



## Notes for Parents

Please read these Notes carefully with your child to help ensure a successful stay at ECS this summer. To translate this document visit <https://translate.google.com/> and type the address where you found it.

### You need to know:

- Our head office address is different to the school address. See > [Addresses](#)
- Send your child's travel arrangements at least 14 days before arrival. Coach transfers are available only at specified times. See > [Travel](#)
- You can help to avoid homesickness. See > [Homesickness](#)
- We restrict mobile phone usage. See > [Mobile devices, wifi and telephoning](#)
- Clothes are washed weekly and must be labelled with the child's name. See > Notes for Students > Clothes & Laundry
- Children of different ages cannot sleep next to each other. See > Notes for Students > Community life > Bedrooms

### Addresses

The summer school address at Port Regis is different to our office address near Cheltenham! During the course please send any post to Port Regis School. If you send it to our Head Office your child might not receive it before s/he leaves.

#### Port Regis

English Country Schools  
c/o Port Regis School  
Motcombe Park  
Shaftesbury  
Dorset SP7 9QA

Tel: +44 (0)7917 501161 or (0)7502 405807

#### Office

English Country Schools  
18 Riverside  
Winchcombe  
Cheltenham GL54 5JP

Tel: +44 (0)1242 604067

[etchells@countrieschools.co.uk](mailto:etchells@countrieschools.co.uk)

### Your online account

Log in to your online account to book optional extras, view reports, make payments, upload your child's photo and add travel and medical details. The system will send reminders for payments, missing travel or medical details or when a report is waiting to be viewed.

### Pre-course documents

You can find additional useful information by logging into the 'pre-course documents' section of your

online account. These include 'consent to travel' forms and road / train directions to the school. You can also find frequently asked questions at <https://www.countryschools.co.uk/more-info/faqs/>

### Pre-course check

Before the course, we'll email a summary of your child's details. Check it carefully and let us know of any errors or missing information.

## TRAVEL

Please update your child's travel details via your online account at least 14 days before the course. Airport transfers cost £50 each way. Reminders will be sent until we consider the details complete, after which no further changes can be made. If there are last-minute changes, please [inform us separately](#).

We cannot provide accommodation for pupils arriving before or leaving after the scheduled summer course dates.

If bringing your child personally to Port Regis (see address above) please arrive mid afternoon and collect mid morning. Contact us if you need details of local accommodation, which is limited at short notice.

There is a good train service from London Waterloo to Gillingham (Dorset) near the school. There are public transport connections from central London to connect with our Heathrow transfer service. If you plan to meet our staff in the airport ask us about meeting place and time.

### Airport arrivals

Children travelling alone should carry our [Parental Consent to Travel form](#).

On **6 & 20 July 2025** we will meet pupils arriving at London Heathrow and Gatwick airports and provide coach transfers to Port Regis School for flights arriving **11:00 – 17:00** hrs at a cost of £50.

Our representative will be holding an ECS sign and wearing a white ECS polo shirt or navy sweat shirt. Transfer coaches leave Heathrow at about 13:00, 16:00 and 18:00 hrs and the journey to the school takes around two hours. Pupils arriving up to two hours before 11:00 hrs can be met by a reputable company who will take care of them until our staff arrive, at extra cost.

Please note we cannot confirm the arrival of each child. Please be patient if your child does not contact you immediately. If there is a problem you can be sure we will contact you. Can I accompany my child on the coach transfer to the school? Please see FAQ at <https://www.countryschools.co.uk/more-info/faqs>

### Airport departures

On **20 July and 3 August 2025** we provide coach transfers and assist pupils with check in for flights departing London Heathrow and Gatwick airports **12:00 – 17:00 hrs** at a cost of £50.

Transfer coaches arrive at Heathrow at around 10:00 and 13:00 hrs. Pupils whose flights depart after 16:00 hrs can be cared for by a reputable company until the flights leaves, at extra cost.

### Railway Travel

We recommend travelling to the UK on Eurostar to St Pancras Station. From there, we can escort your child to Heathrow to connect with our £50 coach service to the school, and the same for departures. For those already in London, there is a direct train from London Waterloo to Gillingham (Dorset) near the school. Escorted transfers between Gillingham Station and the school cost £20 each way.

### Unaccompanied Minors

If your child is travelling in the care of airline staff (UM) give 'Christopher Etchells' as the contact person

and provide the school's head office address and phone number (see above). You must arrange and pay for UM services for both journeys in advance, as we cannot do this for you. Children travelling UM outside our coach transfer times must either be looked after by Airport Angels or take an escorted taxi transfer. Ask us for details.

### **Taxi transfers**

If your child cannot use our coach transfer service we can arrange escorted taxi transfers. Our driver will meet your child on arrival and assist with departure check-in.

Costs:

- Heathrow: £275 one-way
- Gatwick: £300 one-way
- Shared taxis: Cost split between passengers plus £20 per child.
- Unaccompanied Minors: +£30 for departure assistance and waiting time.
- Antisocial hours: +£30 for trips starting before 6:00 AM or after 8:00 PM.

Payment details:

- Payment must be made at least 7 days in advance.
- We charge the maximum estimated cost to your child's account, but only deduct the actual cost based on final arrangements (for example if a taxi can be shared). Any difference is refunded.
- If paying the driver directly (not recommended), your child must get a receipt to avoid double charges.

We do not profit from taxi services, and prices are non-negotiable.

### **Boarding passes**

Many airlines provide electronic boarding passes 24 hours before the flight. Download the airline's app to your child's phone to simplify check-in. Make a copy of your child's passport so that you have the details you need for departure check in.

### **Homesickness**

If you're concerned about homesickness, refer to the document in our online pre-course materials. Tell us about any recent emotional or physical issues your child has faced. Avoid telling them they can come home if they don't like the school, as this may foster a negative mindset. We work to help children settle quickly, focus on activities, and build independence. If your child feels homesick, please talk to us so we can address it together. Children may sometimes exaggerate their concerns; trust us to provide an honest update.

### **Mobile devices, wifi and telephoning**

ECS is an opportunity for children to spend less screen time and instead engage with real life. We recommend only bringing a mobile phone, not other devices. Filtered Wi-Fi is available during free time, but smartphones may access unfiltered content through phone networks. To avoid this, consider a basic "voice and text" phone compatible with the UK. Don't forget a UK adapter plug. Please avoid calling your child frequently as this may increase homesickness.

- Ages 8–12: Phone use is allowed daily from 5:00 - 6:15 PM and during excursions.
- Ages 13–17: Phone use is allowed daily from 5:00 - 10:00 PM and during excursions.

### **Motivation & behaviour**

Discuss personal responsibilities with your child before they travel. Ensure you both understand and accept the rules in the Notes for Students. Stress the importance of speaking English, respecting others, and joining in. If your child misbehaves, we will talk to them and inform you. Serious or repeated offences, such as smoking, drinking, or drug use, may result in them being sent home.

### **Tennis & golf lessons**

If your child has tennis or golf lessons booked, ensure they are aware and agree. There are no refunds for missed lessons. A schedule of lesson times will be displayed, but times may change based on age, ability, or weather. Pupils are responsible for being on time, properly dressed, and ready for their lessons.

### **Personal possessions**

Use the clothes list provided and clearly label all items, including phones and accessories, with your child's name. This ensures lost items can be returned. Keep luggage light to help your child and reduce environmental impact.

### **Pocket money**

We suggest around £50 per week, preferably on a debit card since many UK places don't accept cash. Advise your child to use money wisely and hand any cash to house parents for safekeeping. Extra money can be sent via [ecs.flywire.com](https://ecs.flywire.com) if needed.

### **Problems**

Encourage your child to inform us if they feel unwell or have any issues. We have extensive experience and can usually help. We will keep you updated.

### **Reports, course photo & certificate**

You will receive an email when a report is ready in your child's online account. You will receive a 'settling in' report after a few days, a weekly report from your child's teacher, and a final report at the end of the course. Your child will also bring home a course photo and attendance certificate.

### **Stay in contact..**

You can contact us anytime during the day, but please avoid phone calls at night unless it's an emergency. After the course, please complete our parental survey. You may also consider joining our list of Parental Contacts to connect with other ECS parents globally. For unresolved complaints, you can reach out to English UK at <https://www.englishuk.com/en/students/complaints-procedure>.

We look forward to welcoming your child to ECS.

Christopher and Sarah Etchells  
[etchells@countryschools.co.uk](mailto:etchells@countryschools.co.uk)  
Updated Dec 2024



## Notes for Students

We want this summer to be a great experience for you! While not everything in these Notes may apply to you, please read everything to avoid misunderstandings and to know what to expect.

### **What we try to achieve**

Our goal is to help you improve your English, have fun, make international friends, broaden your horizons, and boost your confidence. We hope you'll enjoy the green campus at Port Regis and return home refreshed, with great memories and a positive outlook for the future.

### **The environment**

Education is about building a better future for everyone. That's why we aim to be environmentally friendly. Visit our webpage for more details: <https://www.countryschools.co.uk/why-ecs/environmental-responsibility> and <https://www.countryschools.co.uk/files/ECS-environmental-tips.pdf>

### **Our expectations of staff**

Our staff treat all pupils with respect, regardless of age, gender, race, or religion. They must not act aggressively or show favouritism. Staff avoid being alone with pupils and are not allowed to communicate privately with them through email, phone, or social media.

### **Our expectations of pupils**

We expect you to:

- Respect pupils and staff, regardless of age, gender, race, or religion.
- Take part in classes and activities to the best of your ability.
- Speak English and mix with students from other nationalities.
- Follow school rules and listen to staff instructions.
- Let us know if you have a problem so we can help.

### **Travel**

Most students arrive via Heathrow or Gatwick, but we can also assist if you travel by train. If you're traveling with airline staff (UM), they will guide you. Otherwise, follow other passengers through passport control to baggage claim. Look for the machine showing your flight number and wait for your luggage. Don't worry if it takes time - we'll wait for you.

After collecting your luggage, go to the arrivals hall and look for our staff wearing ECS white polo shirts or blue sweatshirts, holding a sign with our logo. If you need help, call us at +44 7917 501161 or ask your parents to contact us.

Once we meet you, you'll wait with our staff and other students in the airport. You might want to buy a snack or drink during this time. We'll then take you to the transfer coach for the two-hour journey to the school.

If you have any questions, feel free to ask our teachers. Some speak multiple languages, and we can use electronic translation if needed.

**When you arrive at school**, we'll show you to your room. Unpack your things into the drawers and cupboards, and place your empty suitcase on top of the wardrobe. Your house parent will help you and ask for any documents, medicines, or valuables for safekeeping. These will be returned when needed. We are not responsible for items you choose to keep yourself.

### **Fire practice**

On your first evening, there will be a house meeting and a fire practice. This is for your safety, so please take it seriously. Stay calm, don't run or shout, and remain quiet so we can explain procedures and ensure everyone is accounted for.

### **Mobile phones & wi-fi**

We provide filtered Wi-Fi, which turns off at night.

- **Ages 8–12:** Phones are kept by your house parent and can be used daily from 5:00–6:15 PM or at other arranged times.
- **Ages 13–17:** Phones can be used from 5:00 PM until bedtime and during excursions.

We suggest limiting screen time (eg. turning off notifications) to fully enjoy your time at ECS.

### **Lessons and workshops**

On the first teaching day, we'll assess your written and spoken English—nothing to worry about! You'll join a group with students of similar age and ability. Classes are multinational, and you'll work in English with students from other countries. Lessons cover topics like environmental issues and include activities such as outdoor lessons, music, debates, discussions, and lessons based on literature or films. See examples of materials at <https://www.countryschools.co.uk/courses/summer/lessons>

In addition to English lessons, you'll choose a different workshop each week: see <https://www.countryschools.co.uk/courses/summer/workshops> Workshops help you practice English and offer choices to develop real-world skills like photography and cooking. If you don't get your first choice in your first week, you should have it in the second week.

### **Punctuality**

Living on-site helps develop independence through daily routines. You'll find a timetable on your house notice board. Please aim to be on time for meals, lessons, workshops, sports, social activities, and excursions.

### **Rules**

Our rules are in place for everyone's safety and well-being. Please follow them both on and off campus. If you cannot agree with them, please do not attend.

#### • **NO SMOKING, ALCOHOL OR ILLEGAL DRUGS**

We will inform your parents if we suspect you have broken this rule. Drug abuse or repeated smoking or drinking will lead to expulsion.

#### • **NO BULLYING**

People who make others feel bad through verbal or physical abuse will be warned and if this has no effect will be sent home.

- Do not enter another student's room without their permission. Boys and girls must not enter each other's accommodation areas.

#### • **NO AEROSOL SPRAYS**

These cause problems with the fire alarm system. Please bring alternatives such as roll-ons.

- **DO NOT LEAVE THE SCHOOL GROUNDS WITHOUT PERMISSION**  
8 - 12 year olds must only leave the school grounds with a teacher. 13 - 17 year olds may go to the village shop in small groups with permission. School rules apply when you are out - and remember that traffic drives on the left in Britain.
- **USE MOBILES ONLY DURING FREE TIME.** Devices will be confiscated if used during meals, lessons, workshops (unless given permission) or during organised sport and social activities.
- **RESPECT THE BUILDINGS AND GROUNDS** Please take care with the furniture and fittings. No chewing gum or graffiti. Please put rubbish in the bin. Food and drink are not allowed in the bedrooms for hygiene reasons.
- **DO NOT GO INTO THE GROUNDS AFTER DARK** It is unsafe to wander around the grounds at night. Stay in the school buildings or in well-lit areas near the main buildings.
- **RESPECT POOL RULES.** No running around the pool, pushing, or throwing others in - this could lead to accidents. Dive in only at the deep end under supervision. Do not push others under water, even for fun.

### **If you break rules**

We use a 'signals' system to alert you to unacceptable behaviour. If it continues, you'll receive a warning and we'll inform your parents. For serious offences like smoking, illegal drugs, or repeated bullying, we will send you home at your parents' expense.

### **Accidental damage**

If you cause accidental damage please tell us immediately. We won't be angry but will expect you to pay for the repair. If we cannot find the person responsible we will charge everyone. This will cause ill feeling and is best avoided.

### **Clothes and laundry**

Please use the Clothes List below and ensure all items are clearly named. Even if you recognise your own clothes, we need to know who they belong to for easy return. Avoid living out of your suitcase as it can lead to lost or mixed-up clothes. We provide a weekly laundry service for lightweight clothes. Bring a net laundry bag for underwear if possible. Heavy items like jeans and jackets are not washed. Your house parent will let you know when to put clothes out for washing. Laundry is returned folded but not ironed. Bed sheets are changed every two weeks or weekly if requested.

### **Covid**

If Covid is discovered during the course, we'll take steps to reduce risk, such as encouraging hand washing and social distancing. If you have symptoms, you can request a test. If positive, you'll be isolated at the school until you recover.

### **Community life**

At ECS you will be in an international community with people from many different countries and cultures. To get the most from your stay we suggest:

**BE SOCIABLE.** It's normal to feel shy at first, but remember, you're at ECS to make friends and practice speaking English. Put down your phone and make an effort to talk to students from other countries. Stay positive and be respectful of others' cultural differences. Showing interest in others will help you build friendships. Avoid offensive language, and offer support instead of criticism when someone has a problem.

**RESPECT PRIVACY.** Don't gossip about people behind their backs. Respect other's wishes not to be photographed and don't share any photo online without their permission.

**PERSONAL HYGIENE.** Please shower daily, change your underwear regularly, and use the laundry bag for dirty clothes. Remember to brush your teeth. Flush toilets and leave them clean. Put toilet paper in the toilet. Dispose of female hygiene products in the plastic bin. If a toilet is messy, let your house parent know.

**BEDROOMS.** We put students of the same age and different nationalities together so that you will speak English and make new friends. In an emergency we need to know where you are so you must not move rooms without permission. After bedtime, you may talk or read quietly but please respect other students' need for rest and keep noise to a minimum. Only leave your bedroom at night to use the toilet or if the fire alarm sounds. Keep your room tidy by using the rubbish bin, putting away your clothes and making your bed each morning.

**MEALTIMES** are an opportunity to be social and practise speaking English. Sit with students from different nationalities and do not use your phone. For health reasons we use less salt in cooking than you may be accustomed to, but after a few days you will not notice this.

### **If you feel unwell or have a problem**

Talk to your house parent or any staff member. With years of experience, we can usually help. If you disclose a serious issue about yourself or another person we will share it with managers to provide the best support.

### **Excursions**

We decide the level of supervision that you need on excursions. Younger pupils will be accompanied by a teacher at all times, while older pupils can visit in small groups without direct supervision. Follow instructions carefully to know when and where to re-group. If you have a problem, go to the meeting point or call the number on your wristband. On coaches, please do not eat, chew gum, play loud music or drop litter, and remain seated during the journey.

### **London**

If you've booked the London trip, you'll be part of a group of about 12 pupils, always accompanied by staff. In areas like Oxford Street or Covent Garden, you can shop in small groups but must stay in the designated area. Once in the hotel, you must not leave it without a member of staff. You'll share a double room with another pupil of the same gender. You must not change room without permission. We cannot arrange visits with friends or relatives in London. Stay with the group, be cooperative, and carry the school's emergency number in case of any issues.

### **Sports options**

If you booked golf or tennis lessons, we'll let you know where and when to meet. Lessons may not happen in the week you booked them. We'll remind you of lesson times, but it's your responsibility to be on time. If you are absent the lesson will start without you. Sports lessons are pre-arranged so we cannot provide refunds if you choose not to continue.

### **Your data**

When your parents book your place at ECS, they provide information we need to care for you. During your stay, we collect details about your performance for reports and note any accidents or major misbehaviour. Some information is kept for future reference. You have the right to view the data we hold about you, but we may decide whether to share sensitive details.

### **End of course**

The end of the course can be emotional as you prepare to leave your new friends. Give yourself enough time to pack and check the clothes list. If something is missing, search carefully and let us know if you can't find it. Unnamed lost items will be donated to charity. Clear all rubbish from your room. Please don't ask to stay up all night - it's important to rest so you're alert for your journey home and ready to reunite with your family.



### **In summary, to make the most of your stay:**

- **Join in!** It's normal to feel unsure at first but by joining in, you'll make friends, have fun, and grow as a person.
- **Communicate!** Use this chance to learn about other cultures and broaden your horizons. Avoid spending too much time with your compatriots or on your phone. If you have a problem, talk to someone.
- **Smile!** If you are helpful and friendly towards other people they are most likely to be helpful and friendly towards you.

We very much look forward to having you with us this summer. Please ask if you have any questions or if we can be of any other assistance whatsoever.

Christopher & Sarah Etchells  
Updated December 2024

### **Want to know more?**

- Public Facebook page: <https://www.facebook.com/EnglishCountrySchools/>
- Pupil Facebook group: <http://www.facebook.com/groups/ECSfriends/>
- Instagram: <https://www.instagram.com/englishcountryschools/>
- Photo galleries: <http://countryschools.smugmug.com/> (password = Real-Learning)
- Videos: <https://www.youtube.com/user/EnglishCountrySchool>
- Web site: [www.countryschools.co.uk](http://www.countryschools.co.uk)



## CLOTHES LIST

Please make sure all your clothes and possessions are clearly marked with your name. Normal summer temperatures in the UK range approximately 15 – 30C. Pack for generally warm weather but be prepared for occasional cold or rainy days and cool evenings. Please try to minimise the weight of your suitcase.

We suggest (for 2 – 5 weeks)	You packed (quantity + description)
1 named reusable water bottle, sunglasses, sunhat	
1 or 2 pairs of casual <a href="#">trainers</a>	
1 pair of <a href="#">trainers for sport</a>	
Socks and underwear sufficient for 5 days	
2 pairs of long trousers / dress or skirt	
2 pairs of sport shorts	
3 sport shirts	
4 pairs of sport socks	
1 swim suit	
2 towels (1 for swimming, 1 for shower)	
3 or 4 casual shirts or T-shirts	
1 warm <a href="#">sweater</a> , <a href="#">fleece</a> or <a href="#">hoody</a>	
1 <a href="#">rain jacket</a> (essential)	
1 <a href="#">daypack</a> (only for London trip)	
Wash bag including toothbrush, shampoo etc.	
1 plug adaptor for UK (to charge phone)	
<b>Extra items:</b> <ul style="list-style-type: none"> <li>• Tennis / golf: we provide everything you need but bring your own named equipment if you wish.</li> <li>• Bring smart clothes for course photos and discos if you wish.</li> <li>• Bring a smartphone or a digital camera if you wish to join the photography workshop.</li> </ul>	