

agent manual



language study centres

high school programme
a memory for life

welcome to lsc & our high school programmes in the UK & Ireland!

language study centres has been running high quality residential and homestay English language courses for foreign teenagers since 1999, and in 2005 our English language vacation courses were accredited by the British Council. The high school programme is a longer-term option which enables students to study in an English-speaking environment for up to 10 months. With many years of experience among our staff the programme is already proving to be both popular and successful, and we sincerely hope that you and your clients will benefit from this exciting and challenging programme!

a memory for life...

culture is all about the way people live. It is the food people eat, the language they speak and the customs they follow. There is no faster way of learning about a new culture than by immersing yourself in it. Participating in the high school programme will expose the student to another culture in the best way possible - by living in a home where they will be treated as one of the family and by going to a school with new friends in their chosen country

an ISC high school student will...

- become fluent in a second language
- enrich their education through a wider curriculum choice
- develop confidence in themselves and their ability to deal with change
- acquire real life international study and travel experience
- meet new people and establish lifelong friendships overseas
- expand their view of the world and develop a better understanding of global issues
- learn how to take care of themselves away from home

key features of the high school exchange package...

- placement for students in state or private schools (boarding school placements are also available upon request)
- requests for specialised courses or specific subjects can be considered, e.g. music, dance and drama
- full academic year or one or two term placements
- students aged 16-18 years can be placed in the UK and 14-18 years in Ireland
- 'meet and greet' by host family or area representative on arrival and transfer to the airport on departure
- carefully selected host families, providing full board accommodation and parental support to ensure the student settles into their new lifestyle as quickly as possible
- welfare support provided by a local representative who organises a welcome briefing for all the students in the area and also arranges regular meetings with the students on an individual basis
- academic reports from the school and welfare reports from the area representatives are supplied at the end of each term
- achievement certificate at the end of stay
- possibility of entering public exams (AS and A levels) where appropriate
- high school information booklet for students to read before departure
- welcome pack on arrival including useful local information



students will have the chance to spend an exciting weekend with other high school students in London!

- **three nights'** accommodation in central London **with breakfast included**
- **dinner at** Planet Hollywood
- **sightseeing cruise on** River Thames
- **entrance to** Madame Tussauds
- **lsc coordinator**

programme details

school

- the student will attend the local high school in the area where they will be living. They will attend the school in exactly the same way as the British and Irish students
- schools usually only accept students from EU countries. Other nationalities may be accepted, and will be decided on a case-by-case basis. Due to new visa regulations non-EU applicants to the UK can currently only be accepted by Scottish schools. Non-EU applicants wishing to attend school in England, Wales or Ireland will be placed in private fee-paying schools only and will be liable for these costs
- there are 3 terms in the school year: Autumn, Spring and Summer. The school year starts at the beginning of September (mid-August in Scotland). There is a two-week holiday at Christmas, and usually two weeks at Easter. There is a one week holiday halfway through each term (two - three days in Ireland). The school year ends between the end of June and the middle of July
- students who do not enter end of year exams will go home when the exams start as normal lessons cease for this period. This can mean returning home in May rather than June or July
- the school day at most British and Irish schools starts at 9.00 am and finishes around 3.45 pm. Lessons are on Monday to Friday only
- school uniform is recommended in most schools and compulsory in others
- packed lunch is provided by the host family on school days
- books, other learning material, uniform, hot school lunches, general pocket money and transportation costs are at the student's expense

area representatives

- each student has an area representative allocated to them for the duration of their stay
- the area representative will arrange an individual meeting with each student on a regular basis and an orientation meeting at the start of the programme for all high school students in the area
- the student should turn to the area representative as the first point of contact in the case of any problems

host family

- our host families receive payment for board and lodgings
- our area representatives carefully select the host families. Host families are accepted on the basis of a careful procedure which, among other things, include an interview and a home visit
- the student will be a new member of the host family and is therefore required to participate fully in family life
- the student may have to share a room with a host sibling or another high school student. The student will have a quiet place in the house where they can study

the school system in england & wales

age	school year	exams	compulsory subjects	optional subjects
16	11	GCSEs (taken in June)	English (language & literature) Maths Science PE (physical education) RE (religious education) ECDL (European Computer Driving Licence)	choose an additional 4 subjects
17	12 (1st year of 6th form)	AS Levels (taken in June)	none	choose 4 subjects

the school system in scotland

age	school year	exams	compulsory subjects	optional subjects
16	4	SCE Ordinary Levels (taken in May)	English (language & literature) Maths Science PE (physical education) RE (religious education) ECDL (European Computer Driving Licence)	choose an additional 4 subjects
17	5	SCE Higher Level	none	choose 4 subjects

the school system in ireland

age	school year	exams	compulsory subjects	optional subjects
16-17	4	Leaving Certificate (1st year)	English (language & literature) Maths Science PE (physical education) RE (religious education - opting out is possible)	choose 4 subjects

locations



contact

michele harrison

michele.harrison@lsc.ac

+44 (0)161 998 2834

requirements for admission

- students should be between 16–18 years old in the UK and 14–18 years old in Ireland. For welfare reasons we cannot accept students under 16 in the UK, and schools will not accept students who turn 19 during the programme. Applicants from outside the EU must be under 18 to comply with visa requirements
- students must have a good academic record
- students must have a good standard of English with a minimum score of 50 in the SLEP test and a satisfactory interview with the **lsc** agent representative in the sales country. It is the responsibility of the agent sales office to ensure applicants have an appropriate level of English. Students must write an essay in English without outside help as part of the application procedure and may be asked to take part in a brief telephone interview with **lsc** academic staff prior to acceptance
- if, after arrival in the UK or Ireland, the school which the student is attending decides that the student's ability in English is not good enough to follow the programme on which they have been enrolled **lsc** reserves the right to repatriate the student. Any costs incurred in such situations must be met by the student
- students must be in good physical and mental health. Students who have specific dietary requirements (e.g. vegetarian) can only be accepted and placed by agreement
- students can be placed in any part of the UK for UK applicants and any part of Ireland for Irish applicants. A student cannot request a specific region either before or after placement
- applicants must be willing to abide by all programme and host family rules. They should also be made aware that this is a high school programme and school attendance, as well as good performance, are mandatory. Any student who doesn't comply with these requirements while participating in the programme will be given a written warning, and any further misbehaviour will result in the student being sent home. Any costs incurred in this procedure will be met by the student

dealing with applications

- the applicant who applies to the sales agent office will initially be interviewed briefly on the telephone to make sure they comply with the basic requirements for admission. Applicants will then be invited for an interview at the sales office which will be conducted in English. If successful the applicant will then sit the SLEP test and the interviewer will go through the details of the student application form (student file)
- applicants should send four copies of the file to the sales office with all the relevant details completed. The sales office will send all the copies of the files to **lsc** where it will be processed and the final decision on the placement will be made. Copies of the file will be sent to the area representative, the school and the host family. Once the placement process has been completed **lsc** will inform the sales office of the details of the placement
- it is the agent's responsibility to make return travel arrangements on behalf of the student, taking into consideration that the airport of arrival and departure should be the one closest to the destination. The agent should inform **lsc** of the travel details as soon as possible. Detailed information about the school placement and the high school student handbook will be sent to the student prior to departure

deadlines

files for Autumn term must be received before 1st April for non-EU applicants
and before 15th April for EU applicants

files for Spring term must be received before 1st October for non-EU applicants
and before 15th October for EU applicants



language study centres

culture is all about the way people live. It is the food people eat, the language they speak and the customs they follow. There is no faster way of learning about a new culture than by immersing yourself in it...

“language & culture”
www.lsc.ac