

# EC London

## Arrival and First Day



### Emergency Number:

+44 (0) 7983 773121

(For use outside of office hours only)

### EC London:

+44 20 7242 3787

(Monday - Friday from 08:30 - 17:00)

### Address

EC London  
3, Stukeley Street  
Covent Garden  
London  
WC2B 5LB - UK

### When airport transfers are booked

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.

### How to get to school

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

### Sample first day timetable

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

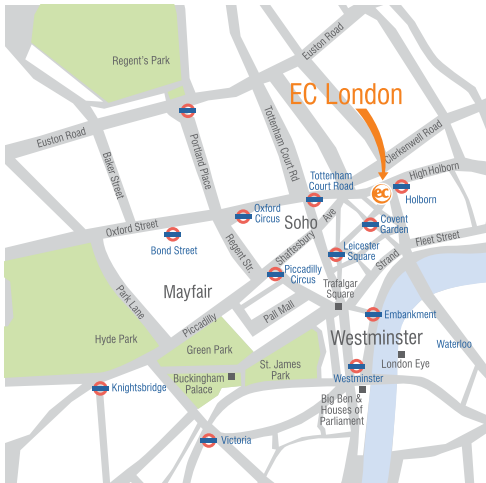
14:30 – Tour of teaching centres

15:30 – Collect timetables and passports from the cafe

16:00 – Free welcome event

### What to bring on the first day

- Passport /ID
- Visa
- Credit Card (for Accommodation damage deposit if booked in apartment)
- Passport size photo (required only if students want a student card or are entitled to a student oyster card, studying for more than 14 weeks)



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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.

### Welcome pack

Will be given to the students on their first day of school.

### 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.

### 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.

### Lessons & 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

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!!

### 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.

