



Oxford
International



L'ASTROLABIO

We are family



Royal Holloway University

Juniors Centre Guidebook

2026

Welcome to Oxford International



Founders David Brown and Robert Darell meeting HM King Charles III again in May 2014

Dear Group Leader,

Thank you for joining us in the UK this year. At Oxford International Junior Programmes, we aim to provide young students from all over the world with a safe, fun, friendly, and structured environment to improve their knowledge of the English language.

We are one of the top providers of junior programmes in the UK, and a unique British Council-accredited education provider. Oxford International Junior Programmes is part of the Oxford International Education Group (OIEG), founded in 1991 as ISIS Education and Travel by David Brown and Robert Darell. Oxford International has grown to be one of the top 10 businesses sponsored by the Prince's Trust after it provided Oxford International Education Group a £5,000 loan.

Oxford International now offers a wide range of university pathways, spring, summer, and year-round academic programmes and educational tours, and vocational training. Our Junior programmes have grown steadily in size and popularity, and we now run 15 centres in the UK; 11 Residential and 4 year-round schools, plus 11 centres in North America and 1 centre in Australia, in total welcoming over 10,000 students each year.

We create life-changing learning experiences that help students worldwide to develop personally and professionally and that enrich their future opportunities.

Royal Holloway University

Royal Holloway, University of London, is a world-leading research intensive institution located in a stunning, historic campus in Egham, Surrey, near London.

Founded in 1886 by Victorian philanthropist Thomas Holloway, Royal Holloway, University of London in Egham, Surrey, was established as a pioneering college for women's education. Opened by Queen Victoria, the iconic French-Renaissance styled Founder's Building is a landmark site. Today, it is a leading research-intensive university recognized for excellence in arts, sciences, and humanities



DID YOU KNOW?

The Founders Building has been used as an iconic location when filming *The Crown* and *Downton Abbey*.



About Royal Holloway

Royal Holloway University, Egham Hill,
Egham, Surrey, TW20 0EX



Wi-Fi Access

Every group leader and student will be issued with a Wi-Fi code on arrival. This operates across the entire campus.



Meal Times

Breakfast: 07:30 – 08:45

Lunch: 12:30 – 14:00

Dinner: 18:00 – 20:00



Shop/Café

The Student Union Shop is the campus shop; a mini supermarket selling snacks, drinks, campus souvenirs and toiletries. Opening Hours 08:00–18:00 on Monday to Saturday and 9:30–18:00 on Sunday. The café will be accepting cards and contactless payments only.



Laundry

The launderette is located in the Hub reception and is open until late each night. A wash costs around £4 and dry £4. Bed linen will be washed once a week by the University. Only hand towels are provided at this centre.



Security

The University has a 24-hour onsite security team who maintain a constant patrol. There is also campus-wide CCTV. All students will have their own room key in the form of a card. This opens their flat and room only.



Local Transport

Egham train station is just a short 20-minute walk from the campus: Train to Waterloo (40mins) Train to Richmond (20mins). Public buses stop outside the campus entrance: Bus 8 direct to Windsor, Bus 441 direct to Staines.

Curfew



Evening curfew is 10:30pm. All students must be in their accommodation by this time. They must be in bed with lights off by 11:00pm. We ask that you monitor your own students. If you are on a corridor with other students making noise after this time, please report it to the CM.

**Additional key information will be provided in your welcome pack and during the first group leader meeting on centre.*

Staff at Your Centre



Centre Manager (CM)

The **Centre Manager** is responsible for the smooth running of the centre. Our Centre Managers are chosen for their experience, professionalism, and personalities, and you will have daily contact with them.

Activity Manager (AM)

The **Activity Manager** oversees the delivery of the activity programme. You will meet with them regularly to discuss your excursion plans.

Excursion Manager (EXM)

The **Excursion Manager** is the primary contact for all things trip wise. Any extra entrance bookings, coach requests or specific details about your excursions are dealt with by this manager.

On-site Activity Coordinator (OSAC)

The **On-site Activity Co-ordinator** assists the AM with the activity programme, taking the lead to ensure the onsite activities are inspiring, dynamic focused, enjoyable and ran safely.

Activity Leaders (AL)

The **Activity Leaders** are responsible for running everything outside the lessons! This includes on-site activities, meal duty supervision, and airport transfers.

Assistant Centre Manager (ACM)

The **Assistant Centre Manager** assists the CM in running a successful centre. They will be a point of call for all maintenance issues as well as being on hand to deal with any enquiries whilst on centre.

Student Support Manager (SSM)

The **Student Support Manager** looks after all safeguarding and welfare of people on-site. They are First Aid trained and have knowledge of local medical services.

Director of Studies (DoS)

The **Director of Studies** is 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.

EFL Teacher

Teaching staff are responsible for planning and delivering lessons from the OI syllabus. Some centres will also have 1-2 Senior Teachers who teach 50% of the time and provide support to the DoS.



London Excursions



During a two-week programme, your group will visit London **three** times. Two of these are full day excursions, where you will depart the centre at 9:00 and arrive back to centre by 18:00. **Both of these days are by train**. For these two excursions, you will have Travel Cards, which can be used on buses as well as the Underground, also known as the Tube. This is valid for Zones 1-6 which covers all of central London.

The third visit is an afternoon and evening which includes the **Boat Disco**. You will leave centre by 14:00 and return around 23:00. Due to the late nature of this excursion, this trip is by coach.

London Visit 1

The group will visit the Kensington Museums where they will explore either the **Science or Natural History Museums**. After this, you will have lunch in and have time to discover Hyde Park. Finally spend an afternoon shopping in the **World-Famous Oxford Street** shopping region of London. With a mix of luxury stores, food outlets and world-renowned brands, you will find all of your afternoon shopping needs here!

London Visit 2

For this trip to London, the group will take in the sights of **Westminster**. From the home of the King to the home of the Prime Minister and everything in-between, our activity leader will guide you round some of the most famous places in the world! At the end of the tour, you head to the **National Gallery**, to see some amazing pieces of artwork. In the afternoon you will have free time, this is a good time to add any optional entrances.

**The order of these visits may vary based on your programme.*



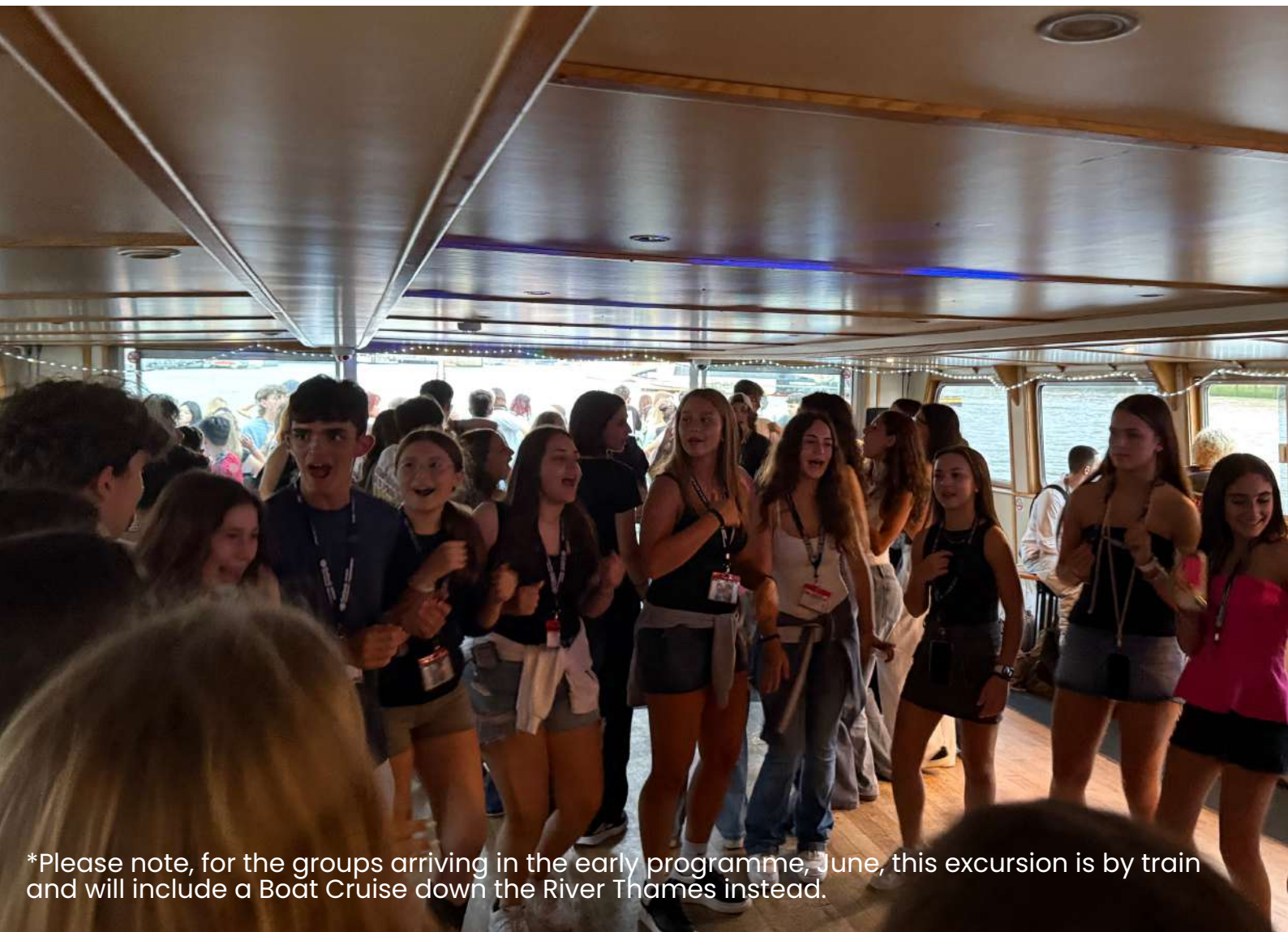
London Excursions



London Visit 3

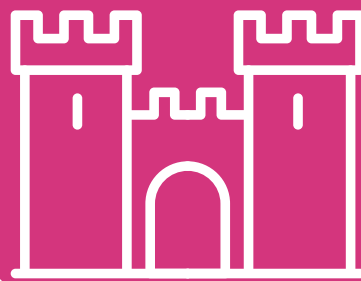
Your third visit to London starts with an entrance to the **British Museum**. The museum houses vast collections, documenting human history, art, and culture from around the globe, featuring iconic objects like the Rosetta Stone and Egyptian mummies. After this, it's time to head to **Covent Garden**. Here you will have time to eat, shop and take in some of the street performers and their incredible talents.

Then it's time to head to the River Thames, and board the **River Boat Disco**. Combining the much loved disco with a cruise down the River Thames, what more could your students ask for? Most of the boats we use have two decks, meaning there is space for those who may not want to party all night, to just enjoy the views of the city from the river.



*Please note, for the groups arriving in the early programme, June, this excursion is by train and will include a Boat Cruise down the River Thames instead.

Cultural Excursions



From Royal Holloway you will visit Brighton and Oxford, both by coach. During these excursions you will be taken on a specially designed photo tour by one of our activity leaders and given time to explore the city centre. For both, you will leave centre by 9:00 and return for 18:00.

Lunch on Excursions



At Royal Holloway, you will receive packed lunches during the excursions to Brighton, Oxford, and the Optional Day. For the London days you will have a £5 meal voucher for Lunch.



Oxford

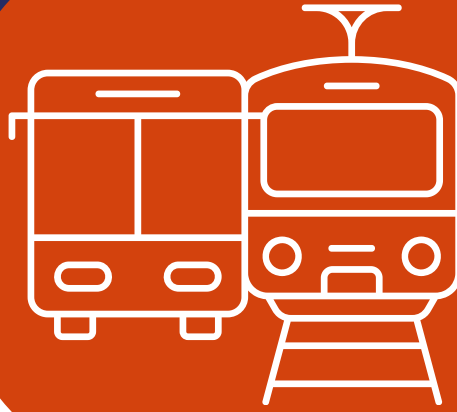
Your excursion to Oxford includes entrance to one of Oxford's historic colleges, where you'll get a glimpse of life behind the gates, from the impressive architecture to peaceful courtyards and student halls. After the walking tour, groups will have free time to explore the city at their own pace. You might choose to visit a museum, relax in one of Oxford's beautiful parks, enjoy lunch at a local café, or shop for souvenirs.



Brighton

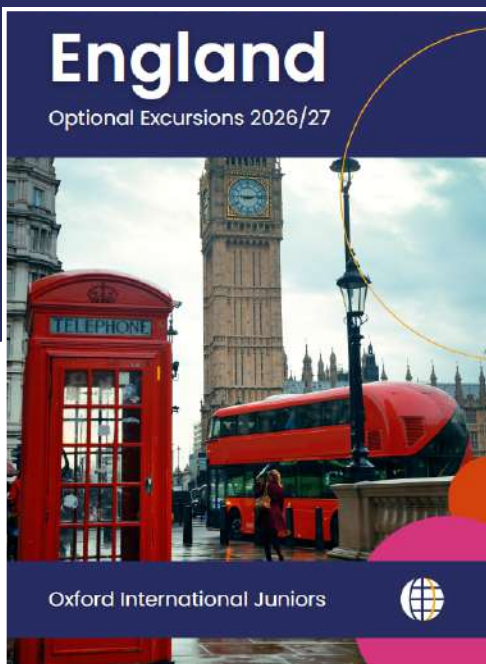
The excursion to Brighton also includes entrance to the iconic Royal Pavilion, a former royal residence with extraordinary architecture and lavish interiors inspired by Indian and Chinese design. It's one of Brighton's most famous and visually distinct attractions. In addition, you and your students will have free time to explore the city at your own pace. Brighton offers the perfect mix of culture, seaside fun, and shopping, a highlight of any visit to the UK!

Optional Excursions



Whilst we love our summer programmes and think they are brilliant as they are, we also know that for some students, it's a long journey to travel to the UK, and they want to see more! **Our Optional Excursions booklet contains information about destinations across the UK and key attractions you can visit.** If you would like to supplement your programme by purchasing one of these entrances or excursions, and haven't organised this prior to arriving in the UK, please speak to your Activity Manager.

You should have received the Optional Booklet in your Welcome Pack. If not, please also refer to your Excursion Manager for more information. We highly recommend booking in advance to guarantee access to the excursions!



Windsor Castle



Thorpe Park

On-Site Activities



On-site activity sessions are compulsory and if your students do not wish to take part, then you must sign them out to say you are taking responsibility for them during that time.

During these sessions, we encourage students to challenge themselves individually, as well as work as part of a team in a fun and friendly way. The on-site activities are divided into six categories that will allow your students to explore different skills, techniques, and talents throughout the programme.

On-Site Activity Categories



Icebreakers



Workshops



Relaxing activities



Whole-campus activities



Sports



Challenges



Timings of Activities

During the morning or afternoon On-Site Activity Sessions, these will be split in two. For the first 1.5 hours, there will be a choice of activities, followed by a small break and then another 1.5 hours with different choices. In the evening sessions, these are 2 hours long. Many of the whole-campus activities take place in the evening so we know students will enjoy the full 2 hours on them.



Discos

The highlight of the activity programme is the Discos! Here at Royal Holloway, we have use of the students union, which is a great venue to host a disco. With a DJ on stage, lights everywhere and activity leaders showing off their dance moves, what more do the students need? Each disco we run, has a theme attached to it. This could be Neon or UK themed as examples. Themes for the discos will be planned by the centre staff and will be advertised before each disco, so your students can prepare.



Talent Show

'**ROHO's Got Talent**' is back for 2026! If your students have talent they would like to share, then this is the time to do it. Hosted in the Students' Union with full lights and stage, this is a big event on campus! Information on how to sign up will be provided by centre staff during the programme.

Group Leader Programme



As a Group Leader, by joining our summer programme at Royal Holloway, you are invited to join us for special activities while your students are in lessons or in activities. We appreciate the pressure you are under from parents and students, so it's important that you have time to socialise with other Group Leaders during your stay with us. We have designed an activity programme that allows you to do this!



Afternoon Tea



Cheese & Wine Evening



Movie Night



Half Day trip to Windsor



Group Leader Meetings

During this meeting, further meeting details will be scheduled, and it's important that you attend all meetings with senior staff. Information we will give you at this meeting include:

- Centre-specific contact details
- Meeting times and points
- Group Leader programme details
- Lunch and dinner rota
- Lesson and excursions procedures

There may also be a chance to tour the Picture Gallery. This is home to an art collection comprising of 77 Victorian paintings, collected by Thomas Holloway, as well as Lady Herringham's eclectic private art collection.



Group Leader Responsibilities

- ✓ Attend all meetings with the staff.
- ✓ Ensure your students are punctual and attend all lessons, excursions, and on-site activities.
- ✓ Supervise students on excursions, in their accommodation, and during mealtimes.
- ✓ Report any allergies/medical issues to the Centre Manager on arrival at the centre.
- ✓ Maintain a lively, courteous, and friendly atmosphere throughout the programme.
- ✓ Report any issues with the programme/campus whilst in the UK rather than waiting until the group is home. That way, the staff can fix the issue ASAP.
- ✓ Have fun!



Group Leader Checklist



Group Leader Programme

Activity	Date	Time	Venue

Excursion Plans

Excursion	Date	Time	Meeting Point	Notes

Optional Day

Option	Activity/Location	Cost Per Student
OPTION 1		
OPTION 2		
OPTION 3		

We Want Your Feedback!



Your feedback gives us an opportunity to know and understand your opinions about the programme, the service provided, and what can be improved in the future.

First Day Feedback

Please scan this QR code with your phone and fill the feedback form on **Day 4** of the programme



End of Programme Feedback

Please scan this QR code with your phone and fill the feedback form **at the end of the programme**



Excursions Feedback

Please scan this QR code with your phone and fill the feedback form **after each excursion**



Safeguarding Concerns?

Please scan this QR code and report any **Safeguarding concerns** you may have seen while with us.



FAQs



Do you have any questions?

Contact the admissions team or our OI staff if you are on campus!



What happens if someone loses their passport?

We strongly advise that passports are stored safely in the accommodation and remain there. If a passport is lost, the Group Leader will need to accompany the student to the embassy of their home country, where they will be issued a temporary replacement or a permit to travel. The CM will be able to help locate the embassy and print any forms that might be helpful. We recommend that you have a photocopy of every student's passport as a backup



What happens if a student is lost on an excursion?

The first thing to do is contact the student on their mobile. If this is possible, then a member of the staff will collect the student whilst you wait with the rest of the group. If they are uncontactable, the Activity Leader will contact the CM, who will in turn, contact Head Office. Every student is issued with an Emergency Number lanyard and ID Card. Students should call this number if lost, and it will be answered by a member of Head Office.



Can students lock their rooms?

Yes. At Royal Holloway students will be able to lock their room. Corridors can be accessed by individual secure key cards. We ask that students take particular care of their keys/key cards as room 'lockouts' take a significant amount of time to rectify. If a key is lost, there will be a charge of £30 for its replacement.



Is there a deposit?

A £30 cash deposit per student will be collected upon arrival, which will be returned at the end of the programme if there is no damage to the rooms, loss of keys, etc.



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

All accommodation blocks are checked prior to the students' arrival. However, if you do notice a problem when you get to the centre, it is essential you report this to the Assistant Centre Manager straight away.



What happens on departure day?

Prior to your departure day, Group Leaders will be invited to attend a departure meeting, where the full procedure is explained. At this point, Centre Managers will indicate the following... Check out time, departure from centre time and your groups final meal information.

Meet the Head Office Team

Say hello to us when we visit your centre!



Gary
OIDI & EL UK
Managing Director



Paul
Head of EL UK



Bob
Operations Director
EL UK



Kamila
Academic Director
EL UK



Jamie
EL UK Recruitment &
Ops Manager



Nicole
EL UK Global Sales &
Operations Manager



Berta
EL UK Programmes
Manager



Cassandra
EL UK Academic
Manager



Guy
EL UK Marketing
Manager



Nayeli
EL UK Operations
Coordinator



Kat
EL UK Operations
Coordinator



Josh
EL UK Operations
Coordinator



Efe
EL UK Marketing
Assistant



James
EL UK Juniors
Admissions Manager



Olga
EL UK Juniors
Admissions Officer



Onika
EL UK Juniors
Admissions Officer



Oxford International Junior Programmes

Head Office

259 Greenwich High Road, SE10 8NB
London, United Kingdom

 juniors@oxfordinternational.com

 [OIJuniorProgrammes](https://www.instagram.com/OIJuniorProgrammes)

 [Oxford International Junior Programmes](https://www.facebook.com/OxfordInternationalJuniorProgrammes)

 oxfordinternationaljuniors.com

L'astrolabio headquarters:

Via Boccaccio 14, Milan 20123 - Italy
+39 0272003311 - info@lastrolabio.it

Accredited by the
 **BRITISH
COUNCIL**
for the teaching
of English in the UK

