

Arrival date (prior to the first day at school)	Suitable transport arrangements for students is placed and checked by the Office Manager together with agent / accommodation manager /transport agent etc. If specified in the application form or as a special request at the time of booking confirmation of the course / program. If not stated, student will be expected to arrive to the BCC residence, in the cases that the accommodation is not provided by BCC in the BCC school office.
At the BCC residence	Member of BCC team – accommodation manager / accommodation assistant will meet students outside the BCC residence. Clear instructions are given to student about BCC residence premises, including completion of student induction checklist for residence and room, information for student is provided in the accommodation folder.
First day at BCC school - Monday morning 8.45am	Upon arrival on Monday morning, all students meet at the school at 8.45 am and meet in student lounge, 2 nd floor, where the initial introduction will take place and introduction to school, H & S procedures, emergency exists, etc.
9.00 am	The Office Manager meets and welcomes students to BCC school and complete the induction process e.g. photocopies of IDs, visas' check, payments of all outstanding balances, completion of BCC application form etc.
9.15am - 10.15am	Each student will undergo a multiple-choice placement test plus one –to-one interview with Director of Studies, or other designated member of staff, to assess spoken ability and individual's linguistic aspirations.
10.15am - 10.45 am	<p>While the test is being marked, students will have an initial orientation tour in the BCC school with particular emphasis on the health and safety procedures, fire exists and first aid procedures including the introduction of first aiders, student classrooms.</p> <p>Students will be introduced to other school staff and the assistance with police registration for visa purposes and will be able to ask questions related to accommodation arrangements, food facilities and additional services offered by BCC.</p> <p>Students will be able to ask and discuss any health problems, which may require special attention and will be given advice to register with a local GP and complete the BCC application form with emergency numbers for NOK.</p> <p>Students will receive a welcome pack, which includes: student guide book, leisure pack, notepad, pen, emergency numbers, map of local area, student's timetable, student card.</p> <p>Students are informed of their assessed level and the class to which you have been allocated. The timetable will be explained to you and your questions will be answered.</p>
10.45am - 12.15pm	Student will be ready to start his/her first lesson, if all previous stages are fully completed. Student preliminary Needs analysis will be completed as a part of first feedback.
First day at the afternoon	After lessons a short tour to explore the Bournemouth town centre with a member of BCC will be offered. The tour of town centre and the beach area will include information about local amenities, banks, cafes, shops etc. Risk assessment should be complete by activity assistant.
STUDENT DOCUMENTATION	<ul style="list-style-type: none"> - BCC application form completed – NOK, emergency numbers, allergies - Copy of the passport, copy of visa / ETA's - Clear all outstanding payments for the course, accommodation, additional services booked - Welcome pack for students & induction process & further instructions, information of the reason for the course with student