



## EC London Arrival and First Day

### School Number

(Monday - Friday from 08:30 - 17:00) +44  
20 7242 3787

### Emergency Number

*(For use outside of office hours only)*

+44 (0) 7983 773121

### Address

EC London, 3, Stukeley Street, Covent  
Garden, London, WC2B 5LB, 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 London 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, 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.

If students are staying at a student house they need to call the number of the fact sheet, this will ensure that an EC representative will be at the accommodation to welcome them. If a student stays in any other residence they do not need to call. Students still need to provide the school with flight details two weeks prior to arrival.

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## First Day

Students should arrive at EC by 08:45 on their first day in order to sit their placement test.

08:45	Student arrival & receiving of itinerary
09:00	Placement Test
10:45	Welcome Talk with Centre Manager
11:15	Academic Induction meeting with the Director of Studies
12:45	Intensive students first class
14:30	Tour of teaching centres
15:30	Collect timetables and passports from the cafe
16:00	Free welcome event

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## Welcome Pack

A Welcome Pack will be given to the students on their first day of school.

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## Welcome Talk/Academic Talk

Students will receive a welcome talk where timetables, lessons and academic information are explained. Leisure programmes, activities, the school and its facilities are also explained at this time.

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## Welcome Event

On their first day students are invited to a welcome event in the local pub. This gives the students an excellent opportunity to meet existing students and a member of staff who can answer any questions.

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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

From Tuesday onwards the following timetable applies:

08:45	Student arrival & receiving of itinerary
09:00	Placement Test
10:45	Welcome Talk with Centre Manager
11:15	Academic Induction meeting with the Director of Studies
12:45	Intensive students first class
14:30	Tour of teaching centres
15:30	Collect timetables and passports from the cafe
16:00	Free welcome event
<b>(AM classes)</b>	
09:00 - 10:30	First Module
10:30 - 10:45	Break
10:45 - 12:15	Second Module
12:15 - 12:45	Lunch
12:45 - 14:15	Third Module (Intensive)
<b>(PM classes)</b>	
14:30 - 16:00	First Module
16:00 - 16:15	Break
16:15 - 17:45	Second Module

## Double Banking

During busy periods EC London uses an alternative timetable, called Double Banking. Students will be given their time table on their first day. This simple timetable gives students the opportunity to have free time at different periods during the day, allowing them to have a lie in one day and an afternoon shopping the following day!!

<b>Time</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thur</b>	<b>Fri</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thur</b>	<b>Fri</b>
<b>09:00 - 12:15</b>	Class / Induction	Free Time	General English Morning Bank	Free Time	General English Morning Bank	Free Time	General English Morning Bank	Free Time	General English Morning Bank	Free Time
<b>Intensive 12:45 - 14:15</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 - 17:45</b>	Free Time	General English Afternoon Bank	Free Time	General English Afternoon Bank	Free Time	General English Afternoon Bank	Free Time	General English Afternoon Bank	Free Time	General English Afternoon Bank