Checklist for Groups
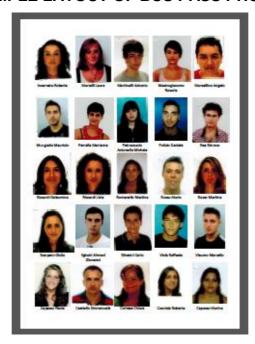
Information to be sent before arrival

☐ Full name list of participating students in Excel spread sheet with first name, surname, gender and date of birth, email end telephone number;

☐ Colour, passport-style photos of each student *and accompanying tutor* for whom a bus pass is required. These photos should be compiled by the sending into <u>one single Word Document (or similar)</u>, complete with ALL photos, with the name of each person underneath (see below for example)

☐ Full details of arrival and departure of students and tutors (dates, times, flight numbers, airport and terminal number)

☐ Completed **Medical and Consent Forms** for all students (supplied by College) – if students are under 18 these should be completed by parents

☐ Completed **Rules for all Students on Visits Forms** for all students (supplied by College)

☐ Completed **Parental Consent Forms** for all under-18-year-old students (supplied by College)

☐ All students should be tested with the Cambridge Online Test - http://www.cambridgeesol.org/test-your-english/index.php/ and a list of students with their test score should be provided

☐ Completed **Parental Consent Forms Placement** in case of work placement (supplied by College).

EXAMPLE LAYOUT OF BUS PASS PHOTOS:

Preparation Lessons for Students before arrival in the UK

- All students should watch these 2 videos:
  - The Untold Story – a video about the College's history http://www.bournville.ac.uk/the-college/history/
  - College Rules – a video about expected behaviour from all students http://vimeo.com/38080630
  - Class discussion should take place after the videos have been shown to test the students' understanding of the content. The expected behaviour standards should also be reinforced by the tutors.
  - This activity should take a maximum of 1 hour.

- Using www.travelwestmidlands.co.uk, the tutor should show students how to use Birmingham public transport. The students can explore different options for travelling around the city.

- Using http://visitbirmingham.com/, the tutor should spend 1-2 hours showing students Birmingham's attractions. The students can then shortlist places they would like to visit during their stay.

This information should be sent to Domenico Moro

Domenico.Moro@bournville.ac.uk