

London College of Fashion

Residential Fashion Summer Schools (for 14-16 Year Olds)

In association with

Harrow School

Welcome to your residential fashion summer school!

This course is taught by London College of Fashion tutors who bring their specialist skills to ensure you get the most out of your course. You are likely to meet at least two tutors during your programme. An outline of the course is provided separately on our website.

<http://www.arts.ac.uk/fashion/courses/short-courses/under-16-residential/>

During the course you will have an escorted day trip to London for a fashion 'Retail Safari' led by an LCF tutor. You will also have a further excursion to a central London museum or exhibition, as well as a theatre trip and boat trip all included in your fee.

Your location:

Harrow School

The teaching and residential accommodation is provided at Harrow School. Harrow School was founded in 1572 under a Royal Charter granted by Queen Elizabeth I. The School boasts 300 acres of grounds which includes six conservation areas, a registered park, a nine-hole golf course and even a working farm. It is located just 15km north of central London in the beautiful village of Harrow-on-the-Hill.

Your stay:

The residential services and support that you will need during your stay are provided by Harrow School Short Courses team.

Harrow School Short Courses, formerly BABSSCo, was founded in 1995. Since then, they have welcomed over 14,000 students from more than 60 countries on to their courses for girls and boys aged 8 to 17. Harrow School Short Courses has a high ratio of staff to students, so there are plenty of friends to look after you, making sure you are safe and happy while you learn and have a great holiday. Many of our summer school team are former Harrow School Short Courses students, alumni from our Harrow School or members of the local community.

<https://www.harrowschoolshortcourses.co.uk/schools/harrow-school/>

Booking conditions:

Our [Short Course booking terms and conditions](#) apply; please see our website for further information.

Please note that courses have minimum attendance levels and may be cancelled if too few bookings are received. However courses are generally confirmed to run at least two months in advance of the start date. We advise you to contact the Short Courses Office prior to making any travel arrangements, as we cannot be held responsible for any losses incurred due to the cancellation of any courses.

Disability and accessibility statement:

We take a positive approach to ensure that students with disabilities can complete their studies successfully and enjoyably. Every effort will be made to reasonably accommodate individual needs. Please contact the Short Courses Office in advance of making a booking to discuss any disability or accessibility requirements.

Medical conditions:

If you have a serious/life threatening medical condition a medical record from your doctor will be required. You should also bring a duplicate of any medication with clear usage instructions to be kept in the School Office.

Passport and Visa information:

Under UK immigration rules, if you do not hold a UK/EU/EEA passport you will need a visa that allows you to study here in order to take one of our courses. For information please see the Home Office website [<http://www.ukvisas.gov.uk/>]. It is your responsibility to determine how far in advance you need to apply for a visa, and to allow sufficient time to obtain a visa.

Travel insurance:

The fee does not include travel insurance. Please organise your own travel insurance and proof of travel insurance will be required when you arrive on your course.

Getting to the School:

Harrow School will organise a 'meet and greet' service for all students from selected London Airports and St Pancras Eurostar terminal. Please complete the Student Travel Details forms (links will be sent to you) and a pick up and drop off will be arranged. Alternatively students can be dropped off and collected from the school. Please note students have to be accompanied on and off site. <https://www.harrowschoolshortcourses.co.uk/schools/harrow-school/>

Arrival and departure:

Please arrive after 1200 on the day before your course starts and depart by 1500 on the day after the end of your course. Harrow and LCF staff will be available to meet you at the main building/reception when you arrive.

Extras to pack:

- Adaptor plugs compatible with UK power sockets
- Camera
- Laptop
- Medication (duplicate for serious conditions)
- Money (£100 should be adequate for the two weeks stay)
- Medicine (if allergy/life threatening a duplicate must be kept in the School Office)
- Separate clean footwear for the sports hall, these should have white soles
- Swimwear (including an extra towel)

Bedrooms:

You will be accommodated in a single or twin room, with shared bathrooms. You will be responsible for your own room and are expected to keep it neat and tidy and take care of shared communal areas. There are large shared kitchens and lounges in each residential block.

Bedding is supplied and will be changed weekly. Bedrooms are not lockable. Please note female and male students will be in separate dormitories and occasionally evening activities will be different depending on their dorms.

Catering:

The on-site catering offers a wide choice of hot and cold meals (including vegetarian options) made from fresh, good quality and where possible local ingredients, as well as a salad bar. Please let us know if you have any special dietary requirements.

First aiders:

There are first aid trained staff on call at all times.

Health and safety:

You will receive a health and safety induction upon arrival, by Harrow School staff.

Laundry facilities:

A weekly laundry service is available.

Leisure & sport:

Our students will have access to the heated indoor swimming pool at scheduled times, which has a lifeguard on attendance. There are also large open spaces and tennis courts, and activities will be scheduled into the evening and weekend.

Leaving campus:

Students cannot leave the school unless accompanied by a member of staff. There will be accompanied trips off campus that will be arranged by the Pastoral Support Staff and tutors.

If your parent/guardian wishes to take you out from the school they will be asked to complete an Authorisation Letter in advance.

Money:

All meals are included but please allow for the purchase of daily snacks if required and also for souvenirs and the trips. There will be time to shop in London, but food and travel will be provided. We supply all course materials you will need.

Supervision:

Harrow Schools trained pastoral support staff will be available at all times and you will be given a 24-hour emergency telephone number.

Your supervision will be:

- During lessons: 1 LCF tutor per 14 students
- During activities: 1 Activity leader per 20 students

All staff are security checked via the Disclosure and Barring Service (DBS).

Valuables:

You can be responsible for your passport and valuables during your stay (there is a small safe in your bedroom); however, as a precaution we advise giving your passport to a member of Pastoral

Support Staff so it can be securely locked away in the Harrow Summer School Course Office. London College of Fashion and Harrow School cannot accept responsibility for your personal possessions and valuables.

Expectations and rules for students:

- We expect a high level of commitment and that you will do your best to make good use of your time. You are expected to attend all classes.
- Respectful language and behaviour must be shown at all times.
- Physical violence, or the threat of violence, must never be used.
- Theft of any kind will be regarded as a serious offence.
- The use or possession of illegal drugs either on or off campus is forbidden. Alcohol is not allowed to be consumed on campus.
- Racial or sexual harassment, or bullying of any kind, will not be tolerated.
- Payment will be charged for any damage that you cause.
- Serious breaches of the rules may lead to your removal from the Summer School.

Access to bedrooms by the school management:

Pastoral Support Staff retain the right to enter individual room to search and remove illegal or forbidden items.

What next?

After booking via our website you will receive pre-arrival forms. These must be completed as soon as possible and returned to the address provided.

For all enquiries in relation to the course please contact:

London College of Fashion
Short Courses Office
+44 (0)20 7514 7552

customerservices@fashion.arts.ac.uk

THANK YOU FOR YOUR BOOKING AND WE HOPE YOU ENJOY THE COURSE.