



## EC Brighton Arrival and First Day

### School Number

(Monday - Friday from 08:30 - 17:00) +44  
(0)1273 694 618

### Emergency Number

**(For use outside of office hours  
only)**

+44 (0)7714459205

### Address

EC Brighton, Dolphin House, 2-5  
Manchester St, Brighton, BN2 1TF, UK

### Airport Transfers

Airport transfers can be arranged by EC upon request. Arrival information must be sent to EC at least two weeks prior to arrival otherwise we cannot guarantee airport transfers. An EC representative with an EC Brighton sign will meet students at the arrival gate. If students cannot find the EC representative, they are advised to proceed to the Airport Information desk and call the EC emergency number. In case of flight delays, missed connecting flights or delays at Customs or immigration, students should call EC Staff on the Emergency number so that the driver will wait for them.

### When airport transfers have not been booked

If students booked their accommodation through EC and have not booked an airport transfer they must still inform EC of their flight details one week prior to arrival.

In addition to the above, if students are staying at a residence and have not booked an airport transfer, they should telephone EC's emergency number at least 30 minutes before arrival in Brighton. This will ensure that an EC representative will be at the accommodation to welcome them.

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## What to bring on the first day

- › Passport /ID
- › Visa
- › Credit Card (for Accommodation damage deposit if booked in residence)
- › Pen and paper

## Arrival letters

Arrival letters are sent to all students at their accommodation address once their accommodation is confirmed. The letter includes detailed information regarding directions. The Arrival letter will also indicate the arrival time for your first day at school. When the school is on a single bank the first day timetable is typically as follows.

|       |  |
|-------|--|
| 08:45 | Student arrival                          |
| 09:00 | Placement Test                           |
| 09:45 | Welcome Talk & Orientation               |
| 10:30 | Morning Break                            |
| 11:00 | Lessons                                  |
| 12:30 | Lunch Break                              |
| 15:00 | Lessons for students on Intensive course |
| 16:30 | Academic Induction meeting               |
| 17:30 | Free Welcome Event                       |

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## Welcome Pack

A welcome pack will be given to all students on their first day at school. This welcome pack contains information which students will find useful for their stay.

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## Welcome Talk/Academic Talk

Students will be given a welcome talk by the Centre Director or the Operations Manager on their first day. Important information related to the school building and leisure activities will be communicated during this meeting. An academic induction meeting with the Director of Studies or her staff will also be held on the first day to pass on information about the timetable, lessons and other academic related information.

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## Welcome Event

A welcome event in the company of a teacher will be organised on the first day to allow new students to get to know each other in an informal and fun setting.

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## Placement Test

On their first day all students sit a placement test in order to be allocated to the most appropriate English language level.

## Lessons

Unless the school is on a double bank timetable the timetable for the rest of the week will be as follows.

|               |  |
|---------------|--|
| 08:45         | Student arrival                          |
| 09:00         | Placement Test                           |
| 09:45         | Welcome Talk & Orientation               |
| 10:30         | Morning Break                            |
| 11:00         | Lessons                                  |
| 12:30         | Lunch Break                              |
| 15:00         | Lessons for students on Intensive course |
| 16:30         | Academic Induction meeting               |
| 17:30         | Free Welcome Event                       |
| 9:00 – 10:30  | First module                             |
| 10:30 – 11:00 | Break                                    |
| 11:00 – 12:30 | Second module                            |
| 12:30 – 13:00 | Lunch Break                              |
| 13:00 – 14:30 | Third module (Intensive students only)   |

## Double Banking

During busy periods EC Brighton uses an alternative timetable, called Double Bank Timetable. (See sample below)

This simple timetable gives students the opportunity to have free time at different periods during the day.

| Time                           | Mon                            | Tue                            | Wed                            | Thur                           | Fri                            | Mon                            | Tue                            | Wed                            | Thur                           | Fri                            |
|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| <b>08:30 - 12:00</b>           | General English Morning Bank   | General English Morning Bank   | General English Morning Bank   | General English Morning Bank   | General English Morning Bank   | Free Time                      | Free Time                      | Free Time                      | Free Time                      | Free Time                      |
| <b>Intensive 12:30 - 14:00</b> | Class (For Intensive Students) | Class (For Intensive Students) | Class (For Intensive Students) | Class (For Intensive Students) | Class (For Intensive Students) | Class (For Intensive Students) | Class (For Intensive Students) | Class (For Intensive Students) | Class (For Intensive Students) | Class (For Intensive Students) |
| <b>14:30 - 18:00</b>           | Free Time                      | Free Time                      | Free Time                      | Free Time                      | Free Time                      | General English Afternoon Bank | General English Afternoon Bank | General English Afternoon Bank | General English Afternoon Bank | General English Afternoon Bank |