

SAMIAD

BRITISH SUMMER SCHOOLS | EST. 2013

PRE-ARRIVAL AND STUDENT HANDBOOK 2026



CONTENTS

SECTION 1	INTRODUCTION
SECTION 2	PRE-ARRIVAL ENGLISH TEST
SECTION 3	WHAT TO PACK
SECTION 4	ARRIVAL
SECTION 5	DURING THE STAY
SECTION 6	COMPLAINTS PROCEDURE
SECTION 7	DEPARTURE
SECTION 8	BEHAVIOUR POLICY
SECTION 9	CONSEQUENCES FOR MISCONDUCT
SECTION 10	CONTACT DETAILS



1

INTRODUCTION

Welcome to Samiad Summer School! We are delighted to have your child join us for an enriching and memorable experience.

This pre-arrival guide has been created to provide you with essential information and tips to ensure a smooth and enjoyable transition for your child. From what to pack to understanding our policies and procedures, this guide aims to answer your questions and offer support as you prepare for your child's adventure at Samiad. We look forward to welcoming your child and providing them with a safe, engaging, and transformative summer school experience.

2

PRE-ARRIVAL ENGLISH TEST

Before your child arrives, they'll take a quick online test to determine their English level. This helps us place them in a class with peers of similar ability and age.

We offer six different levels in our curriculum to suit various English levels. Our programmes include reading, writing, speaking, and listening activities, designed not only to enhance knowledge but also to boost confidence.

3

WHAT TO PACK

The majority of essentials are provided for you during your stay but here are a few key things that you will need to bring:

Clothing

Clothes suitable for unpredictable British weather - including waterproofs

- Everyday wear: comfortable, casual clothes
- Outdoors: a jacket or a coat, a raincoat or an umbrella
- Special events: smart clothes for graduation and disco, white t-shirt for colour war.
- Sportswear
- Swimwear

Tip: Pack layers, the UK weather is unpredictable and can change throughout the day.

- Sun protection: sunhat, sunglasses, sunscreen
- Sleepwear
- Footwear
- Sensible, comfortable shoes
- Trainers for the sports hall
- Sliders or flip-flops

Other Items

- Towels
- Toiletries (including shampoo and shower gel)
- Prescription medication, if required
- Hair dryer, if needed

- A UK plug adapter (Type G - three-pin plugs)
- A power bank for full-day excursions
- Appropriate SIM card or enough mobile data and airtime so students can use their phones in the UK for calls and messages (free Wi-Fi is available on campus)
- Samiad's confirmation letter and parental consent letter if travelling alone
- Bank cards and a little cash: many places in the UK no longer accept cash
- Travel insurance details
- Flight tickets
- Medical documentation from a family doctor (detailing medical conditions, requirements, or medication), translated into English
- Passport and ETA or VISA information. Note that the UK border no longer accepts EU ID cards for entry.

4

ARRIVAL

Travel & Arrival

Before Travel - Please ensure all flight details are confirmed and shared with us in advance. Your child should travel with all required documents (see checklist below) and have access to emergency contact numbers.

At the Airport - For students who have booked an airport transfer, a member of the Samiad team will be present in the arrivals area to greet them. Staff will be clearly identifiable with signage and uniform. Once flight details are received, you will be issued a Transfer Confirmation Letter outlining exactly where and how your child will meet our team. Students will then be safely transferred to campus via organised transport.

Delays or Disruptions

If there are any flight delays or travel disruptions, please inform us as soon as possible using the emergency contact details provided. Our team actively monitors arrivals and will adjust arrangements accordingly.

At the Campus

Upon arrival, students will be welcomed by our welfare team, who will introduce themselves and other key staff members. Students will be given important information, including their allocated house team and colour group for activities.

Room check-in is available from 3:00pm. If students arrive earlier, a range of supervised activities will be available on campus.

Our team will support each student in settling in, taking into account their age and individual preferences. Students may choose to join activities straight away or take some time to settle into their rooms, with staff checking in shortly afterwards to ensure they are comfortable and help them integrate with others.

5

DURING THE STAY

Valuables and money - Students may wish to bring spending money for souvenirs, snacks, and small gifts. We recommend approximately £50-£100 per week.

A pre-paid debit or credit card is often the most convenient option, as many locations are now cashless. A combination of card and a small amount of cash is ideal.

For security, valuables such as passports, travel documents, and money can be stored in the school safe. However, we strongly advise that students bring only essential valuables.

Contacting home - Free Wi-Fi is available across the campus, allowing students to stay in touch with family by sharing updates, photos, and experiences.

To encourage full participation, students are not permitted to use their phones during lessons or organised activities.

For students who do not have personal phones, each campus offers a phone that students may use to call their parents.

Meals - Students are provided with three meals per day. When off-campus for a full-day trip or excursion, a packed lunch will be provided. Each meal includes a hot meal service, with vegetarian options available. They are typically served in the school dining hall. The menu changes daily, offering a diverse and balanced diet.

For individuals with special dietary requirements or allergies, please notify Samiad at the time of application. We are able to accommodate specific needs with advance notice to ensure appropriate arrangements are in place.

Welfare - Samiad staff reside within the boarding houses alongside students, providing 24/7 supervision and support.

Upon arrival, students will be introduced to their house staff, who will assist with settling in and provide a tour of the facilities. The welfare team will ensure students are familiar with key information, including Wi-Fi access, laundry services, and how to locate staff members at all times.

In case of an emergency, students should immediately speak to a member of staff, who are available across the campus at all times.

If a staff member is not immediately nearby, each student is provided with a Samiad wristband displaying an emergency contact number, which they can use to quickly reach the team.

6

COMPLAINTS PROCEDURE

At Samiad, we are committed to ensuring that every student has a positive and enjoyable experience. If any concerns arise, students are encouraged to raise them as soon as possible.

In the first instance, students should speak to a member of staff, who will work to resolve the issue promptly and provide support. If the matter is not fully resolved, it will be escalated to the Campus Manager for further review and appropriate action.

7

DEPARTURE

Parent Pick up - When arriving at the campus to collect your child, a designated check-out desk will be in place, staffed by the Samiad team to assist with departures.

We kindly ask that parents/guardians inform us of their expected arrival time in advance. This allows us to ensure that students are ready and available for a smooth and efficient collection process.

Airport drop off - Samiad staff will accompany students to the airport and assist with check-in procedures. Students will be supervised and supported throughout, with staff escorting them up to the initial security checkpoint.

UK airports offer complimentary Wi-Fi, allowing students to remain in contact with staff if needed prior to boarding.

For students travelling as unaccompanied minors, specific arrangements will be made to ensure they are safely handed over to airline staff in accordance with airline procedures.

8

BEHAVIOUR POLICY

At Samiad, we are committed to creating a safe, respectful, and supportive environment for all students. The following guidelines outline our expectations for student conduct and help ensure a positive experience for everyone.

1. Leaving the Campus

Students must not leave the campus without prior permission from the Campus Manager. Authorisation must be provided by a parent/guardian or group leader via email or phone.

2. Attendance and Participation

Attendance at all meals, lessons, activities, and excursions is mandatory unless otherwise agreed with staff.

3. Bedtimes

Students are required to follow designated bedtimes to support their wellbeing and ensure adequate rest.

4. Respect for Others

Students must show respect and consideration towards all staff and fellow students at all times.

5. Accommodation Rules

Students are not permitted to enter bedrooms allocated to students of the opposite sex.

6. Prohibited Items and Substances

The possession or use of alcohol, tobacco, illegal substances, or any prohibited items is strictly forbidden.

Nuts and nut-based products are also not permitted due to severe allergies within the student community.

7. Use of Facilities

Students must use campus facilities responsibly. Misuse, including the unnecessary activation of fire alarms, is strictly prohibited.

8. Electronic Devices

Mobile phones and other personal electronic devices must not be used during lessons, organised activities, or after lights out.

9. Swimming Pool Safety

Students must follow all pool safety rules and may only enter the swimming pool when a qualified lifeguard is present.

10. Pocket Money

Any requests relating to stored pocket money should be made through the Campus Manager.

11. Valuables

Students are advised to bring minimal valuables. Where appropriate, items such as passports and money can be securely stored by staff.

9

CONSEQUENCES FOR MISCONDUCT:

To ensure a safe and positive environment, the following staged approach is used to manage student behaviour. Please note that, depending on the severity of the misconduct, steps may be skipped and action may be escalated immediately.

Verbal Warning

Students will receive a verbal warning for minor misconduct.

Second Instance of Misconduct - Staff Referral

Continued misconduct will result in referral to a senior member of staff, and the incident will be formally recorded and the student may be excluded from activities for part of a day.

Third Instance of Misconduct - Campus Manager Referral

Further misconduct will lead to referral to the Campus Manager. Parents/guardians may be contacted at this stage, and appropriate actions will be taken and may result in further exclusion from activities or trips.

Dismissal

Persistent breaches of the rules, or any serious misconduct, may result in dismissal from the programme. In such cases, parents/guardians will be required to arrange and cover the cost of the student's early return. No refund will be issued for any unused portion of the programme.

10

CONTACT DETAILS

Samiad Head office

Phone: **0044 121 250 5738**

Email: **info@samiad.com**

Address: **Samiad, 4th Floor, JQ Modern, 120 Vyse Street, Birmingham, B18 6NF**

Emergency contacts

Police	999
Fire	999
Ambulance	999

