



**International
House**
London
Young Learner Centres

A young girl with brown hair and bangs is sitting on a wooden bench outdoors. She is wearing a bright yellow t-shirt, light blue jeans, and pink sneakers with white laces. She has large pink over-ear headphones on her head and is looking down at a red tablet computer she is holding in her hands. The background is a soft-focus green, suggesting a park or garden setting. An orange banner with white text is overlaid on the bottom half of the image.

IHL Online Young Learners Handbook

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Welcome to International House London (IHL) Online Young Learners Programme, we are delighted that you have chosen to learn English with us. We hope you have a great time!

Please read this handbook as it has lots of helpful information about how the course will run and how to make the most of your time.

We want your experience to be as fun, exciting and enjoyable as possible. This is your chance to make new friends from around the world and improve your English at the same time. We hope it will be a summer to remember!

Do let us know if you have any questions or if we can help in any way.

We look forward to welcoming you!

The Young Learners Team

Contacts

Alex Cann, Director of Young Learner Programmes, alex.cann@ihlondon.com

Fenella Dale, Academic Manager, fenella.dale@ihlondon.com

Young Learners enquiries, younglearners@ihlondon.com +44 (0) 20 7611 2400

Staff

Teacher

Your teacher will lead your online lessons and be responsible for helping you improve your English. If you are not happy in class, please talk to your teacher or the Academic Manager – Fenella.Dale@ihlondon.com.

Activity Leader

Your Activity leader will deliver your online social programme and will help you improve your English through fun activities.

Guest speaker

During the Social Programme there will be some sessions delivered by a guest speaker. They will deliver fun and exciting talks on topics such as climate change, animal care and much more.

Course Descriptions

Our Young Learner Courses are designed to develop both life and language skills to help you become confident, creative and independent learners. Courses are divided by both level and year group so that you can interact with people of a similar age and English ability. You will explore, investigate and discuss different topics as you work together on a variety of tasks and communicative activities.

Each week is based on a different topic to expand your knowledge and develop your skills, including:

Environment (Our Planet)

This topic encourages students to analyse climate change and its impact, while encouraging them to think about their own environmental footprint.

World Culture (Our World)

From greetings to celebrations, festivals to music, students explore the customs and traditions which form part of each country's history.

News and Entertainment (Our Space)

In the age of 24-hour news and online streaming services, students explore both new media and more traditional forms of entertainment which will never get old!

Science and Technology (Our Future)

Bullet trains and driverless cars are soon to become our new normal but how did we get here and where will science and technology take us next? The students explore.

Society (Our Community)

Who we are and how we relate to those who live around us is key to living in a peaceful society. This topic invites students to think about their own community and place within it.

Testing and Placement

You will have an initial online assessment and be placed in level and age appropriate classes. You will be sent your test along with your booking confirmation to complete online.

Please ensure you complete your test at least 2 weeks prior to the start of your course.

Our Online Courses

There are different online courses to choose from depending on your age and English level. Each day there are two sessions to make sure students from different time zones can join in! In these sessions you will meet a mixture of people from all over the world and practice your English with them.

Lessons: You will attend ONE lesson per day, either Session 1 at 08:00 or Session 2 at 14:00 British Summer Time (BST).

Activities: You can attend one or two activity sessions at either 10:00 or 16:00 BST.

Discover English and Explore English students will have conversation club once a week. This is a great opportunity to meet students from different classes and discuss different topics.

Discover English

Age 8-11

A2 level + (A1 students can take part with a parent)

6 hours of English lessons, 1.5 hours conversation club

5 hours of social activities

SAMPLE TIMETABLE

Time (BST)		Monday	Tuesday	Wednesday	Thursday	Friday
Session 1	Session 2					
08:00-09:30	14:00-15:30	Lesson	Lesson	Conversation Club	Lesson	Lesson
09:30-10:00	15:30-16:00	Break	Break	Break	Break	Break
10:00- 11:00	16:00-17:00	Arts & Crafts with English	Drawing class	Great British Quiz	Film Club	Exercise with English
		Exercise with English	Baking	Dance	Sing Along	Introduction to Animals
		Scavenger Hunt	Introduction to Animals	Book Club	Magic	Arts and Crafts

Explore English

Age 12-17

A2 level + (A1 students can take part with a parent)

6 hours of English lessons, 1.5-hour conversation club

5 hours of social activities

SAMPLE TIMETABLE

Time (BST)		Monday	Tuesday	Wednesday	Thursday	Friday
Session 1	Session 2					
08:00-09:30	14:00-15:30	Lesson	Lesson	Conversation Club	Lesson	Lesson
09:30-10:00	15:30-16:00	Break	Break	Break	Break	Break
10:00- 11:00	16:00-17:00	Arts & Crafts with English	Drawing class	Great British Quiz	Film Club	Exercise
		Exercise with English	Meet the Animals	Basic Coding	Social Influencer Ted Talk	Karaoke
		Scavenger Hunt	Dance class	Book Club	Basic Coding	Arts and Crafts

Social programme

Meet the Animals

The Meet the Animals sessions will offer students the chance to meet a number of different animals live in the class! You might meet reptiles one day, monkeys or meerkats the next! Learn about what these groups are, where they live, what they eat and how to take care of them.

Sports sessions / Fitness Fun

Sessions will vary from practical sessions keeping you fit at home to talks on sports nutrition and psychology.

Karaoke / Sing Along

Practice your English by singing your favourite songs all online with your new friends!

Basic coding

Each session will outline basic techniques as well as software used for coding.

Art Attack / Arts & Crafts

Each Art session will be different allowing students the chance to learn new skills and make new things all from your own home.

Great British Quiz

A fun general knowledge quiz featuring interesting and engaging topics including British history and culture.

Guest Speaker Ted Talk

Each talk will feature a different speaker discussing an interesting topic in which they are an expert. Topics such as social influencing, sustainability, the environment and sport.

Online Escape Room

Each session will involve a different puzzle or problem to solve. Students will be split into groups to try and work out how they can solve the puzzle and escape the room in time!

Zumba

Zumba Fitness is a dance class as well as a type of exercise to music and is really fun. You will learn new dance moves to songs while getting a great work out. So grab your speakers or headphones and turn the volume up!

Debating Club

Each Debating session will involve a different topic and students will be split into groups to prepare their argument. Groups will then debate the topics to win over the teacher and win the debate.

Basic Business Concept

Each session will address a different business topic such as basic marketing, presentation skills, negotiating, public speaking and critical thinking.

What will I need to join the class?

A desktop/laptop computer or a tablet/phone with a camera! (A laptop or computer is preferable)

A stable and reliable WiFi connection

The Zoom link and password sent by your teacher to access your class

Worksheets sent by your teacher

A pen and a notebook

Colouring pencils

This handbook!

Zoom Guide

We will deliver all our programmes on a free platform called Zoom, so that you can see and talk to your teacher and the other students in your lesson. Zoom is a bit like Skype or FaceTime but has more exciting features!

Joining a class on Zoom from a computer

Visit zoom.us to create an account – it's free!

Click on the link sent to you by your teacher.

Alternatively, in the Zoom App click on "Join a meeting"

Enter the "Meeting ID" and password sent by your teacher.

If this is your first-time using Zoom, a download will start automatically. If not, select "download and open Zoom".

Install the programme. When your computer asks for permission, click "allow"

Accept the terms of service and privacy policy

Select "Join with Computer Audio" and click "start video"

Joining a class from your smartphone / tablet

Download the Zoom App and create an account

Open the App and click on "Join a meeting"

Enter the "Meeting ID" and password sent to you by your teacher

Click on "Join the Meeting"

Select "agree" and "allow" whenever Zoom asks for permissions

Join audio with your device

Turn on your video with the button on the menu – give permission to Zoom

Zoom controls and function

At the bottom of your screen you will see the following toolbar:



From here, you can do the following:

- Turn audio on and off
- Turn video on and off
- See a list of current participants (other students)
- Chat to your teacher
- React (raise your hand, clap etc.)
- Leave the meeting

Identification

When you receive the lesson link, you will be asked to sign into Zoom and enter your name, so that your teacher and other classmates can identify you. We ask that you use your full name as shown on passport and not nicknames, otherwise you risk not being able to join the class. When you join the class you must select 'start video', so that we can see who is in the class.

During the Lesson

On Zoom you can see and talk to your classmates, listen to your teacher, read and listen to coursebook materials, study grammar and vocabulary. Just like your normal lessons! The English programme is interactive so some of you will get to work on projects in groups using breakout rooms. Here you will be able to share your screen and collaborate with others. Your teacher will also be able to join your breakout room to offer help and guidance.

When you are in the lesson you are expected to behave properly. If you do not follow the rules set by your teacher and detailed in this handbook, the teacher may have to limit your participation in the lesson and if necessary, remove you from class.

Safeguarding Policy Statement

International House London is committed to safeguarding the welfare of all children and vulnerable adults in line with its statutory Duty of Care.

It recognises its responsibility to take all reasonable steps to promote safe practice and to protect children and vulnerable adults from harm and abuse.

International House London acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse.

All staff and other adults will endeavour to work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of all children and vulnerable adults.

What does this mean?

It means that International House London has both a duty of care and procedures in place to make sure you are always safe.

As this course is online, here is some advice on staying safe while using the internet;

- 1) Do not give anyone the password to your Zoom account (or any other online accounts such as your email)
- 2) Class links will only be sent from an official IH email address (ending @ihlondon.com) – please do not share this link with anyone else
- 3) Be careful about the photos and videos you post of yourself online or share with others
- 4) If anything makes you feel uncomfortable, tell your teacher or a responsible adult
- 5) Do not click on anything that is sent to you unless it is from your teacher
- 6) Remember that your camera and microphone are on during class – the teacher may control these at certain points
- 7) Respect other people's opinions; you may not agree but there is no reason to be rude

School Rules

1. Respect each other and IH Staff
2. Listen to the instructions from your teachers and all IH staff running your programme
3. You must attend lessons; please let your teacher know if you are unwell in advance of your class
4. Do not be late for lessons
5. We will not tolerate any anti-social behaviour online and bullying will be taken very seriously - this includes offensive language and discrimination
6. You must not be under the influence of any illegal drugs or alcohol whilst taking part in our programme.
7. No eating or drinking during class
8. You must dress appropriately for class (shoulders and knees must be covered)

If you break these rules

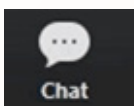
- You may be excluded from the activity programme, your English lessons or both
- You will have to explain your behaviour to your teacher and or another member of International House London staff
- International House London will contact your parents or agent

Glossary

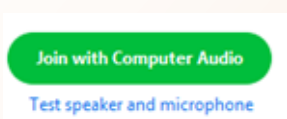
Breakout Room – smaller rooms within a class where you can talk to a smaller number of students

Charge – plugging your phone or laptop into an electricity supply to power it

Chat box – a feature in Zoom for writing messages to your teacher



Computer audio – the sound from your computer, this will need to be turned on when you join a class



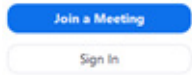
Electric plug – a small item used to connect your computer or phone to the electricity



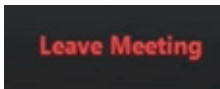
Handbook – a guide that tells you how to do something

Join a meeting – the message that will appear when you open the Zoom link from your teacher

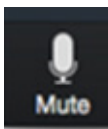
zoom



Leave meeting – the button to press if you want to leave your class

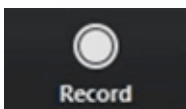


Mute – when you cannot hear anything, in Zoom you can 'mute' yourself so that no one can hear what you say

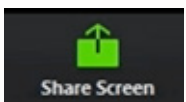


Notification – a message or update from an app

Record – a way of saving the live class to watch again afterwards

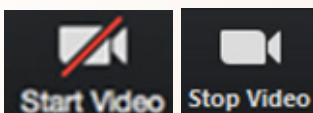


Share Screen – to show other people in your class what you can see on your computer

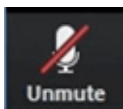


Sign or log in – use your personal information (email address, name or a password) to access your lesson or emails

Start/stop video – a button which can let everyone see you, this can be turned off if you do not want anyone in class to see you



Unmute – this turns your mute button off, so that people in the class can hear you



Zoom – the free platform which we use to teach you online



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