00 on your first day (your host will tell you how to get to CAE from their house). Here you will be met by our Academic Director. You will be given a level test, followed by a guided tour of the school to show you where all the facilities are which you will need. You will also be introduced to everybody whom you need to know. Finally, you will be taken to your class and your course will begin.

The CAE Cafeteria

Students do not need to leave the school building to buy lunch. Situated in the school itself, the CAE cafeteria provides students with a choice of food dishes (including vegetarian dishes) for lunch, as well as a variety of snacks and drinks. It is also used for refreshments at break-times.





Your Free Time at CAE – England is our Classroom

The motto at CAE is **England is our Classroom**. In other words your English-learning should not just be during classes – it should go on everywhere, and all the time!

A Typical Week of Fun!

Let's imagine you're planning your free time for this week. On **Monday** you might want to try a Cambridge disco that's very popular with international students. On **Tuesday** there are going to be some good films shown on the large TV screen. On **Wednesday** you can go with your friends on a trip to Cambridge city centre. On **Thursday**, the Brazilian students at CAE are giving a party for the rest of the school – with Brazilian music and dancing (you could even learn to dance the Samba!) There are several excursions available on **Saturday**: to London, to Oxford and to Paris. If you can't decide which one to take, talk to your Social Organisers. On **Sunday**, if you're not still on an excursion, you might want a rest! You can always walk over to the school after lunch and watch DVDs or do some sport with your friends. **Friday** is your chance to experience some Cambridge culture: a concert or even a summer Shakespeare play in one of the university gardens. And remember - there will be different entertainment and excursions next week!

Excursions

Many students come to Britain hoping to see such places as London, Stonehenge, or the Scottish Highlands. We can suggest several different trips for you each weekend. Some are quite close to Cambridge. Our students can also go on excursions to Ireland, Wales, Scotland – even to European cities. All are economical with weekend trips ranging from £40 - £100 - and much more fun than just travelling on your own!

CAE Social Organisers - a great team!

Our Social Organisers are responsible for organising all aspects of social life within the school. Not only do they arrange parties, dances and excursions, they are also available to help you if you want to plan your own free-time programme. Their office is near the cafeteria, and they love to have visitors.

Sport at CAE

You can play volleyball, tennis and football at no extra cost. Golf and swimming are all available near the school as an extra. If you have other sporting interests our Social Organisers are there to help you find the nearest clubs and facilities to the school.



Exploring Cambridge! – With so many students to entertain, there is a never-ending list of social events: the world-famous Cambridge Folk Festival, the Cambridge Film Festival, the Summer in the City Season, The Strawberry Fair, The Buskers and Street Musicians Festival, the Pop in the Park, the Shakespeare Folk Festival and more...

... and there is a wealth of pubs, restaurants, theatres and cinemas. And the famous Backs – ideal for a romantic trip past the beautiful and historic colleges in a punt.

...and just outside Cambridge:

The Imperial War Museum at Duxford, the home of British horse-racing at Newmarket, the perfectly preserved medieval town of Saffron Walden, the unspoilt countryside of Suffolk, the magnificent cathedral at Ely known as the 'Ship of the Fens', and many classic English villages and small towns.

...not forgetting London's famous West End, just 60 minutes from Cambridge by train.





Business & Professional English Courses

English for Business people, Professionals and Lawyers

Your problem

Your company is breaking into important foreign markets. Your employer has developed a new English-language-only policy. Your change of job means more international travel. Suddenly, effective English skills are not a wish, they are a must ... but you have very little time, and you lack confidence in using English.

Our solution - English with Confidence

An effective course of business, professional or legal English which ... you can follow for as little as one week ... you can start on any Monday ... practises again and again the skills you need in English ... allows you to practise your skills with professional people from other countries and cultures ... is taught by qualified teachers who understand the professional world ... boosts your confidence.

"It is estimated that 20% of all business opportunities in this country are lost through one or other party not having sufficient English."

A leading Belgian trade magazine



What kind of English do you really need?

You probably know most of the technical terms of your job already.

But what about the key skills of general communication in the business and professional world:

Asking complicated questions // moving from one subject to another // interrupting politely // disagreeing politely // refusing politely // apologising for a mistake // expressing support for an opinion // taking questions // responding to humour // closing a meeting // linking different points in a presentation // asking people to repeat themselves // introducing strangers to one another // expressing an interest in someone else's opinion // handling fast-moving phone calls // complaining about poor service // negotiating a good price ...?

In fact, over 90% of the needs of all our clients are for fluency and confidence in spoken English of the kind that is common to most business and professional positions, rather than for very technical English, or for very specialist English. This means training not just in using the 'right words' but also in pronunciation and intonation. These are all dynamic skills, and we have found that the most effective way to learn them is in a small group and / or 1:1.

See over for more information





Business & Professional English - Our range of courses

English for Business people, Professionals & Lawyers

Our courses develop your confidence and fluency. They are:

Intensive

Small groups (maximum 4 clients per group) - Minimum 25 hours per week - Optional additional 1:1 classes to create a 30-hour programme - Opportunity for private study, including on Sunday afternoons.

Flexible

You can start any Monday - You can study for one week or more - You can study in a small group - You can study both in a group and individually.

Professional

All students are mature working business people and professionals from a variety of industry sectors - A centre dedicated only to business and professional English - Our students come from all over the world: perfect for networking - Mature, qualified teachers with varied business and professional backgrounds.

Effective

Many companies regularly send us their staff for training - People often come back for a repeat refresher course - Student satisfaction is 99%, with exceptionally positive feedback - Students taking international exams can achieve excellent improvements in their scores.

Clients

Companies and organisations from South America, Europe, Africa, the Middle East and Asia trust us to teach their staff quickly and effectively.

Industry sectors include law, banking, finance, accounting and auditing, IT, engineering, energy, manufacturing, medicine, science, food production, hospitality, fashion and jewellery, education, local and national government, the armed forces, and transport.

Choose your course:

Small Group

25 full hours in a group of up to four participants of the same level. Choose this course if:

- your English is pre-intermediate level or above;
- you want to practise taking part in meetings, negotiations and group discussions;
- you enjoy working with other people and learn well in a group.

5 Plus 1 Combination

25 full hours of lessons in a small group and five hours one-to-one with a teacher. The individual training gives students a chance to consolidate their day's work or to address their specialist needs. Choose this course if:

- your English is pre-intermediate level or above;
- you want to practise taking part in meetings and negotiations;
- you enjoy working with other people and learn well in a group;
- you would like some individual help at the end of the day.

50:50 Combination

12.5 hours in a group and 12.5 hours 1:1 with a teacher.

Some students need English skills that can be practised best in groups, such as meetings or negotiations. The same students may also have specific needs that are better dealt with one-to-one with a teacher. This option allows such students to divide their day half-and-half between a small group and one-to-one.

Choose this course if:

- your English is pre-intermediate level or above;
- you want to practise taking part in meetings and negotiations;
- you enjoy working with other people and learn well in a group;
- you want to spend half your day in a group and half one-to-one with your teacher;
- you want to concentrate on specific topics or skills e.g. English for marketing.

Individual Training

25 or 30 hours a week 1:1 with a teacher.

In this option, students work individually with a teacher. This is for students with specialised training needs, from beginner to advanced level. One-to-one lessons may develop the English for a certain profession or they may focus on a specific task, such as preparing for a forthcoming conference.

Choose this course if:

- you want to concentrate on special topics or skills e.g. English for finance;
- you are preparing for a specific event e.g. a conference or a training session;
- you want to concentrate on writing practice;
- you are a beginner or if your English is very advanced.



Business and Professional English - Case studies

Three cases - three solutions

Let's look at three students who study together in one of our **Small Groups**. They all have a lower intermediate level of English.

- **Andreas** is a sales executive working for a manufacturer of office equipment based in Germany. His boss has decided that foreign sales must be developed, and has organised for Andreas to represent his company on a stand at an international fair in Essen. Most visitors to the fair will speak no German. The fair is in six weeks.

Andreas has not studied much English since school. But in six weeks he will need to welcome people to the stand, find out what they need and hold their interest as he explains his company's products.

- **Alessandra** runs a successful public relations firm in Milan. Her company has been hired by a large Italian oil company to improve its image in Italy and abroad. This will involve liaising with foreign subsidiaries all over the world, and the language she will have to use is English.

Alessandra's principal worry is that the wrong use of expressions or idioms could lead to her being misunderstood, and accuracy is vital for her.

- **Pawel** is a senior officer in the Polish police. He is shortly to head a series of seminars in Warsaw aimed at improving links between Poland and neighbouring countries. Representatives of the Swedish, German and Czech police will be attending, and the official language of the seminars will be English. This will be an entirely new experience for Pawel. It is essential that the seminar runs without costly and time-consuming misunderstandings caused by poor communication in English.

Three very different cases?

Not really. Their backgrounds are different, but the tasks that Andreas, Alessandra and Pawel face are quite similar. They all need the ability to question, answer, agree, disagree, request, refuse a request ... and to understand other people doing the same ... in fast-moving situations. And their very different professional experiences will simply make their Small Group activities all the more interesting and lively. But ... their requirements are not exactly the same ...

- **Andreas** uses German sales literature to illustrate features of the equipment he is selling. His communication skills will benefit greatly from his 25 hours training within his group, but he also plans to book one hour per day of individual (1:1) lessons. His teacher will use this time to help Andreas explore ways to exploit his sales literature in his oral presentations.
- **Alessandra** finds certain English sounds quite difficult to produce. She will also need some special individual (1:1) training to help her overcome differences in the rhythm of Italian and English speech.
- **Pawel** has difficulty asking questions in English – the grammatical structures are very different from Polish! His teachers will set some homework assignments that will help him improve his questioning skills. Pawel will be able to take advantage of the Study Centre at Cambridge Academy of English to carry out these assignments – a solution which avoids the need for extra 1:1 training.

Sample Day - 5 plus 1 combination

8.00	Breakfast at homestay	14.00 - 15.30	Group training – business and professional English skills – video conferencing
9.00 - 10.30	Group training – activating language, problem solving and practising future forms	15.45 - 16.45	Individual training – further fluency practice and correction
10.30	Coffee break	17.00	Private study at executive homestay – preparing an article for tomorrow's group
11.00 - 12.00	Group training – fluency practice and how to present information	18.15	Dinner at homestay
12.00 - 13.00	Group training – better understanding – listening for specific details using a DVD	19.30	Private study – watching a DVD with subtitles
13.00	Lunch	20.30	Social activities – pub evening with fellow professionals



Business & Professional English - English for Lawyers

English for Lawyers

English for Lawyers has been a speciality at Cambridge Academy of English for many years, with teachers selected for their considerable knowledge of the subject, very often from having trained or worked in the legal field.

In many ways legal English is very different from other kinds of Professional English – it not only has its own specialist terms, but also a whole style of speaking and writing that is only used in a legal context.

However, lawyers will also need the same skills of everyday communication in English as are used by other professionals working internationally.

Therefore, we usually recommend that students needing training in legal English should follow our English for Lawyers 50:50 Combination Course or our English for Lawyers 1:1 Course.

English for Lawyers 50:50 Combination Course

The course comprises 12.5 hours of 1:1 lessons with 12.5 hours in an international small group.

The 1:1 element

The course is designed to suit the individual, and the student is involved at all stages in making sure that we provide the language and skills required. Our experienced teachers are able to provide specialist teaching in areas such as contract law, company law, financial and tax law, intellectual property law, and employment law, as well as skills such as negotiating, meetings and letter-writing.

The small group element

You will be able to practise the all-important general business communication skills in English needed by any professional.

English for Lawyers 1:1 Course

Many lawyers want a more intensive course with additional emphasis on the legal component of the course. We will discuss with you how you would like to divide your time between legal and business skills, and you will work throughout the day on an individual basis with your teachers on whichever skills you require.

English for Lawyers course content

Typical legal English topic areas include:

The Language of Commercial Law

- The legal status of companies
- Setting up companies
- Articles/Memoranda of Association

- Company activities as legal entities
- Powers and duties of directors
- Balance sheets
- Company case studies and litigation (leading civil court cases)
- Stocks and shares
- Mergers and acquisitions
- Insolvency/liquidation

The Language of Contracts and Agreement

- Necessary features of contracts
- Contract types
- Drafting
- Use of boiler plate clauses
- Implied/explicit clauses
- Damages or remedies for breach
- Case studies
- Linguistic manipulation of real examples
- Letters before action
- Direct language and skills work on appropriate vocabulary, grammar, writing, newspaper and article activities

Other Aspects of Civil Law and Associated Language

- Employment Law
- Land and Property Law
- Maritime Law
- Further aspects of litigation (e.g. advocacy, procedure)
- International Law
- The Law of Trusts
- Law related to Banking and other financial areas
- Formal letter writing
- The language of Criminal Law (if required)
- The English Legal System in general

Typical business and professional English content includes:

- Practising taking part in meetings, discussions and negotiations;
- Learning how to argue persuasively without appearing rude or aggressive;
- Participating easily at informal events such as parties and dinners;
- Practising making presentations to an audience;
- Developing your skills in asking and answering questions on legal and other issues.



Business & Professional English - Around the clock

English for Lawyers

Meet two of our students:

- **Jerzy** is a corporate lawyer. Most of his work involves representing companies developing shopping centres, sports venues or office blocks. He knows the English of his field well, but felt he needed more general business English, a grammar review and practice with negotiating language. Jerzy chose the English for Lawyers 50:50 Combination Course.

In the group he discussed a variety of topics, conducted negotiations, and revised his grammar. In his legal English sessions he worked on the language and structure of share sale agreements and documents for company mergers and acquisitions. These covered requirements for due diligence, conditions for agreements, and warranties and indemnities for purchaser protection.

- **Andrea** works in the legal department of an Italian mobile-phone company. Her work involves advising the company on European and local planning and environmental law in areas affected by the company's operations. Andrea opted for the English for Lawyers 50:50 Combination Course.

She knew she had gaps in her general business vocabulary and needed to practise her listening skills, especially in group discussions. She also needed useful phrases for giving presentations. She was given ample practice in her two weeks in the group. In her individual sessions Andrea worked on criteria for the assessment of the environmental impact of her company's activities.



Business and Professional English around the clock

The Professional Centre itself

Our Professional Centre is located on the top floor of the Cambridge Academy of English's historic building. All areas are provided with wifi and AV equipment. There is a spacious student lounge with free hot drinks, daily newspapers, a well-stocked bookcase and ample seating. FREE lunches are included and taken in the cafeteria on the ground floor. The atmosphere is mature and business-like.

Your accommodation

We strongly recommend you stay at one of our executive homestays. These have been chosen specifically for our Professional Centre students, and all offer an excellent half-board service close to the Centre (with private bathroom facilities on request). Alternatively, you might wish to stay in one of several good-quality hotels available in Cambridge. We can arrange for you to be met at the airport and taken straight to your accommodation.

English 'after hours' - your free time

We offer a subsidised programme of social events which you can take part in if you wish. Three very popular activities are: pub evenings, theatre trips, and during term time visits to King's College to hear the famous choir. These will help you to practise your English in a relaxed and spontaneous atmosphere.

Private study options

In addition to the time spent in class, you will need to spend some time each week studying alone. This may be to address specific weaknesses or to prepare a presentation. The Professional Centre is open between 8.30am and 5pm on weekdays. The Cambridge Academy of English Study Centre is open on Sunday afternoons.



Group Training at CAE

In addition to teaching students who come to us individually, Cambridge Academy also offers opportunities for students coming to us in organised groups. For example:

- Young people from one school on English 'study weeks'
- Study holidays for students aged 50+
- Groups of teachers, police, army officers or employees

They might wish to be entirely separate from the rest of the school ('closed groups'), or they might want part or most of their course to be integrated.

At CAE, we have

- experience in teaching closed and integrated groups from many countries
- flexible and adaptable timetables, so that courses can be designed to suit each group's requirements

and above all...

- ... a large new building, the Kamiya Courtyard, designed specifically for the training of groups, which can become 'their' exclusive headquarters during their stay with us.

The Centre Itself

The Kamiya Courtyard features all the very latest in architecture, IT and classroom equipment. The classrooms have been designed to be adaptable to a range of different group sizes and teaching formats.

- State-of-the-art partitions that employ the very latest in sound-proofing technology allow adjoining classes to be combined or separated in seconds.
- Spacious walls provide ample room for illustrations and materials specific to a particular course. The extensive floor area is ideal for activity-based learning.
- Interactive whiteboards, integrated projection systems and all-round (free) wifi maximise the effective use of IT.
- Large windows flood the whole building with natural light. In the evening the rooms are illuminated with systems designed to provide a warm, diffused light that is ideal for study.
- The extensive use of wood in the overall structure produces excellent acoustics and lends the building a natural and agreeable atmosphere.
- Under-floor heating and effective ventilation systems ensure that the rooms are dry and comfortable and the air fresh in all weathers.

The Kamiya Courtyard also has its own teachers room, quadrangle and restroom facilities. This means that the daily schedule is adapted to the group rather than to the CAE campus as a whole. In other words, closed groups at CAE now have a centre which they can regard very much as 'their' headquarters within the school.

And yet the features that have made CAE attractive to English learners for many years – the study centre, the library, the common room, the cafeteria and, above all, the lovely gardens – will be as accessible to those studying at the Kamiya Courtyard as they are to all other CAE students.

What are 'closed' groups?

These are groups of English learners usually from one company, school or government department who particularly need one or more of these features:

- intensive training in an English-speaking environment
- training that is separate from other groups or individuals
- trainers experienced in providing English for Specific or Academic Purposes
- a course (sometimes) as short as 1 week

They also may want:

- a special timetable
- a certain class size that is different from the standard CAE maximum of 12
- The opportunity to study in small classes for some of the course – but then to come together as a larger group later

The age range of the group might also be significantly different from that of other courses being run in the school at the same time.

Would you like to book the Kamiya Courtyard for a Closed Group Course?

There is no such thing as a standard group, so we need to know as much about your requirements as possible in order to provide you with a tailor-made proposal.

We'll need to know:

- When you would like the course to be run, and for how long
- The number and age range of students in your group
- The current English levels of the students
- The kind of course needed (technical, business, school examination, general)
- What accommodation is needed (hotel, B&B, homestay) and meals to provide
- What excursions or special visits we should include
- Whether you would like CAE to provide transport to and from the airport.

CAE is a Trinity Exam centre - ideal for Italian PON groups

New Summer Group Courses See pages 30/31 Ages 8-17



Summer Courses for Young Learners



Yvonne Chapman
Director of Young Learner Courses

Cambridge Academy of English established its distinct brand of programmes for individual young learners in 1991, and since then it has played host to many thousands of young people from some 65 countries.

We are delighted to present the four well established summer centres that we run for young learners each year. Each of these four centres has their own character and characteristics, and each is tailored to children or teenagers of a particular age-range. There are however also certain important features common to the **Teenage Homestay (Girton)** and residential courses at **Moreton Hall; Old Buckenham Hall** and **Princess Helena College**:

- None of these centres takes large groups from one country
- Never more than 12 students per class
- Courses are quite intensive: 15-20 hours (full 60 minutes) of teaching – but teaching of a stimulating and dynamic kind that is likely to be quite different from anything our young clients will have experienced at home
- Young learners at all our centres start their courses together. Youngsters will not arrive to find that they are newcomers amongst other students who all got to know each other the previous week
- A choice of several sport and non-sport activities in the afternoons
- Excursions are to places that are both educational and great fun
- Course fees are fully inclusive: no voluntary extras or add-ons

In 2020, CAE is excited to extend to our Young Learner provision as we open a fifth summer centre – **Riddlesworth Hall** : a new multi-national summer centre especially for groups. Full details are available on pages 30 and 31 but the key points are as below:

- Multi-national summer centre: for groups aged 8 – 12, and 13 – 17 years old
- Group leaders join the CAE team, and are accommodated on site

Our aim is simple – to send all our students back to their own countries speaking and understanding more English than when they arrived. And we believe this only happens if they are kept both busy and entertained in a friendly, English –speaking environment that is not too large and where every child has the opportunity and a reason to speak English.

We invite you to have a closer look at the five centres that are described individually later in the brochure. We have tried to include as much detail as we can – but if you have further questions about any aspect of the course, please contact us or your local CAE representative.

Come and join us this summer! We look forward to meeting you.

The ages given in our promotional material and on the CAE website are the recommended age ranges for our summer courses. Under special circumstances, e.g. siblings enrolling on the same course or a parent enrolling on an adult course at the same time, CAE reserves the right to accept individual children with the following ages on these selected courses: Teenage Homestay: 13, Old Buckenham Hall: 11 and 16, Princess Helena College: 13, Moreton Hall: 8.



Homestay Courses: Teenagers 14-16

- Maximum class size – 12
- All costs included in the price (incl. airport transfers & insurance)
- Supervision provided by CAE and Homestays
- 20 full hours of lessons per week
- 1 full-day and 2 half-day excursions
- Afternoon options and evening activities
- Elementary to advanced level
- Excellent mixture of nationalities
- Homestays all near school

Every summer CAE runs special courses with homestays for young people aged 14-16 years but with a mature outlook. The programmes are colourful, varied, exciting, original. Read on ...!

What happens when I arrive at the airport?

On the Sunday before the course begins we will meet you and take you to your homestay. The inclusive airport transfers service is only available to/from Stansted and Luton airports, London Heathrow and London Gatwick, and for flights arriving between 0900 and 1900 on the Sunday before the course begins, and for flights departing between 0900 and 1900 on the Saturday after the course ends. If, however, you wish to arrive or depart at a different time or at a different airport, please allow for an extra charge for your transfer.

What if I am delayed?

Don't worry! We will wait at the airport until either you arrive or your parents (or agent) confirm that you are not coming. CAE will confirm your safe arrival at your homestay by email.

Where is the CAE centre?

CAE is located in a safe residential area called Girton which is on the outskirts of Cambridge, the famous university city. The centre of Cambridge is about 15 minutes by bus from the school.

How big are the classes?

There will never be more than 11 other students in your class.

How much English must I already know?

We can teach any level from elementary to advanced (**but not absolute beginners**). On your first day we will test your spoken and written English and make sure that you are placed in the right class for your level.

Which countries will my classmates be from?

A wide variety. And remember – (i) at CAE we never take large groups of students from one country, and (ii) we limit the number of students speaking the same mother tongue. This means that you will have the maximum opportunity to practise your English with all your fellow students.

What are the classes like?

They will probably be quite different to anything you may have experienced before. You will spend a lot of time speaking and listening (though you'll get the chance to do reading and writing as well). We know that people learn language most easily when they use it for something interesting to them, so we help you to choose the activities which you most enjoy. We'll give you lots of opportunities to develop your study skills and to use your English in real situations. You will find that you can't help learning quickly!

What about the end of the course?

We will take you to the airport and help you check in. Then we will wait at the airport until we know your plane has taken off.

A roof over my head?

All teenage course students studying at CAE are accommodated with local homestay providers chosen to meet teenage needs. You will be asked to share a bedroom – usually with someone speaking another mother tongue. You will be able to have a bath or shower every day, and your homestay will provide you with a laundry service once a week.

The homestay?

Because our homestays come from the same residential area as our school we know them very well – in almost all cases we are the only school they work with. When you apply you should give us as much information about yourself as you can – perhaps you don't eat meat, or you are allergic to cats, or you like music? We will try to choose the host which we think most suits you. All our 'T-course' homestays specialise in accommodating young people.

Something to eat?

You can try real English food at your homestay, who will give you breakfast and dinner every day, and lunch during the weekend (if you are on a weekend excursion they will give you a packed lunch). During the week you can get lunch in the school cafeteria. Don't worry about money for meals; they're all included in your course fee.



Girton

But how will I get to school?

Your homestay will be within easy reach of the school and no more than a 5-minute direct bus journey from the bus stop nearest to your homestay. Your parents will allow you to walk to/from school or to use the local bus and you can talk with your new friends on the journey.

What happens if I am ill?

Your homestay will know exactly what to do. If it's a minor problem you can see the local doctor, who is used to foreign patients. If it is more serious, we refer you immediately to the local hospital, and if necessary we will fly you home (and the cancellation of your course is covered by insurance included in your course fee).

Other emergencies?

When you arrive we will give you an emergency 24-hour school telephone number which you can use at any time of day or night. There is also an emergency number for your family back home to use if they want to contact you.

Money! Money! Money!

Only bring your pocket money. Everything else – airport transfers, your meals, excursions, sports, admissions – is included in the fee. (If you like, we can keep your pocket money safe until you need it.)

Here is A SAMPLE timetable for this course

	09:15 - 10:20 LANGUAGE FOCUS	10:20 - 10:40	10:40 - 11:30 SKILLS FOCUS	11:30 - 11:40	11:40 - 12:30 SKILLS FOCUS	12:30 - 13:30	13:30 - 15.05 ELECTIVES	15.05 - 15.15	15:15 - 16:45 ACTIVITIES/SPORT	EVENING
MONDAY	Language presentation	BREAK	Learning to learn	BREAK	Discussion	LUNCH	Academic Electives Choose from: Music, Film & Games or Exam Skills Workshop	BREAK	Tennis Treasure Hunt Swimming	Karaoke
TUESDAY	Grammar game		Jigsaw reading		IT Work: web search				Cooking Badminton T-shirt painting	Sports Night
WEDNESDAY	Functional English: 'Making requests'		Communicative writing		Pair work games				Volleyball Arts and Crafts Table Tennis	Disco
THURSDAY	Vocabulary extension: 'Food'		Magazine article		Comparing cultures				Football Team Building Bracelet making	Quiz
FRIDAY	Weekly review: Grammar auction		'Storyboard' on computers		Excursion Preparation				EXCURSION	
SATURDAY	Full-day excursion with sight-seeing visits, evening with homestay									
SUNDAY	School open afternoon and evening for sports and movies, dinner at homestay									

Time for sport! Mad about tennis ...?

Or football, volleyball, badminton, basketball, table tennis, baseball? There are lots of opportunities for different sports.

Is your name Picasso?

Even if it's not, you can still have great fun glass painting, designing T-shirts or making jewellery.

Those CAE evenings ...

Barbecues, music nights, ice-skating, cinema, bowling, big-screen DVDs, karaoke and much more ... all organised by our full-time social activities team.

Excursions and study visits

Regular excursions and study visits are a very important part of your course. You will visit Cambridge and London as well as other local destinations. When you are out and about you will get a chance to put your new English skills into practice.

So here's a typical week ...



Residential Courses: Children 9-13

- Maximum class size – 12
- All costs included in the price (incl. airport transfers & insurance)
- 24-hour supervision
- 15 full hours of lessons per week
- Staff/student ratio 1:6
- Regular excursions
- Full programme of afternoon and evening activities
- Secure location
- Accommodation in shared dormitories (4-10 students)

What is Moreton Hall?

Moreton Hall is a private boarding school which in summer becomes the centre for CAE's junior residential course. It is in Bury St Edmunds, which is a small, friendly town 35 minutes east of Cambridge by car.

Where will I live?

Moreton Hall is a residential summer school which means that you will sleep in dormitories with between 3 and 9 other children.

Where will the other children be from?

You will meet children from all over the world – all learning English like you. In the past, children have come from many different countries including Turkey, France, Cambodia, Italy, Spain and Russia.

What are lessons like?

Your lessons will probably be quite different to the English lessons you have in your country. Your class group will work on a course project. You will develop your vocabulary, grammar and pronunciation as you write newspapers, produce a tourist guide or make a film. You will learn the English you need by doing the things you like to do. You will prepare a CAE portfolio as a record of what you have learnt and all the unusual and exciting activities you have tried.

Sports and activities?

Moreton Hall has opportunities for some great sports: a private heated swimming pool; two 'all-weather' tennis courts and a large sports hall for playing basketball, volleyball, badminton and other indoor sports. There are hectares of fields for football, baseball, cricket and rugby.

... then there are the other activities

– art, dance, juggling, T-shirt painting, face-painting, craft work, acting and music ...

... and then in the evening

– cinema trips, ten-pin bowling, theme parties, treasure hunts, quiz nights, karaoke and DVD's!

What about excursions?

Regular excursions and study visits are a very important part of your week. You will visit London and Cambridge as well as the local town of Bury St Edmunds. When you are out and about you will get a chance to put your new English skills into practice! Good luck!

What about the food?

All your meals will be in the school along with your friends and teachers. If you go out on a full-day excursion, we give you a packed lunch.

What will my teachers be like?

They will all be energetic, qualified and experienced in looking after children of your age. They will not only teach you English, but also sports and other activities.

How much money will I need?

You only need to bring enough money for sweets, souvenirs and presents. Everything else has already been paid for. We will keep your money safe until you need it.





Moreton Hall

Information especially for parents

No doubt you will have a lot of questions about Moreton Hall too – particularly about the safety and welfare of your children.

Here are some of the most common questions we receive:

What happens at the airport?

All children are met at the airport by CAE representatives carrying boards to identify themselves. They will wait at the airport until either they have met your child, or they receive confirmation from you or your agent that your child will not be arriving. Children are then taken direct to Moreton Hall. At the end of the course, children are taken back to the airport, and CAE staff do not leave the airport until the plane has departed. The inclusive airport transfers service is available to/from Stansted and Luton airports, London Heathrow and London Gatwick, and for flights arriving between 0900 and 1900 on the Sunday before the course begins, and for flights departing between 0900 and 1900 on the Saturday after the course ends. If, however, you wish to arrive or depart at a different time or at a different airport, please allow for an extra charge for your transfer. Our staff will contact you to confirm your child's safe arrival at Moreton Hall.

How safe is the centre?

The school itself is set in spacious grounds in the small town of Bury St. Edmunds. Children are supervised 24 hours a day (our staff are on site throughout the night) and they are not allowed out of the school grounds unaccompanied. School excursions are also closely supervised.

How large are the English classes?

Classes never contain more than 12 children. Children learn most outside of the classroom and our staff/student ratio of 1:6 ensures individual attention at all times of the day.

What is the nationality mix?

We do not allow more than a certain number of children of the same mother-tongue. Above all, we do not accept large groups of children from one country. Your child will be in classes with children from other countries, share dormitories with children from other countries and enjoy activities with children from other countries. We encourage them all to use English at all times.

What happens in the case of illness?

We have staff with first aid training available at all times to deal with emergencies. All but the most minor problems are referred to the local doctor. In more serious cases arrangements are made to fly the child home (and your included insurance policy covers loss of fees).

What if my child is homesick?

This is quite normal for the first day or so, especially if your child has never been away from home before. Our staff are very experienced in dealing with this problem. A full and varied schedule almost always means that homesickness is quickly forgotten.

And laundry?

Children's clothes and towels are cleaned regularly.

Moreton Hall - A Typical Day

Morning

- 7.30 "Good morning! It's time to wake up."
- 8.00 Breakfast
- 8.30 Meeting and morning assembly
- 9.00 **English lessons:** new language/grammar game
- 10.00 Break "Time for a snack."
- 10.15 **English lessons:** listening and speaking
- 11.15 Break
- 11.30 **English lessons:** London visit preparation - reading and writing
- 12.30 Lunch "That looks delicious."

Afternoon

- 13.30 Afternoon assembly
- 13.45 **Choose any activity:** swimming/tennis/juggling/singing
- 15.15 Break "Tea and cakes."
- 15.45 **Activity classes:** your weekly choice of magazine, arts and crafts, British sports, photography
- 17.15 Break
- 18.00 Homework/Portfolios

Evening

- 18.30 Evening meal followed by free time
- 19.30 **Treasure Hunt and Pirate Party**
- 21.00 Boys and Girls House meetings
- 21.30 Bedtime "Goodnight"

(Exact timings are subject to change)



Residential Courses: Teenagers 12-15

- Maximum class size – 12
- All costs included in the price (incl. airport transfers & insurance)
- Secure rural environment with 24-hour supervision
- 15 full hours of lessons per week
- Staff student ratios of 1:6
- Excellent nationality mix, no large groups from one country
- Private tennis courts, heated swimming pool, sports hall, football pitches and golf course
- Accommodation in shared dormitories (2-8 students)

Old Buckenham Hall

Old Buckenham Hall – we just call it ‘OBH’ – is designed for young people aged 12-15. OBH is a private English boarding school in the lovely English county of Suffolk, not far from Cambridge and within easy reach of the main airports. It is also only about 20 minutes from another of our centres, Moreton Hall.

The CAE team takes over at OBH in the summer as a residential summer camp for children from other countries. This means that as with Moreton Hall and Princess Helena College we have sole use of beautiful buildings with big classrooms, a library, IT centre and, of course, comfortable accommodation, and lots of wonderful sports facilities and grounds as well.



Getting you there safely . . .

CAE representatives will meet you and take you to Old Buckenham Hall. We will be wearing brightly coloured CAE identification and carrying CAE welcome boards. At the end of the course, you will be taken back to the airport, and CAE staff do not leave the airport until the plane has departed. The inclusive airport transfers service is available to/from Stansted and Luton airports, London Heathrow and London Gatwick, and for flights arriving between 0900 and 1900 on the Sunday before the course begins, and for flights departing between 0900 and 1900 on the Saturday after the course ends. If, however, you wish to arrive or depart at a different time or at a different airport, please allow for an extra charge for your transfer.

Your summer course

We run 2-week courses at OBH, but you can come for all 4 weeks if you want to. You might find that the classes are very different from your English classes at home. There will never be more than 11 other students in your class and on this course you can be sure you will meet lots of people from other countries. So far, students from more than 75 different countries have studied at CAE! All this means you will have the maximum opportunity to practise your English with all your classmates ... and we can teach any level from elementary to advanced (but not absolute beginners).

Your classes

In your classes you will spend a lot of time speaking and listening – though you’ll get the chance to do reading and writing as well. We know that people learn language best when they are doing interesting things, so our team of qualified and energetic teachers will help you to choose the activities which you enjoy most. The action does not stop from the moment you get up to the moment you go to bed, so you’ll have lots of opportunities to use your English in real situations – you’ll be amazed how quickly you will learn to communicate better in English. Who knows, you may even start dreaming in English! You will complete your own CAE portfolio - a wonderful record of lessons, activities, trips and new friendships made. We hope you will show it off to family and friends and be proud of your English achievements.

Your accommodation

OBH is a residential summer school, which means that you’ll sleep in dormitories of up to 7 other teenagers. All your meals will be in the school along with your friends and teachers, unless you go out on a full day excursion when we will give you a packed lunch.



Old Buckenham Hall

Activities at OBH

Old Buckenham Hall offers you some great activities and sport. In fact, if you prefer to learn English by doing things rather than just studying, then we think OBH is your centre ... **You will get an opportunity both to specialise in one sport or activity, and to try out lots of others.**

- Your afternoon is divided into two halves. In the first half you can try something you have never done before – perhaps film-making or golf – while in the second you can move on to your favourite activity for the whole week – such as baseball or model making. It would be impossible to list all the things you'll be able to do at OBH, because we are always having new ideas! – but you will always find football, tennis, baseball, volleyball, swimming, basketball, badminton, as well as art, crafts, drama and dance.
- In the evening we have films, theme parties, discos, quiz nights and talent competitions – you'll be kept so busy that you won't even notice that you're doing all these things in English and enjoying it too.
- On every course there are excursions during the week. Your closely supervised excursions may be to London, where you'll be able to see the famous sights and do some shopping.



Welfare

On every CAE course you will find a friendly, hard-working and, above all, safe environment.

- Teenagers are supervised 24 hours a day and they are not allowed out of the school grounds unaccompanied.
- Homesickness at the start of the course is quite normal but our staff are very experienced in dealing with this problem. A full and varied schedule should mean that homesickness is soon forgotten.
- We have staff with First Aid training available at all times to deal with emergencies. All but the most minor problems are referred to the local doctor. In more serious cases, arrangements are made to fly the teenager home (and your included insurance policy covers loss of fees).

What is included?

Only bring your pocket money, pens and pencils! Everything else – airport transfers, your accommodation, your course, your meals, excursions, sports, admissions – is included in the fee.

How do I enrol?

Just fill in the Young Learner Enrolment Form and send it to CAE. We will confirm your booking and send you all the information you need. We'll start getting things ready for your course at OBH. You'll never forget your time there - or the new friends you make from all over the world.

Old Buckenham Hall A Typical Day

Morning

- 7.30 Get up "Good morning! Enjoy your day!"
- 8.00 Breakfast
- 8.45 Morning assembly
- 9.00 **English classes:** language and vocabulary
- 10.00 Break
- 10.15 **English classes:** develop your skills: reading and writing
- 11.15 Break
- 11.30 **English classes:** excursion work: prepare to visit London!
- 12.30 Lunch and free time

Afternoon

- 13.30 Afternoon meeting
- 13.45 **Activities:** your daily choice of sport and creative arts
- 15.15 Afternoon tea
- 15.45 **Activities:** more time for your favourite sport or for making a film or magazine
- 17.15 Free time
- 18.00 Homework/Portfolios

Evening

- 18.30 Dinner
- 19.30 **Mini olympics:** your chance to go for gold!
- 21.30 House meeting and time to relax, read and write home
- 22.00 Bedtime "Goodnight! Sleep well."

(Exact timings are subject to change)



Residential Courses: Teenagers 14-17

- Maximum class size – 12
- All costs included in the price (incl. airport transfers & insurance)
- 24-hour supervision
- **20 full hours** of lessons per week
- Regular excursions
- Wide choice of afternoon and evening activities
- Self-contained and secure location
- Accommodation in shared dormitories and twin rooms (2-8 students)

Princess Helena College

Would you like to have lots of fun learning English this summer? Would you like to spend your time studying with teenagers of your age from all over the world – making new friends, doing sports and activities, and doing all these things in English? If you would, then Princess Helena College is the right place for you!

Princess Helena College is a private boarding school, which in summer becomes the centre for CAE's teenage residential course. The school is a beautiful and safe building, and is surrounded by its own large picturesque park and gardens. There are great learning and sports facilities, including a library, computer rooms, swimming pool and sports hall ... and this fine building has been recently modernised and refurbished to provide accommodation of a high standard.

Princess Helena College is in a great location, in the middle of some wonderful English countryside less than an hour by road from Cambridge and London, which means it is in easy reach of the main London airports.

Getting you there safely . . .

You will be met at the airport by CAE representatives carrying boards to identify themselves. You will then be taken direct to Princess Helena College. At the end of the course, you will be taken back to the airport, and CAE staff do not leave the airport until the plane has departed. The inclusive airport transfers service is available to/from Stansted and Luton airports, London Heathrow and London Gatwick, and for flights arriving between 0900 and 1900 on the Sunday before the course begins, and for flights departing between 0900 and 1900 on the Saturday after the course ends. If, however, you wish to arrive or depart at a different time or at a different airport, please allow for an extra charge for your transfer.

Your summer course

We run two 2-week courses but you can come for all 4 weeks if you want to. The classes are probably very different from your English classes at home. There will never be more than 11 other students in your class and on this course you can be sure you will meet lots of people from other countries. So far, students from more than 75 different countries have studied at CAE! All this means you will have the maximum opportunity to practise your English with all your classmates ... and we can teach any level from elementary to advanced (but not absolute beginners).

Your classes

In your classes you will spend a lot of time speaking and listening – though you'll get the chance to do reading and writing as well. We know that people learn language best when they are doing interesting things, so our team of qualified and energetic teachers will help you to choose the activities which you enjoy most. The action does not stop from the moment you get up to the moment you go to bed, so you'll have lots of opportunities to use your English in real situations – you'll be amazed how quickly you will learn to communicate better in English. Who knows, you may even start dreaming in English! You will take home your own CAE portfolio - a wonderful record of lessons, activities, trips and new friendships made. We hope you will show it off to family and friends and be proud of your English achievements.





Princess Helena College

Activities, sports and excursions

Princess Helena College offers you some great activities and sport. There's a private swimming pool, 'all-weather' tennis courts and a large sports hall for playing basketball, volleyball, badminton and other indoor sports. Add to that over 50 hectares of fields for football, baseball and many other outdoor activities. Favourite afternoon activities include art, craft, drama, model-making and music.

What about the evenings? We've got some great things for you to do then, too. Films, theme parties, discos, games, quiz nights and talent competitions – don't worry, our full-time social activities team will keep you entertained and you probably won't even notice that you're doing all these things in English!

On every course there are excursions during the week. Your excursions may be to London, where you'll be able to see the famous sights and do some shopping. There are also excursions to attractions near the school, such as the city of Cambridge or Stratford upon Avon.

Your accommodation

Princess Helena College is a residential summer school, which means that you'll sleep in dormitories with up to 7 other teenagers. All your meals will be in the school along with your friends and teachers, unless you go out on a full-day excursion, when we will give you a packed lunch. There are great places in the school where you can spend your free time – ideal for doing homework, socialising or just relaxing with a good book.

Welfare

On every CAE course you will find a friendly, hard-working and, above all, safe environment.

- Teenagers are supervised 24 hours a day and they are not allowed out of the school grounds unaccompanied.
- Homesickness at the start of the course is quite normal but our staff are very experienced in dealing with this problem. A full and varied schedule should mean that homesickness is soon forgotten!
- School excursions are always closely supervised.
- We have staff with First Aid training available at all times to deal with emergencies. All but the most minor problems are referred to the local doctor.
- In more serious cases, arrangements are made to fly the teenager home (and your included insurance policy covers loss of fees).

What is included?

Only bring your pocket money, pens and pencils! Everything else – airport transfers, your accommodation, your course, your meals, excursions, sports, admissions – is included in the fee.

How do I enrol?

Just fill in the CAE Young Learner Enrolment Form and send it to the Cambridge Academy of English. After we've confirmed your booking, we'll send you all the information you need and we'll start getting things ready for your course at PHC. You'll never forget your time there - or your new friends from all over the world.

Princess Helena College A Typical Day

Morning

- 7.30 Get up "Good morning! What a beautiful day!"
- 8.00 Breakfast
- 8.45 Morning assembly
- 9.00 **Wake up activity** sessions: a morning walk; swimming; workout and more
- 9.45 Break
- 10.00 **English classes:** language and vocabulary
- 11.10 Break
- 11.25 **English classes:** develop your skills: reading and writing
- 12.30 Lunch and free time

Afternoon

- 13.25 Afternoon assembly
- 13.30 **English classes:** excursion work: prepare to visit Cambridge or London
- 14.15 Break
- 14.30 **Electives:** your weekly choice of special classes
- 15.30 Afternoon tea
- 16.00 **Activity classes:** sport, art, music and more
- 17.30 Free time
- 18.00 **Portfolio session:** portfolio work; student committee meeting; computer time

Evening

- 18.30 Dinner
- 19.30 **Talent show** – your chance to shine!
- 22.00 **House meeting:** time to relax with your friends
- 22.30 Bedtime "Goodnight! Sweet dreams."
(Exact timings are subject to change)



Summer Group Courses

- **Specifically for groups of 10 - 30 students**
- Suitable for children aged **8 - 12**, and teens aged **13 - 17** years
- **Multi-national centre**
- All costs included (includes group transfers & insurance)
- **Maximum class size - 14**
- Staff/student ratio 1:6
- Secure location with **24 hour supervision**
- **15 full hours** of lessons per week
- Regular **excursions**
- Full programme of afternoon & evening activities
- Accommodation in **shared dormitories** (4-8 students)
- **Group leaders accommodated on site**

Riddlesworth Hall? That sounds interesting

Riddlesworth Hall or RHS (as we sometimes call it) is an attractive private boarding school situated in the lovely English countryside not far from Cambridge and Norwich, and within easy reach of several major airports.

In the summer, CAE has exclusive use of the school: historic buildings, classrooms, comfortable accommodation and wonderful sports facilities and grounds. RHS becomes our home, and will be home to you and your friends – old and new - for your English summer adventure.

New: a CAE centre for groups

CAE Riddlesworth Hall is open to groups of 10 -30 students from different countries. You will join other groups similar in age, but from a different country.

We will expect you to use English as much as possible as you learn and have fun with children from other countries who are all attending our intensive two week project-based courses.

What will the classes be like?

In your classes you will spend a lot of time speaking and listening –though you'll get the chance to do reading and writing as well. We know that people learn language best when they are doing interesting things, so our team of qualified and energetic teachers will help you to choose the activities which you enjoy most. You will be busy from the moment you get up, to the moment you go to bed, so you'll have lots of opportunity to use your English in real situations – you'll be amazed how quickly you will learn to communicate better in English. You will take home your own CAE portfolio - a wonderful record of lessons,

activities, trips and new friendships made. We hope you will show it off to family and friends and be proud of your English achievements.

Where will I stay?

CAE Riddlesworth Hall is a residential summer school. It will be your home for the summer. You will sleep at RHS in dormitories with up to 7 other boys or girls of a similar age. Some of your roommates will be from a different country. All your meals will be in the school along with your friends, group leaders and teachers. If you go out on an excursion we will give you a packed lunch. There are great places in the school where you can spend your free time – ideal for doing homework, socialising or just relaxing with a good book.

What about the afternoon and evenings?

CAE Riddlesworth Hall offers a full activity programme so you can learn English by doing things and having fun with friends outside of the classroom.

In the afternoons: try something completely new as well as your usual favourite sports or activities from home: ball sports, art, baking, creative writing, dance, drama, music... so much to choose from.

In the evenings: we organise films, theme parties, discos, quiz nights and talent competitions. We usually plan an international evening where you get the chance to teach each other about your countries.

On every course there are **excursions and study visits**. You will visit London, Cambridge or Norwich and other local places. On excursions you will see the famous sights, meet some real English people, put your English to the test - and do some shopping.

Sample programmes are available on request

CAE offers your group:

- **An all-inclusive quality 24-hour programme:** transfers, tuition, activities, entertainment, excursions, all meals, accommodation, insurance: no add-ons
- Safe secure location with staff supervision
- **International community:** study alongside groups from other countries
- **Accompanying Group leaders with full board accommodation**
- Group leaders gain experience working as part of the CAE team responsible for the successful delivery of the course
- Group leaders should be able to communicate effectively in English



Riddlesworth Hall

FAQ for Parents:

On every CAE course you will find a friendly, hard-working and, above all, safe environment. But many parents have questions particularly about the safety and welfare of their children. Here are some of our parents' most common questions.

What happens at the airport?

Children travel to/ from UK airports accompanied by their Group leaders. CAE staff meet the group on arrival and accompany them to the centre.

How safe is the centre?

Riddlesworth Hall is set in spacious grounds not far from the small town of Bury St Edmunds. CAE residential staff work closely with your group leaders to ensure that children are supervised 24 hours day. Children are not allowed out of the school grounds unaccompanied. Excursions are closely supervised. CAE student rules must be followed at all times to guarantee the safety and well-being of all children and staff.

How large are the English classes?

Classes never contain more than 14 children. Children continue to learn outside of the classroom and our staff/ student ratio of 1:6 ensures individual attention at all times of the day.

What is the nationality mix?

At CAE Riddlesworth Hall, we welcome groups from several different countries. All groups join the same programme and your child will be in classes with children from other countries, share boarding houses with children from other countries and enjoy activities with children from other countries. We encourage all students to use English at all times.

What happens in the case of illness?

We have staff with first aid training available at all times to deal with emergencies. All but the most minor problems are referred to the local doctor. In more serious cases arrangements are made to fly the child home (and your included insurance policy covers loss of fees).

What if my child is homesick?

This is quite normal for the first day or so, especially if your child has never been away from home before. Our experienced team will work closely with your group leaders to deal with this problem. A full and

varied schedule almost always means that homesickness is quickly forgotten

What about laundry?

Children's clothes and towels are cleaned regularly.

What is included?

Everything - airport transfers, accommodation, meals, the course, the excursions, sports, admissions – It's all included! and so we expect your child to participate.

They may bring some pocket money for a treat or to buy your family a gift – but that's up to you. Money and valuables should be handed in for safekeeping.

FAQ for Group Leaders:

Airport pickups

CAE Staff will meet your group on arrival at London or Norwich airport and accompany your group to RHS. Welcome to the team!

Group leader role and responsibility

As a group leader, you will be part of the CAE staff team with particular responsibility for welfare of the children in your group. You will be expected to take part in staff meetings, training and development and to work towards the success of the course. You will receive a Group leader handbook and code of conduct and be asked to comply with CAE safer recruitment procedures. You will be expected to follow CAE guidance at all times.

Group leader benefits

Group leaders receive full board accommodation. You may be expected to share a twin room with other leaders from the same group. Entries and admissions will be covered when accompanying your students. You will receive a certificate to confirm participation at the end of the course. There may be an opportunity to observe classes in agreement with the CAE Management team.

What to do next?

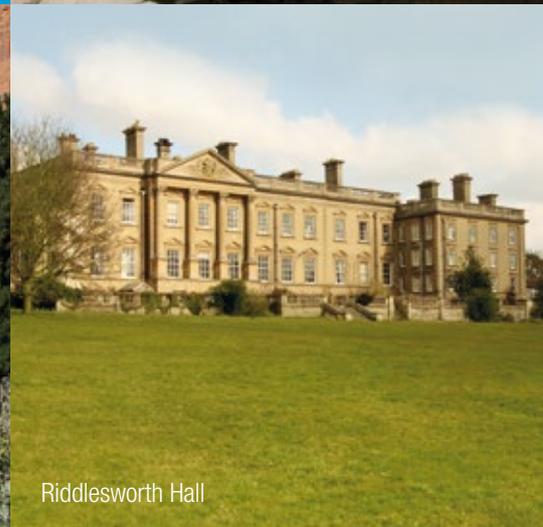
Contact us immediately. We will be pleased to advise.

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