



gateway
school of english

JUNIOR PROGRAMME

Pre-arrival Information for Juniors

Welcome to Malta and to Gateway School of English! We are delighted to receive you on our premises and hope that the entire package of your stay, including aspects of academics, accommodation and leisure, will not only meet but also exceed your expectations. In fact, we would like to take this opportunity to congratulate you on enrolling at GSE! You have made an excellent choice in deciding to combine your English language learning with a visit to our beautiful islands. Thanks to Malta's history as an ex-British colony, English enjoys official language status along with Maltese, and this guarantees exactly what you, as a student investing in your education in another country, are looking for: an environment that produces top quality results in a very special and unique place. This is the reason why Malta is such a favourite destination among students who are looking for a balance of classroom and culture while having some real holiday fun! Moreover, with our typical hospitality, approachability and our emphasis on individual attention, here at GSE, we go the extra mile in ensuring that our students have the best stay possible, and are always at your service, eager and willing to address any of your queries and concerns.

Your first day

On your first day in Malta you will be picked up from the airport by one of our members of staff. Don't forget to look out for the purple GSE logo! You will be taken to your host family or the junior residence (Topaz or Windsor hotel), where you will be given a chance to unpack, get comfortable and have a rest. You can then take a look around the surrounding area by going for a relaxing walk to get your bearings and find out what amenities are close at hand. Some of our host families are located within 10 to 20 minutes' walking distance from the school. Students staying with host families which are located within more than 25 minutes' walking distance from school will be provided with school transport. The host family will show you the pick-up/drop off point for the school transport on your first day.

On your first day of lessons, you will walk to the school with your host parents (if you are staying at a host family nearby the school) or come to school by private transport (if you are staying at the junior residence or with a host family more than 25 minutes' walking distance). If you are staying with a host family nearby you may go directly to the centre for the rest of your stay, you will be shown the way to school only on your first day.

If you have taken the test online, then that's great! You will join a class as soon as you arrive at the centre. Here's the link to the online test: <https://english-malta.com/student-life/online-english-entry-level-placement-test/> If you have not, then you will need to take the placement test. This will take around one hour and it is important for us to place you in the correct class with other students of the best level. Remember, there is no pass or fail! Once you join a class, it is important to remember to have fun and get to know your classmates; it is the best way to learn English!

Summer Timetable

9:00-10:30 = General English

10.30-11:00 = Break

11:00-12:30 = General English

Those students on **Intensive English** (30 lessons/week) will have extra classes and the timetable will be given to you on your first day for your extra conversation classes. Please ask one of our staff members if you have extra afternoon lessons booked with us so that we can explain to you your timetable.

Checklist – what you will need

- A towel
- An adapter for your electronic devices
- Pen and notebook for school
- Toiletries
- Swimming trunks/ Swimsuit – you never know when the weather is good enough for a swim!
- Any medication that you must take regularly
- Any allergy medication you will need to take in case of an emergency
- Comfortable and appropriate clothes
- Some pocket money – just in case you want to buy some water or a snack during break

Laundry

If you are staying with a host family the host mother/father will do the laundry free of charge, some host families also charge a minimal fee for laundry. Please discuss this with your host mother/father on your first day.

If you are staying at the hotel and wish to have your clothes washed during your stay, this is possible against a fee. Please ask the receptionist at the hotel.

General Rules and Regulations

- Speak English – at all times!
- Don't use your phone in class, unless the teacher tells you to.
- Respect the school – do not dirty the walls or furniture
- Respect the staff and host family – you will get the same in return!
- Take care of your personal and expensive belongings

- Do not leave the residence or host family when you return from evening activities, unless you get permission from the school beforehand.
- Do not use the kitchen appliances without permission from the host family
- Keep your room neat and tidy.
- Keep the noise level low at host families and the residence.
- Do not take friends to your host family without permission
- Do not drink alcohol, smoke or take illegal substances during your stay at GSE, at school, at the residence and at the host family.
- Do not walk around the residence in beachwear.
- Do not move furniture in your room around.
- Respect your curfew (Monday to Sunday until 23:30 hrs. in summer; until 22:30 hrs. in winter)
- Be on time for lessons, excursions and activities.
- Follow group leaders' instructions when on activities.
- Speak to your teacher/academic manager/activity leader should you have any issues.
- Do not take photos or videos of other students without their consent. Delete any media if a student present asks you to.

Junior Homestay / Host Family accommodation guidelines:

Students on full board basis are entitled to:

- breakfast – this includes at least fruit juice, cereal, fresh bread or toasted bread, jam, slices of ham/cheese, a hot drink (tea or coffee), and free flow of water;
- lunch – packed lunch consisting of 1 large bread roll, fruit, a sweet dessert (chocolate bar or croissant) and a cold drink (water or fruit juice);
- dinner – consisting of a warm meal, a dessert such as ice-cream or seasonal fruit, and free flow of water.

Special dietary requirements are to be communicated upon booking and confirmed by the school.

Breakfast at host families is served between 7:30am and 8:30am. Dinner is served between 6:00pm and 7:00pm. (always ask your host parents their preferred meal times keeping in mind your timetable and activity programme).

Students are not allowed to use kitchen appliances without the permission of the host parents.

Provision of house keys to students is at the discretion of the host parents.

Students are not allowed to leave the host family after returning home from evening activities unless they ask for permission from the school's staff. Host families will inform the school immediately should students fail to return home after evening activities. **Respect your curfew (Monday to Sunday until 23:30 hrs. in summer).**

Students are expected to keep their rooms tidy and be considerate when living with host families. Any damages caused by the student will have to be paid for in full before departure.

The school is not responsible for any valuables carried by the student in the event of loss of or damage to such valuables. It is advised that students keep their valuables locked in their suitcase throughout their stay in Malta.

Students are not allowed to invite friends or colleagues to the host family's house without the permission of the host parents. Students cannot organise parties in the host family's home. Excessive noise is not allowed and any disturbance to public peace will result in immediate expulsion.

Most of Gateway's host families provide free Wi-Fi however this is not standard as some host families charge a minimal fee for the use of Wi-Fi. It is recommended that students check the host family details which will be provided to the student upon booking. Any Wi-Fi charge and cost will be included in the host family details.

Host families normally provide a free laundry service for a reasonable number of clothes.

Host parents will show the way to school / school transport pick up point (when transport is needed) to students on the first day of school, as well as the meeting point for activities' transport.

If a student wishes to change his/her host family during his/her stay in Malta for a valid reason, the school will do its best to accommodate the student's request if an alternative accommodation is available at the time. Student wishing to change their accommodation are requested to put forward their complaints by approaching the accommodations manager, a staff member (school's group leader) or group leader (in the case of students travelling as part of an organised group).

Students will be expelled immediately without any warning and sent back home without any refund if they are found under the influence of alcohol in the host family's house or in possession / under the influence of illegal substances. All repatriation expenses will be incurred by the parents.

Smoking is not allowed in host families.

Transport to school and activities:

Those students who live **more than 25 minutes walking distance from school will be provided with transport**. Always ask your host parents to show you the pick-up/ drop off point. You are requested to be at your pick-up point on **school days at 8:00am**. Please note that you will need to wait for the bus however the bus cannot wait for you, make sure you are there on time! We always do our best to be there on time however due to heavy traffic during the summer months this is not always possible so please have some patience! At weekends (Saturday and Sunday) you are expected to be at your bus stop at 9:45am (as activities start at 10:00am). Evening activities start at 19:30 and therefore you are expected to be at your bus stop at 19:15.

Junior School Residence (hotel) accommodation guidelines:

All residence rooms include an en-suite bathroom with shower and toilet.

All bedrooms and bathrooms are cleaned every day and bed linen is changed once a week. Towels are supplied and changed everyday.

Only students of the same gender are allowed to share the same room.

Students will be expelled immediately without any warning and sent back home without any refund if they are found under the influence or in possession of alcohol in the rooms or in possession or under the influence of illegal substances. All repatriation expenses will be incurred by the parents.

Smoking is not allowed in the residence.

Students will not be allowed to go around in beachwear while on the residence premises.

Students are not allowed to invite guests in the rooms and are NOT ALLOWED to congregate in each other's rooms. Excessive noise is not allowed and any disturbance of public peace will result in immediate expulsion.

Furniture in bedrooms cannot be moved. Any damage caused to furniture will have to be paid for in full before departure.

Curfew times for students staying at the residence/hotel (not when on the organised school social programme) are as follows: Monday to Sunday until 23:30 hrs. in summer. In the low season period until 22:30hrs.

Failure to comply with both curfew times as well as the rules of the residence will result in immediate expulsion.

Meals:

- breakfast is buffet and consists of tea/coffee, variety of bread (toasted or fresh), variety of cereals, variety of hams and cheese, milk, butter, jam and other spreads, variety of juices and fruit and free flow of water;
- packed lunch consists of 1 large bread roll, fruit, a sweet dessert (chocolate bar or croissant) and a cold drink (water or fruit juice);
- dinner is also buffet with a choice of starters, main course and desserts as well as free flow of water.

Meal times: Breakfast between 7:30am – 8:30am; Dinner between 6:30pm and 7:30pm.

Transport from the hotel:

Buses leave for school Monday to Friday from the hotel at 8:15am. You will meet the school's group leaders at the hotel reception who will show you the way to your bus. Please make sure you are ready on time for departure to school. Late arrivals may be left behind.

For weekend trips (Saturdays and Sundays) buses leave from the hotel at 10:00am. Please make sure you are at the hotel's reception by 9:45am and the school's group leaders will show you the way to your bus.

Leisure / Social Programme guidelines

Students are accompanied by school group leaders during all activities. There is 1 group leader assigned to every 15 students.

A fully licensed guide is provided during cultural excursions and visits to historical attractions.

The school reserves the right to make changes to the leisure programme due to weather conditions or any other reasons beyond its control. If an excursion has to be replaced by another excursion, the school will inform the students and/or the group leader leading the group at least 24 hours before the excursion, and another excursion of an equivalent price will be provided instead.

Students are requested to be punctual for excursions and to be at meeting points at the appointed times. Late arrivals will be left behind and no compensation will be provided to students who miss excursions.

Students are requested to follow the group leaders' instructions when on school organised activities.

The school will not be responsible for damage or loss of students' possessions during activities.

The school ensures that all operators/suppliers of activities (such as transport, boat companies, attractions etc.) are fully licensed by the relevant authority and are fully covered by an insurance policy. The school always keeps a copy of the most recent insurance policy as well as a copy of the license.

Those students who do not have a prepaid activity programme can sign up for activities during break at the Junior Centre/School.

Timetable for activities:

SUMMER: Departure from school Monday to Friday ALWAYS at 1 pm

Weekend (Saturday and Sunday) activities (departure from hotel/homestay at 10:00am)

ALWAYS CHECK THE TIMETABLE OF ACTIVITIES GIVEN TO YOU BY THE SCHOOL BEFORE YOUR TRIP OR ON ARRIVAL AND COPIES OF THE ACTIVITY PROGRAMME CAN BE FOUND ALSO ON THE SCHOOL'S NOTICE BOARDS.

In SUMMER please make sure you bring your beachwear to school every day.

Pick up drop off points for evening activities: please check with your group leaders for pick up / drop off points for activities depending on the location of your host family. Pick up / drop off for students staying at the Junior Residence (Hotel) is always at the main entrance of the hotel.

Tuition guidelines

An academic manager is always present on the school premises during classes and students are encouraged to discuss any academic matters with the manager on site. Should a student wish to change the level he/she is encouraged to approach the academic manager. After discussing the matter with both the student as well as the teacher the academic manager will give the consent to the student to change his/her group. Students are not allowed to change class unless they have the permission from the academic manager.

The school is to be informed of any special needs or learning difficulties of students prior to arrival.

The maximum number of students per class is 18 students.

Course material is provided by the school however students need to bring with them writing material i.e. pens and paper.

Teachers have a right not to accept students in class if they are more than 15 minutes late.

If a public holiday falls on a weekday, lessons will not be recovered on other days; however students will be given a free beach trip activity in the morning as a form of compensation.

Students are encouraged to participate in lessons. Students who disrupt lessons will not be accepted in class and will be reported to the academic manager who will take necessary action.

Students are advised to walk around the school premises decently dressed. Walking barefooted & beachwear is not permitted.

Damages caused to premises or the school property will have to be paid for in full by the student before departure.

Students will receive an attendance certificate at the end of the course stating the level at which the course was taken, the corresponding CEFR level, start and finish dates of the course and total number of lessons. These certificates are approved by the ELT Council within the Ministry of Education in Malta as GSE is a fully licensed European educational institution. Licence no. 241/MB 08

ADDRESS OF THE SUMMER SCHOOL (from June – end of August):

San Gwann St Clare College (Primary School)

Myrtle Avenue

San Gwann

Google Maps link: <https://goo.gl/maps/ycBVJq4URfGyvFsKA>

Facilities:

Surrounding grounds

Near shops

Free Wi-Fi

IN THE LOW SEASON PERIOD THE ADDRESS OF THE JUNIOR CLASSES IS SENT TO YOU BY EMAIL UPON BOOKING.

ADDRESS OF THE JUNIOR RESIDENCE / HOTEL:

TOPAZ Hotel , Triq C.Tanti, Saint Paul's Bay

Google Maps link: <https://g.page/topaz-com-mt?share>

Facilities: Pool; En-suite bathrooms; 1 km away from the sandy beach

WINDSOR Hotel , Windsor Terrace Sliema SLM 1854

Google Maps link: <https://maps.app.goo.gl/QTAmZiXnQfHfe4Ks6>

Facilities: Rooftop Pool; En-suite bathrooms; 200 metres away from the rocky beach

IMPORTANT FORMS TO FILL OUT BEFORE COMING TO MALTA:

IT IS IMPORTANT THAT THE CONSENT FORM IS FILLED OUT BY PARENTS. PLEASE ASK YOUR AGENT OR THE SCHOOL DIRECTLY FOR A COPY.

IT HAS TO BE SIGNED BY YOUR GUARDIAN/PARENT BEFORE COMING TO MALTA AND SENT TO ADMIN@ENGLISH-MALTA.COM or BROUGHT WITH YOU TO SCHOOL ON THE FIRST DAY.

Our 24 hours EMERGENCY PHONES:

+35699225244

+35699229463 (WhatsApp too)

Gateway School of English

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