



Cambridge **C A E**
Academy of English

quality English teaching since 1975

Group Training Courses at CAE and Riddlesworth Hall



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

English courses for closed groups



A personal welcome



John Barnett
Principal

Dear Student of English,

The Cambridge Academy of English was founded in 1975 and, since its opening, many thousands of people of all ages and from more than 75 different countries have studied at CAE. At CAE you will find a friendly, caring and hard-working environment that is ideal for serious study. We are located in a comfortable and very secure residential area on the outskirts of Cambridge (15 minutes by bus from the centre of this world-famous university town), and all our homestays are within easy reach of the school - normally within walking distance.

For us, each CAE student is special and different, with particular needs and objectives. We are small enough for every student to be important as an individual, but also big enough to provide a wide range of courses and levels.

If you need further information, please contact us at CAE or contact a CAE representative in your country, who will be able to give you information particularly suited to your country and personal circumstances, normally including travel arrangements.

Looking forward to seeing you at CAE!

John Barnett BA(Hons.), Cert TEFL, ADELTM

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Group Training at CAE

In addition to teaching students who come to us individually, Cambridge Academy also offers opportunities for students coming to us in organised groups. For example:

- Young people from one school on English 'study weeks'
- Study holidays for students aged 50+
- Groups of teachers, police, army officers or employees

They might wish to be entirely separate from the rest of the school ('closed groups'), or they might want part or most of their course to be integrated.

At CAE, we have

- experience in teaching closed and integrated groups from many countries
- flexible and adaptable timetables, so that courses can be designed to suit each group's requirements

and above all...

- ... a large new building, the Kamiya Courtyard, designed specifically for the training of groups, which can become 'their' exclusive headquarters during their stay with us.

The Centre Itself

The Kamiya Courtyard features all the very latest in architecture, IT and classroom equipment. The classrooms have been designed to be adaptable to a range of different group sizes and teaching formats.

- State-of-the-art partitions that employ the very latest in sound-proofing technology allow adjoining classes to be combined or separated in seconds.
- Spacious walls provide ample room for illustrations and materials specific to a particular course. The extensive floor area is ideal for activity-based learning.
- Interactive whiteboards, integrated projection systems and all-round (free) wifi maximise the effective use of IT.
- Large windows flood the whole building with natural light. In the evening the rooms are illuminated with systems designed to provide a warm, diffused light that is ideal for study.
- The extensive use of wood in the overall structure produces excellent acoustics and lends the building a natural and agreeable atmosphere.
- Under-floor heating and effective ventilation systems ensure that the rooms are dry and comfortable and the air fresh in all weathers.

The Kamiya Courtyard also has its own teachers room, quadrangle and restroom facilities. This means that the daily schedule is adapted to the group rather than to the CAE campus as a whole. In other words, closed groups at CAE now have a centre which they can regard very much as 'their' headquarters within the school.

And yet the features that have made CAE attractive to English learners for many years – the study centre, the library, the common room, the cafeteria and, above all, the lovely gardens – will be as accessible to those studying at the Kamiya Courtyard as they are to all other CAE students.

What are 'closed' groups?

These are groups of English learners usually from one company, school or government department who particularly need one or more of these features:

- intensive training in an English-speaking environment
- training that is separate from other groups or individuals
- trainers experienced in providing English for Specific or Academic Purposes
- a course (sometimes) as short as 1 week

They also may want:

- a special timetable
- a certain class size that is different from the standard CAE maximum of 12
- The opportunity to study in small classes for some of the course – but then to come together as a larger group later

The age range of the group might also be significantly different from that of other courses being run in the school at the same time.

Would you like to book the Kamiya Courtyard for a Closed Group Course?

There is no such thing as a standard group, so we need to know as much about your requirements as possible in order to provide you with a tailor-made proposal.

We'll need to know:

- When you would like the course to be run, and for how long
- The number and age range of students in your group
- The current English levels of the students
- The kind of course needed (technical, business, school examination, general)
- What accommodation is needed (hotel, B&B, homestay) and meals to provide
- What excursions or special visits we should include
- Whether you would like CAE to provide transport to and from the airport.

CAE is a
Trinity Exam
centre - ideal
for Italian PON
groups



Summer Group Courses

- **Specifically for groups of 10 - 30 students**
- Suitable for children aged **8 - 12**, and teens aged **13 - 17 years**
- **Multi-national centre**
- All costs included (includes group transfers & insurance)
- **Maximum class size - 14**
- Staff/student ratio 1:6
- Secure location with **24 hour supervision**
- **15 full hours** of lessons per week
- Regular **excursions**
- Full programme of afternoon & evening activities
- Accommodation in **shared dormitories** (4-8 students)
- **Group leaders accommodated on site**

Riddlesworth Hall? That sounds interesting

Riddlesworth Hall or RHS (as we sometimes call it) is an attractive private boarding school situated in the lovely English countryside not far from Cambridge and Norwich, and within easy reach of several major airports.

In the summer, CAE has exclusive use of the school: historic buildings, classrooms, comfortable accommodation and wonderful sports facilities and grounds. RHS becomes our home, and will be home to you and your friends – old and new - for your English summer adventure.

New: a CAE centre for groups

CAE Riddlesworth Hall is open to groups of 10 -30 students from different countries. You will join other groups similar in age, but from a different country.

We will expect you to use English as much as possible as you learn and have fun with children from other countries who are all attending our intensive two week project-based courses.

What will the classes be like?

In your classes you will spend a lot of time speaking and listening –though you'll get the chance to do reading and writing as well. We know that people learn language best when they are doing interesting things, so our team of qualified and energetic teachers will help you to choose the activities which you enjoy most. You will be busy from the moment you get up, to the moment you go to bed, so you'll have lots of opportunity to use your English in real situations – you'll be amazed how quickly you will learn to communicate better in English. You will take home your own CAE portfolio - a wonderful record of lessons,

activities, trips and new friendships made. We hope you will show it off to family and friends and be proud of your English achievements.

Where will I stay?

CAE Riddlesworth Hall is a residential summer school. It will be your home for the summer. You will sleep at RHS in dormitories with up to 7 other boys or girls of a similar age. Some of your roommates will be from a different country. All your meals will be in the school along with your friends, group leaders and teachers. If you go out on an excursion we will give you a packed lunch. There are great places in the school where you can spend your free time – ideal for doing homework, socialising or just relaxing with a good book.

What about the afternoon and evenings?

CAE Riddlesworth Hall offers a full activity programme so you can learn English by doing things and having fun with friends outside of the classroom.

In the afternoons: try something completely new as well as your usual favourite sports or activities from home: ball sports, art, baking, creative writing, dance, drama, music... so much to choose from.

In the evenings: we organise films, theme parties, discos, quiz nights and talent competitions. We usually plan an international evening where you get the chance to teach each other about your countries.

On every course there are **excursions and study visits**. You will visit London, Cambridge or Norwich and other local places. On excursions you will see the famous sights, meet some real English people, put your English to the test - and do some shopping.

Sample programmes are available on request

CAE offers your group:

- **An all-inclusive quality 24-hour programme:** transfers, tuition, activities, entertainment, excursions, all meals, accommodation, insurance: no add-ons
- Safe secure location with staff supervision
- **International community:** study alongside groups from other countries
- **Accompanying Group leaders with full board accommodation**
- Group leaders gain experience working as part of the CAE team responsible for the successful delivery of the course
- Group leaders should be able to communicate effectively in English



Riddlesworth Hall

FAQ for Parents:

On every CAE course you will find a friendly, hard-working and, above all, safe environment. But many parents have questions particularly about the safety and welfare of their children. Here are some of our parents' most common questions.

What happens at the airport?

Children travel to/ from UK airports accompanied by their Group leaders. CAE staff meet the group on arrival and accompany them to the centre.

How safe is the centre?

Riddlesworth Hall is set in spacious grounds not far from the small town of Bury St Edmunds. CAE residential staff work closely with your group leaders to ensure that children are supervised 24 hours day. Children are not allowed out of the school grounds unaccompanied. Excursions are closely supervised. CAE student rules must be followed at all times to guarantee the safety and well-being of all children and staff.

How large are the English classes?

Classes never contain more than 14 children. Children continue to learn outside of the classroom and our staff/ student ratio of 1:6 ensures individual attention at all times of the day.

What is the nationality mix?

At CAE Riddlesworth Hall, we welcome groups from several different countries. All groups join the same programme and your child will be in classes with children from other countries, share boarding houses with children from other countries and enjoy activities with children from other countries. We encourage all students to use English at all times.

What happens in the case of illness?

We have staff with first aid training available at all times to deal with emergencies. All but the most minor problems are referred to the local doctor. In more serious cases arrangements are made to fly the child home (and your included insurance policy covers loss of fees).

What if my child is homesick?

This is quite normal for the first day or so, especially if your child has never been away from home before. Our experienced team will work closely with your group leaders to deal with this problem. A full and

varied schedule almost always means that homesickness is quickly forgotten

What about laundry?

Children's clothes and towels are cleaned regularly.

What is included?

Everything - airport transfers, accommodation, meals, the course, the excursions, sports, admissions – It's all included! and so we expect your child to participate.

They may bring some pocket money for a treat or to buy your family a gift – but that's up to you. Money and valuables should be handed in for safekeeping.

FAQ for Group Leaders:

Airport pickups

CAE Staff will meet your group on arrival at London or Norwich airport and accompany your group to RHS. Welcome to the team!

Group leader role and responsibility

As a group leader, you will be part of the CAE staff team with particular responsibility for welfare of the children in your group. You will be expected to take part in staff meetings, training and development and to work towards the success of the course. You will receive a Group leader handbook and code of conduct and be asked to comply with CAE safer recruitment procedures. You will be expected to follow CAE guidance at all times.

Group leader benefits

Group leaders receive full board accommodation. You may be expected to share a twin room with other leaders from the same group. Entries and admissions will be covered when accompanying your students. You will receive a certificate to confirm participation at the end of the course. There may be an opportunity to observe classes in agreement with the CAE Management team.

What to do next?

Contact us immediately. We will be pleased to advise.

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CAE Cambridge

CAE Riddlesworth Hall



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