

# Dubai

CENTRE GUIDE 2024



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# About EC Young Learners and Embassy Summer

Embassy Summer is a trusted global leader in immersion language with over 30 years of experience in delivering rewarding English language programmes for young learners.

At Embassy Summer we provide a truly life-changing experience for students from all over the world.

Working with global centres and schools from around the world we've navigated through many years, challenges, and joys.

Learning English is only part of the journey. Our language programmes are available from 1 week to 7 weeks during the summer and include exciting activities based around our unique Embassy Life Skills. Our summer camps also introduce international students to local social life and culture through a variety of exciting excursions.





## Welcome to Dubai

Dubai is one of the safest cities in the world and an international hub, making it a perfect place for an international summer school. Our summer camp in Dubai is located on the modern campus of GEMS Wellington Academy Silicon Oasis, located on the edge of academic city, just a short 10 minute journey by private bus to our residence in the student village.

GEMS is renowned for offering some of the best school facilities in the UAE. Our summer school benefits from GEMS world class facilities including an on site sports centre, indoor swimming pool, dining hall and modern teaching spaces all air conditioned of course and all with state of the art technology.

Our residence, The Myriad, also in academic city, offers students spaces to relax, a dining space for breakfast and dinner, as well as a rooftop swimming pool! Students will be accommodated in modern twin en suite rooms. Single en suite rooms are provided for group leaders.

# Staff at Centre

## **Centre Manager (CM)**

The Centre Manager is responsible for the smooth running of the centre as well as inspires, motivates, and leads the entire school of staff, leaders and students. Our Centre Managers are chosen for their experience, professionalism, and personalities.

## **Welfare and Accommodation Officer (WAO)**

The Welfare and Accommodation Officer leads the Welfare and Safeguarding within centre to create a safe and healthy environment for students, Group Leaders and staff and is the go to person for Welfare, Safeguarding and administration issues and concerns in centre. In some of our smaller centres this role may be combined with one of the other management roles. However safeguarding remains our top priority.

## **Activity Manager (AM)**

Responsible for all aspects of the Activity Programme. All Group Leaders must meet with them at least 2 times a week to ensure everything is going okay with your programme. They will also be able to help arrange optional excursions and make additional bookings for you.

## **Activity Leader (AL)**

The Activity Leaders are responsible for running everything outside the lessons! This includes onsite activities, excursions, and meal duty supervision.

## **Director of Studies (DOS)**

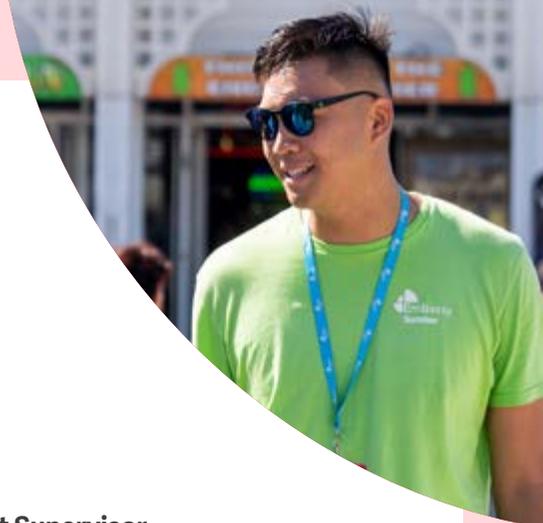
Responsible for the academic management of the centre and ensuring the teaching and learning component of the programme is delivered to the highest possible standards.

## **Teacher**

Teaching staff are responsible for planning and delivering lessons. Some centres will also have ½ Senior Teachers who teach 50% of the time and spend the remainder of their time providing academic support to the Teachers and Director of Study.

## **Night Supervisor**

The Night Supervisor is responsible for the security, supervision, welfare and discipline of students overnight within the residence and is on call in case of any emergency.



# Pre-Arrival



## Clothing

Dubai in the summer months is VERY HOT! While we have designed a programme that will mean students are indoors for most of the time, and in air conditioned environments, you will be participating in daily on-site activities and off-site excursions, so we recommend that you bring comfortable clothing, a sun hat and comfortable shoes. We also recommend that you bring clothing appropriate for occasionally dressing up in the evenings. Also Sun protection (cream, spray, lotion), good sunglasses that protect the eyes from glare, swim wear, bag/backpack/travellers' wallet.



## Technology

Phone/iPad/Tablet + chargers (we recommend you only bring one of these items), Headphones Camera and camera charger.



## Everyday essentials

Medication Toiletries, washing and sanitary essentials, Toothbrush and toothpaste, Towel, Hairbrush/ comb/hairdryer, Sleepwear, socks and underwear Glasses/contact lens equipment, Water bottle, Plastic bags for dirty laundry or wet items.



## Electrical appliances

For Dubai and all places within United Arab Emirates the associated plug type is G, which is the plug that has three rectangular pins in a triangular pattern. Dubai operates on a 230V supply voltage and 50Hz. If you bring electronics such as hair dryers, cell phones, computers or other equipment please bring the appropriate electrical adaptor.



## Prescription medication

If you take prescription medication, make sure you pack enough for your stay. It is important to pack your medicine in its original packaging in case you're questioned about them at Customs. We recommend you bring a note from your doctor stating these medications are required and you inform the Welfare Officer in centre.



## Carry-on luggage

We recommend you pack these items in your carry-on luggage in case you need them while you're travelling:

- ✘ Passport
- ✘ Student Visa (if required)
- ✘ Medical waiver form  
*(if under the age of 18)*
- ✘ Emergency contact form
- ✘ Money



## Emergency information

Always make sure important numbers and contact details are entered into your mobile phone and are also written down in your purse or wallet. Please refer to all emergency contact information provided in your arrival packet.



## What Not to Pack

We can only guarantee the carriage of one suitcase and one small carry-on luggage (not suitcase) for airport transfers. If you anticipate that you will need to bring more suitcases than this, please let us know in advance. Bedding (bed sheets, pillows), Expensive electronics/valuables, Travel iron, too many clothes.



## At the Airport

### **Who will the student meet at the airport?**

On arrival at the airport, you will be met by one of our transport coordinators who will welcome you to the UAE. The airport team will be wearing a green T-shirt with an Embassy Summer logo so you can easily recognise them. The airport team will accompany you to your coach in the coach park. They do not travel to the centre with you.

### **What should you do if you cannot find the Embassy Summer representative?**

If after 10 minutes you cannot locate the Embassy Summer airport staff, you can call the Embassy Emergency number.

### **What should students do if they have missed their flight, or the flight is delayed?**

Students should notify Embassy Summer by calling the Embassy Emergency number.

### **Average journey times from the airport to the residence is:**

*Dubai International Airport: 25 minutes*

*Dubai World Central (Al Maktoum International):  
30 minutes*



## At the Centre

### **Arrival Procedure**

On arrival at the centre, our team will welcome you and give you a welcome pack with your specific programme, a welcome letter from the management team, lanyards, student ID cards and the optional flyer. Information about optional trips is given during the Group Leader induction on Monday.

### **Departure Procedure**

Students must check out of their rooms by 9am and return their keys to the centre residential team on departure day. If your departure is not scheduled until later in the day, we will be able to safely store your luggage until you depart.

# About Dubai

**Age:** 12–18

*(18 year olds accepted as part of a group with a leader)*

**Dates:** 07 July - 11 August

**Arrival & Departure Day:** Sunday

*If groups would like to arrive or depart on a different day, please confirm with our booking team.*

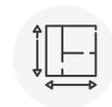
*Please note that this a groups only centre.*

## Accommodation Features



### Size of the centre

Small



### Room Facilities

Desk, Chair, Wardrobe, Bed Linen, Wi-Fi, Room Cleaning.



### Building Facilities

Communal Dining Room, Free Wi-Fi, Laundry Facilities, Meeting Point, Security, Vending Machines Available, Shop on-site, social spaces and swimming pool..



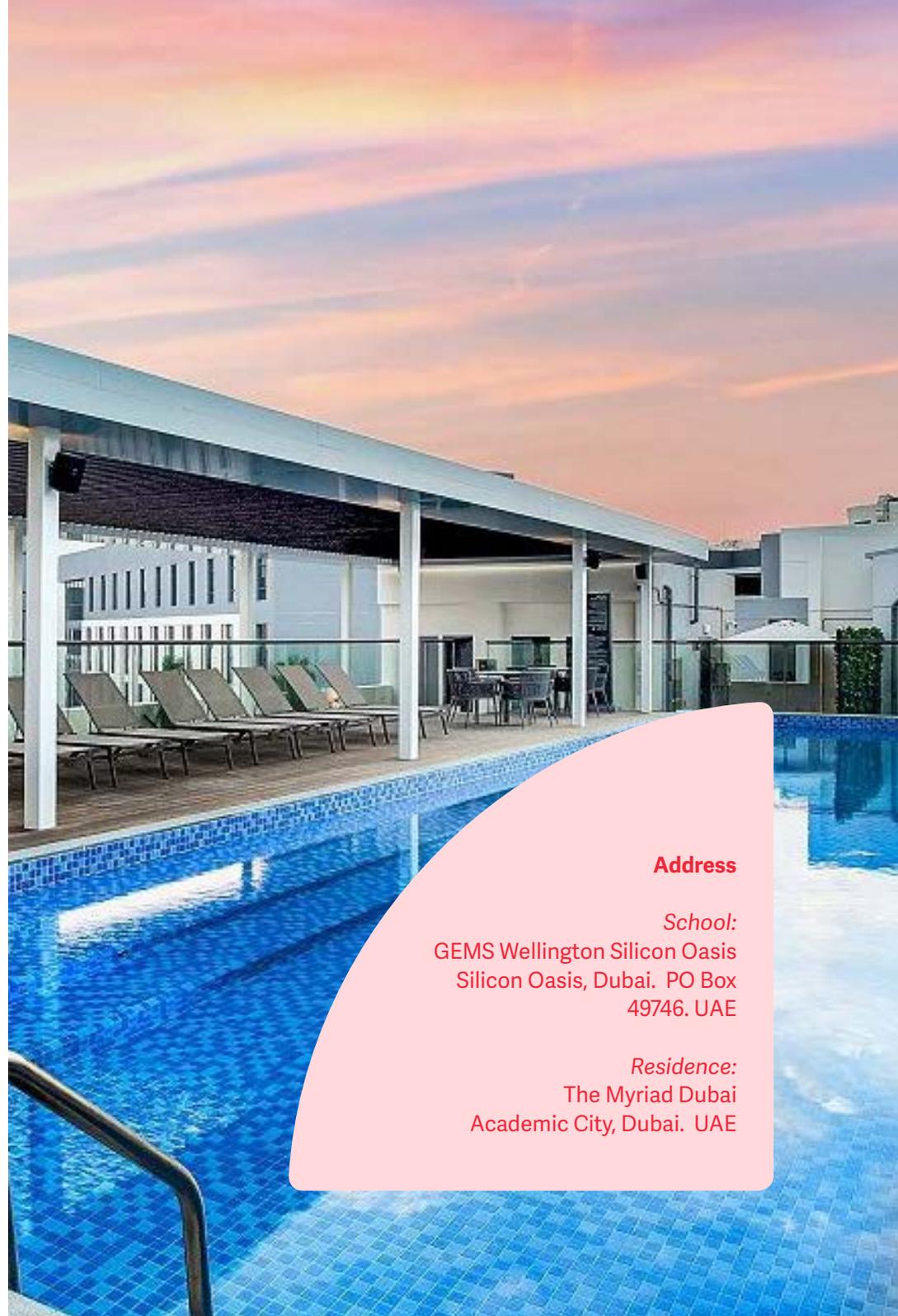
### Room Type

Twin room (single for leaders)



### Bathroom Type

En-Suite Bathroom  
*(2 students per bathroom)*



### Address

#### School:

GEMS Wellington Silicon Oasis  
Silicon Oasis, Dubai. PO Box  
49746. UAE

#### Residence:

The Myriad Dubai  
Academic City, Dubai. UAE

### Accommodation Deposit

Damage deposits of \$40 USD are payable in cash by all students on arrival at the centre. This money will be returned at the end of their stay subject to any damages caused.

### Cleaning

Rooms and communal areas are cleaned once a week.

### Laundry Facilities

Laundry available in the residence area for a small fee.



### Wi-Fi

Wi-Fi is accessible across the school and in the accommodation. Please speak to your Centre Manager regarding access codes.



### Sports Facilities

GEMS Wellington Silicon Oasis has state of the art sports facilities including airconditioned indoor sports halls and a large indoor swimming pool. There is also a rooftop swimming pool at the residence.

### Shop/Café

Mini supermarket and cafes are available at the residence and students will have plenty of shopping opportunities during their stay with us in the many world class shopping malls in the UAE..

### Security

There is an on-site security team available 24 hours to monitor the grounds and access points. CCTV is available. Embassy Summer also provides a night supervisor to ensure additional safety during the evenings.

### Safe

TBC

### Linens and Towels

Bed linens are changed once per week. Bath towels are provided but students should bring towels for swimming.

### Social Spaces

Every accommodation flat has a communal space. These can be used for relaxing and socialising with your flat mates. In addition, there are several communal spaces on the residence campus for students to relax.

### Meeting point

Students will be shown what and where the meeting point is when they first arrive at centre.

- ✓ Always listen to the time and place
- ✓ Always be on time
- ✓ Never go off alone
- ✓ Always wear your ID card



### Meals

Our Dubai programme offers full board accommodation, and we make sure that our students have the right nutritional balance. We provide suitable meals to help them stay healthy, focused, and energised. All our programmes include a variety of hot and cold meal items, and we can cater for most dietary requirements.

Embassy Summer needs to be informed in advance. It is important to be provided with accurate information. We will then inform our suppliers accordingly. Meals are provided for in a communal dining hall during the mealtimes outlined below. On the weekends, a packed lunch is provided. *Students should clear away their food trays at the end of their meal.*

### Meal Times

Breakfast	07:45 – 09:00
Lunch	13:00 – 13:45
Dinner	18:30 – 19:30

#### Breakfast

Hot breakfast and continental available including juice, coffee, toast, cereal and fruit.

#### Lunch

Lunch is provided at school before students head off to explore all that Dubai has to offer. Due to the heat we are proposing a cold lunch.

#### Dinner

Dinner will either be provided at the residence or out and about in the city.

# Language Programme

- ✘ Taught by friendly teachers, trained to deliver the Embassy Summer lessons
- ✘ 20 x 45 minute lessons per week morning or afternoon
- ✘ Placement test on day 1
- ✘ Approximately 17 students per class
- ✘ All lessons delivered in spacious, well equipped classrooms
- ✘ Curriculum with emphasis on communication skills
- ✘ Materials included as well as an end of course certificate



## First Day at school

There will be a student induction at school on their first Monday. This is led by Embassy Summer staff. Students will be provided with information about the centre where they are staying, and Embassy Summer rules and regulations will be explained. The induction will last an hour and will be an interactive session, encouraging new students to discuss the rules, meet new friends and have their speaking assessed by the academic team.

After the induction, students will have a placement test. It includes a multiple-choice grammar test and writing test.

## Level Placement

Students are placed according to the results of the placement test, their age, and an acceptable nationality split. The teachers confirm that they are in the right class on the first two days of school and if they aren't they will be moved accordingly.

If students think that they are not in the right class, they can and discuss it with the Academic team.

# Student Code of Conduct

Embassy Summer is committed to promoting a learning environment that reflects the values of respect, dignity, honesty, integrity, tolerance, equality and diversity. We expect students enrolled at Embassy Summer to behave in a mature, respectful, and cooperative manner at all times. Teachers, administrative staff, and students all contribute to creating a positive learning environment in the classroom and on campus.

## Students are expected to:

- ✘ Respect Embassy Summer staff, teachers, fellow students, and their property and behave in a responsible manner
- ✘ Avoid language or actions that might harm or damage another person at the school
- ✘ Identify themselves when asked by an Embassy Summer staff member
- ✘ Attend class regularly and arrive on time in accordance with the EC Attendance Policy
- ✘ Help and create a productive learning environment during class
- ✘ Put away cell phones in class when asked to do so
- ✘ Avoid actions that might damage the school environment or break local and/or national laws
- ✘ Avoid littering by putting trash/garbage into trash cans – both inside and outside of the school building
- ✘ Be respectful of people entering / leaving the building or walking on the sidewalks outside the building
- ✘ Speak English only in the school, including classrooms hallways, offices and student lounges

## Student Welfare

We place the highest priority on care and supervision at all our Embassy Summer centres so you can rest assured students are well looked after. Members of staff are available 24 hours a day.

# Excursions & Activities

A large part of a summer school experience is exploring the local towns, larger cities, and famous attractions with new friends! Two thirds of the student experience is spent out and about, away from the classroom and therefore Embassy Summer has spent many years tailoring its programmes in each location to maximise the whole student adventure.

We recognise that the excursions and activities are as important as the English language classes.

All our programmes include a variety of full day and half day excursions, and students also have the opportunity to take part in additional trips (known as optional excursions) if they want to explore the locality further.

When not out on excursions, we also offer our students a wide range of activities to enjoy. These activities vary differently from centre-to-centre and are very much dependent on the facilities available to us, but in general we always try to include a range of sporting and non-sporting events as

well as larger, whole school, evening activities such as discos, karaoke and cultural quizzes.

Our activity programme is designed to ensure that students maximise their opportunities to mix and meet with other students from all over the world in a less formal setting than a classroom, that they continue to use their English language outside of the classroom and that, most importantly they remain healthy, happy and have a fun experience!

Below are a few examples of the places we may visit as well as activities carried out at Brighton.

## **Half Day**

### *The Burj Khalifa*

At over 828 metres (2,716.5 feet) and more than 160 stories, the Burj Khalifa is the tallest building in the world. Students will experience outstanding views from the observation deck, if they are brave enough!

### *The Dubai Aquarium and Underwater Zoo*

Explore one of the largest aquariums

in the world with over 33,000 species, including sharks and even 'King-Crocs' in the underwater zoo!

### *The Jumeirah Mosque*

Explore the UAE's culture more closely with a visit to the iconic Jumeirah Mosque, one of the most popular mosque visit in Dubai available to non-Muslims and Muslims alike. Modest clothing required.

### *Wild Wadi Water Park*

Located on the shores of the Burj Al Arab, this fun excursion prides students with a true Arabian experience and a great way to cool down in the heat!

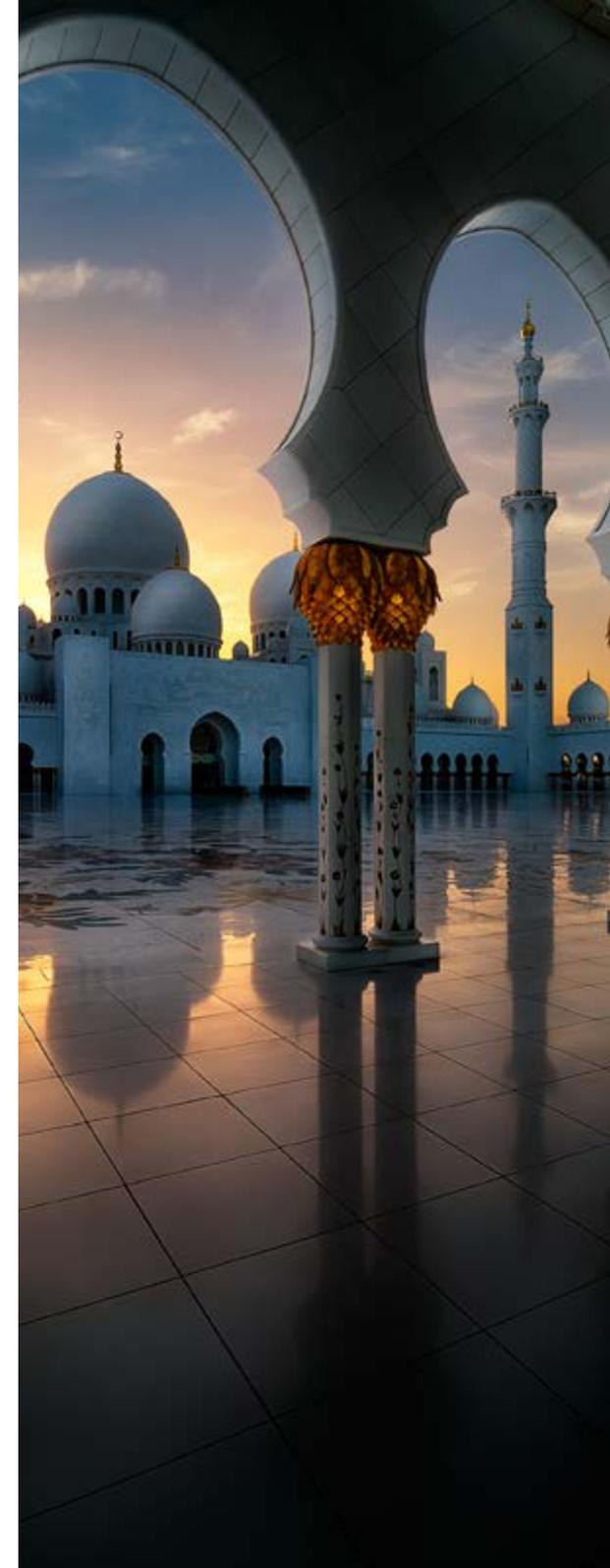
## **Full Day**

### *Abu Dhabi*

A visit to the UAE's capital city, Abu Dhabi with a visit to the beautiful white mosque - the Sheikh Zayed Grand Mosque.

### *Desert Safari*

An evening desert safari including a barbeque, jeep safari, belly dancing and the opportunity to watch the sun go down over the UAE desert!



### *Tour of the East Coast of the UAE*

A full day tour of the East Coast of the UAE, and the Gulf of Oman. Including a visit to the ancient city of Fujairah.

### **On-Site Activities**

Examples of on-site activities offered:

- Treasure Hunt
- Karaoke
- Egg Drop
- Trashion Show
- Film Night
- Disco
- Photo Scavenger Hunt
- Marshmallow Challenge
- Fox and Hounds
- Kahoot Quiz
- Human PacMan
- Culture Club
- Football
- Basketball
- Volleyball
- Build your own board game
- Murder Mystery
- Scrapbook Making

### **Optionals**

#### *Ferrari World Theme Park*

Based in Abu Dhabi and home to thrilling rides and attractions including the world's fastest roller coaster and the tallest loop! If you love speed this is a perfect optional excursion for you!

### *Museum of the Future (Optional Trip)*

'Where the future lives'. Go on a fully interactive journey, this museum is one of Dubai's most popular and a fantastic experience for all ages!

### *The Snow Park (Optional Trip)*

Yes! A snow park in the middle of the desert! Dubai has it all and this is a fabulous experience for students looking to stay cool and have fun in the snow, tobogganing and sledging with your friends!

### *Penguin Encounter (Optional Trip)*

Students have the chance to go 'face to feather' with the adorable Gentoo penguins in the Penguin Cave and learn all about these wonderful creatures.



# Sample 3 Week Programme

WEEK 1	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Morning</b>		Testing/Inductions	Lessons	Lessons	Lessons	Lessons	
<b>Afternoon</b>	Arrivals, settle in to accommodation	Indoor Sports and Indoor Swimming at School	Visit to the Wild Wadi Water Park	Visit to the historical district of Al Fahidi	Visit to the Mall of the Emirates with dinner out	Indoor Sports and Indoor Swimming at School	Full day trip: Abu Dhabi with a visit to the Sheikh Zayad Grand Mosque the Yas Mall and a visit to the famous Louvre Museum. Film Night
<b>Evening</b>	Welcome Games Onsite Activities	Welcome to the UAE Quiz Night		Dubai Movie Night	Optional upgrade The Snow Park	Graduation Party Farewell Fun	

● Academic
 ● Leisure
 ● Cultural

# Sample 3 Week Programme

WEEK 2	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Morning</b>	Arrivals / Departures home or to Cape Town  or  Optional Excursion Ferrari World Theme Park	Lessons	Lessons	Lessons	Lessons	Lessons	Relaxing morning at the residence  Use of social spaces and rooftop pool.
<b>Afternoon</b>	Inclusive Shopping Day  or  Ferrari World Theme Park	Indoor Sports and Indoor Swimming at School	Visit to the Burj Khalifa, Fountains and the Dubai Mall	Visit to the Jumeirah Mosque	Visit to the Mall of the Emirates with dinner out	Indoor Sports and Indoor Swimming at School	Evening Desert Safari including jeep safari, Barbeque, belly dancing and watching the sun go down over the UAE desert
<b>Evening</b>	Welcome Games  Onsite activities	The great UAE Egg Drop	Dinner out	Visit to the Dubai Marina Mall with an evening yacht cruise to view the Dubai skyline by night	Optional upgrade Penguin Encounter	Graduation Party  Farewell Fun	

● Academic   
 ● Leisure   
 ● Cultural

# Sample 3 Week Programme

WEEK 3	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Morning</b>	Arrivals / Departures home or to Cape Town	Lessons	Lessons	Lessons	Lessons	Lessons	Full day tour of the East Coast of UAE and the Gulf of Oman  Visit the ancient city of Fujairah (known in the old ages as the 'Land of Sea Giants!')  Visit the Khor Fakkan waterfalls  Lunch and dinner included
	Optional Excursion Museum of the Future	Indoor Sports and Indoor Swimming at School	Visit to the Dubai Aquarium and Underwater Zoo with dinner out	Visit to the Dubai Frame	Visit to the Mall of the Emirates with dinner out	Indoor Sports and Indoor Swimming at School	
	Inclusive Shopping Day			Dubai Trashion Show		Graduation Party  Farewell Fun	
<b>Afternoon</b>							
<b>Evening</b>	Welcome Games  Onsite activities	UAE Quiz Night					

● Academic   
 ● Leisure   
 ● Cultural



# Group Leaders

Embassy Summer expects the Group Leader to share responsibility for the pastoral and welfare needs of their students. Embassy Summer also expects the Group Leader to help enforce the rules of the school, as outlined in the Student Notebook and school notice boards, and enforce any additional local arrangements. Please note that these responsibilities do not extend to students who are not from within the same group.

## Meetings

Embassy Staff member will have a meeting with each Group Leader on their first evening at the centre (or the day after arrival) where the essential information about the centre and the programme will be provided.

Regular meetings with the Centre management team will be held in the following days. These are important moments to share information, comments, suggestions, and feedback.



## Group Leaders Responsibilities

- ✘ Make sure you have all your student's insurance documents, parental consent forms and health declaration forms with you.
- ✘ Report all incidents, accidents, illnesses, and absence to the centre management team.
- ✘ Report your students as present or absent at the start of each lesson and activity session.
- ✘ Ensure your students are in bed by curfew.
- ✘ Ensure your students are on time, in the right place and prepared for all lessons, activities and excursions.
- ✘ Ensure you and your students always wear the Embassy Summer ID and lanyard.



## Group Leaders Code of Conduct

- 🔍 Avoid being alone with junior students.
- 🔍 Do not enter any student's room alone unless in an emergency
- 🔍 Do not communicate electronically via email, text, phone or social networking sites, blogs, web pages or instant messaging services with students who are not your own.
- 🔍 Do not give your personal details, such as your Facebook details or phone number etc., to students who are not your own.
- 🔍 Do not post photos or videos of students on your private social media channels without having their consent.
- 🔍 Do not drink alcohol in front of students or while at work.
- 🔍 Do not interact with students while under the influence of alcohol.
- 🔍 Do not smoke in front of students.
- 🔍 Do not possess, take or be under the influence of non-prescribed drugs at any time.
- 🔍 If leaving campus or already off-campus, do not bring any students who are not your own.



# Important Information

## Head Office Address

Dolphin House, Manchester  
St, Kemptown,  
Brighton and Hove,  
Brighton BN2 1TF,  
United Kingdom

## Emergency Number

TBC

Country Code: +971

Int. Direct Access Code: 00

Time Zone: Gulf Standard Time  
(+4 hours GMT/+3 hours CET)

## Useful Numbers

Police 999

Ambulance 998

Fire Department (Civil Defence) 997

Coastguard. 996

Electricity failure. 991

Water failure. 922

**For any specific queries please  
contact your Regional Sales Manager.**



# FAQs

## **What happens if someone loses their passport?**

We strongly advise students to store their passport safely and not carry it around with them. If a student passport is lost, Group Leaders must accompany the student to the embassy of their home country, where they will be issued with a temporary replacement or a permit to travel. An Embassy Summer staff member will accompany any student that is not part of a group.

## **What happens if a student gets lost on an excursion?**

The first thing to do is stay where you are, and the member of staff will try to contact the student and get to know the student's location. Then, a member of Embassy Summer staff will come and collect the student.

Every student has an ID Card where the Embassy Summer Emergency Number is printed. Students should call this number if lost.

## **How do students participate in onsite activities?**

Students will take part in all activities and excursions, which are provided to them before their arrival, explained

during the welcome meeting once at the centre, and advertised on the Activity Noticeboards.

Group Leaders can sign their own group out of activities, but this needs to be discussed in advance with the Embassy Summer staff.

## **Can students lock their room?**

Yes. All students are issued a key on arrival which provides entry to their residential building, their flat and their room.

## **Can students be taken off programme by a member of their family?**

Students can be taken out of the programme by an adult for a short period of time, as long the centre gets informed in advance. If a person, who is not a parent, takes a student out of the programme, a parental approval via email must be sent to Embassy Summer prior to the student's pick-up.

The adult, who takes the student away, will be asked to fill in a form where personal details and contact number must be provided. Copy of the original ID of the adult will be

taken from the centre.

## **What should we do if there is a problem with a bedroom?**

All the bedrooms are checked prior to the students' arrival. However, if at any time, there is maintenance issue it is essential to report this immediately to one of our Embassy Summer residential members.

## **What to do if a member of the group has food allergy/dietary requirements?**

Embassy Summer needs to be informed in advance, and it is important to provide accurate information. The centre catering staff are very experienced in catering for all kinds of allergies or dietary requirements, so we will be able to meet your needs.

## **What happens if a student is sick?**

If a student is sick and needs medical attention, then the Embassy Summer office will help in making appointments etc. Please note however that it is not usual for a doctor to visit the centre directly and any trips made to the doctor, dentist or hospital will have to be paid for by the student (including transport

where necessary). Students with a Group Leader will be accompanied by the group leader.

## **Damage deposit**

Damage deposits of \$40 are payable by all students on arrival at the centre. This money will be returned at the end of their stay subject to any damages caused.

## **Insurance**

If a student does not have insurance, guard.me insurance is available to purchase through Embassy Summer. <https://www.guard.me/>

## **Damages**

Damages must be paid for. All rooms and common areas are regularly checked for damages, and individuals who cause damage to any property on the site will be liable for the cost of repairs. For Groups, deposits will be communal and used to cover damages when a group/individuals in a group are responsible.



@EmbassySummer