

# EC London

## Arrival and First Day



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

**Emergency Number:**  
+44 (0) 7983 773121  
(For use outside of office hours only)

**Address**  
EC London  
Stukeley Street  
Covent Garden  
London  
WC2B 5LB - UK

### When airport transfers are booked: Sample First Day Timetable:

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. It is very important that the arrival airport and terminal are clearly stated. An EC representative with an EC 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.

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 & Timetable provided  
12.45 - Intensive students first class  
14:15 - Tour of Local Area  
15.00 - Free Welcome Event

### When airport transfers have not been booked:

If students do not book an airport transfer with EC, they will be provided with a profile upon booking, which explains the required directions.

### Important

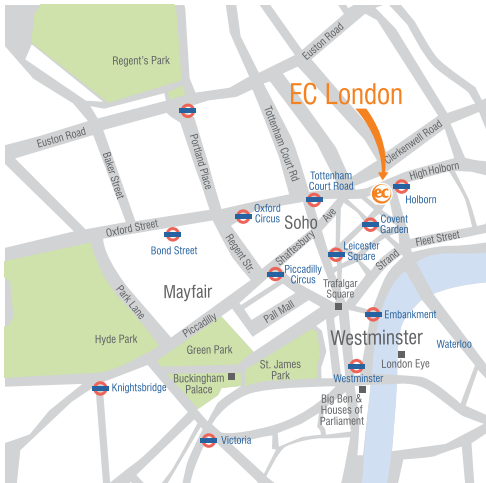
All students must present their passport/ID at Reception on arrival at the school on their first day as proof of identity.

### How to get around:

Accommodation profiles are sent to all students once their accommodation is confirmed. This profile includes detailed information regarding directions and a map to school.

### Placement Test:

Students should arrive at EC by 08.45 on their first day in order to sit their placement test; this assesses the student in all key skill areas, allowing academic staff to place students in the relevant group according to their ability.



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### Welcome Talk and Tour:

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. After the welcome talk students can join the Centre Manager on a walk around the local area.

### Timetable Meeting:

Student timetables will be ready at 16.00. Students will be taken to the cafe where information about their class, teacher and classroom will be provided. Students will also be provided with the course materials during this meeting.

### Welcome Event:

On their first day students are invited to a Welcome Event in the centre cafe. This gives the students an excellent opportunity to meet existing students and a member of staff who can answer any questions. Students then have the rest of the day free to explore London.

### Timetable:

from Tuesday onwards the following timetable applies:

(AM classes)

- 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)

(PM classes)

- 14:30 - 16:00 First Module
- 16:00 - 16:15 Break
- 16:15 - 17:45 Second Module

### Double Banking Explained:

EC London uses an alternative timetable, called Double Banking. Put simply, students attend a morning session of classes one day, the next day they attend an afternoon session. If students follow an Intensive Course (30 lessons per week) the Intensive module falls at the same time daily (12:45 - 14:15).

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!!

### EC London Double Banking Timetable

Time	Mon	Tues	Wed	Thur	Fri	Mon	Tues	Wed	Thur	Fri
09:00 - 12:15	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
Intensive 12:45 - 14:15	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)
14:30 - 17:45	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

Please note that this is a sample double banking timetable and variations may occur.

