

48

Years'  
Experience  
in Teaching

Frances**King**  
School of English



2021

English Language  
Programmes  
for Adults  
in London

We'll get you .....  
speaking English



# Welcome to Frances King

*Founded in 1973, Frances King has taught more than 200,000 students over the last 48 years. In our schools we aim above all to get you speaking English while making new friends and enjoying your stay. Our experienced staff are always available to offer support, to help you reach your learning goals and to get maximum benefit from your time with us. We look forward to welcoming you to Frances King in London.*



## PERFECT CENTRAL LOCATIONS

Our school is in an excellent location in the heart of London, full of amazing things to see and do. A beautiful part of our city, within walking distance of world-famous tourist attractions, parks and museums.



## LOVELY SCHOOL

Our school is a well-equipped and comfortable learning environment with spacious student areas to enjoy your free time.



## PROGRAMMES DESIGNED FOR YOU

Choose from programmes for life and experience - designed above all to improve your spoken English; for your career - business and professional English; for your education - preparation for IELTS.



## A WHOLE EXPERIENCE

Activities in the afternoons and evenings encourage you to speak English and put into practice what you have learnt in the classroom, while getting to know your chosen city. At the weekends you can take excursions with other students and travel outside London and experience the best of the UK.



## DEDICATED STAFF

Our experienced and friendly staff are here to help you achieve your personal goals. The Student Services team are always available to help you with every aspect of your visit and our academic team will help tailor your programme to suit your needs.



## A HOME AWAY FROM HOME

We offer an excellent choice of accommodation to suit different tastes and budgets including welcoming homestays, convenient residences, modern apartments and a range of hotels. Your accommodation is a very important part of your stay and we work very hard to ensure we provide you with the best options.

## ACCREDITATIONS

Accredited by the  
  
for the teaching  
of English in the UK

Frances King School of English - London is accredited by The British Council for the teaching of English as a Foreign Language.

## MEMBERSHIPS



Frances King is a member of Quality English, the organisation of leading independent English language schools.



Frances King is also a member of IALC, the International Association of Language Centres.



Frances King School of English - London is a member of English UK, the organisation of accredited teaching establishments.

# Programmes designed for you

## English for Life and Experience

- Jump into English - integrated programme including lessons, activities, outside speakers, some meals and an evening event
- General English programmes for fluency and accuracy in everyday English
- Academic Year programmes for immersion in the English language

## English for your Career

- “Club 8” Professional English - English for professional people aged 24 and over in smaller groups

## English for your Education

- Preparation for success in the IELTS Examination



# The experience of a lifetime

*Learning English at Frances King is an unforgettable experience. We'll help you with all aspects of your stay. You'll improve your fluency, accuracy and confidence in English and discover our fascinating cities. You'll make new friends and have many new experiences.*



## START LEARNING ONLINE

You can start learning at home before you get to London with Jump Into English® Online. In weekly live lessons you'll make friends with learners from around the world.



## BEFORE YOU ARRIVE

If you need advice about which course or accommodation will suit you, go to our website. Use our Live Chat to talk to an expert and take our online level test at <https://test.francesking.com>



## YOUR ARRIVAL

You can choose our "meet and greet" transfer service and our representative will welcome you at the airport and take you to your accommodation. Otherwise, we'll advise how to use public transport.



## YOUR FIRST DAY

Meet our student services staff who will explain how to make the most of your time at Frances King and in London.



## YOUR CLASS

Your classmates will come from around the world and you'll quickly make new friends. Teachers have a communicative style and focus on speaking and listening and interactive techniques. The teaching programme can be adapted to your individual needs.

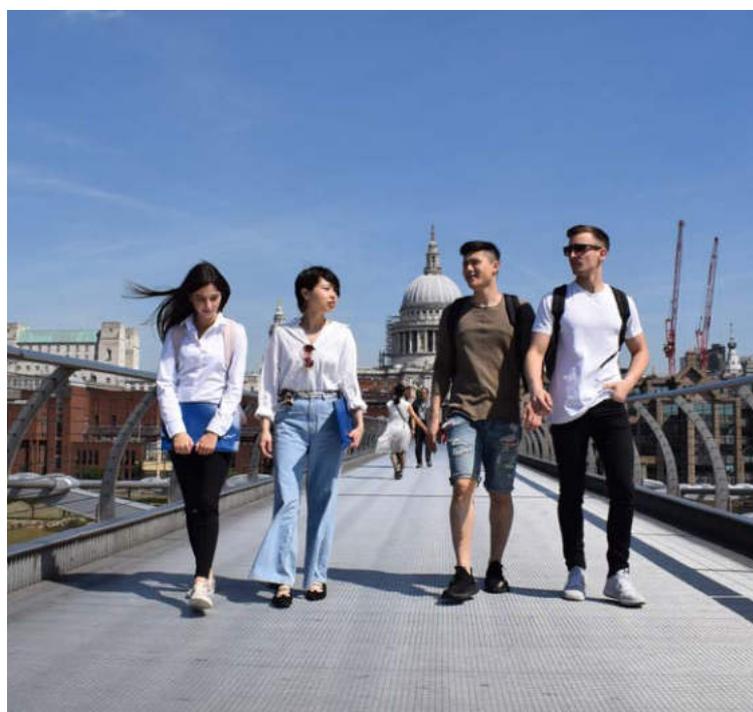
## SUPPORTING OUR STUDENTS THROUGH COVID-19

### Study in Safety at Frances King.

We closely follow UK Government guidelines and have put many safety measures in place to keep you and our staff safe at the school:

- You are required to keep a 1-meter distance from staff and other students at all times; class sizes are smaller than usual and depend on classroom size
- Face coverings must be worn in common areas and teachers wear plastic visors to minimise risk in classrooms
- Hand sanitiser is available at key points around the school
- Classrooms, common areas and toilets are cleaned and sanitised regularly throughout the day
- Class start and finish times, as well as breaks, are staggered to ensure minimum numbers of students are in common areas at the same time
- Each course group is assigned their own classroom and have only one teacher to reduce any risk of contamination between groups
- Where it is not against fire safety regulations, doors and windows are left open to ensure ventilation throughout the building
- You have your own course book and extra materials (where possible) are provided digitally

We will continue to implement measures as recommended by the Government and Industry Associations.



### YOUR PROGRESS

From time to time, you will have meetings about your progress with one of your teachers to help you use your time well. And on longer programmes you can expect regular progress tests.



### OUTSIDE THE CLASS

With the EDMODO digital learning platform, you can keep in touch with your teacher and classmates, sharing ideas and doing tasks together. Intensive courses also include a free lunch once a week with an English speaker and a group of students.



### ACTIVITY PROGRAMME

Discover London with your teachers and other students. Events include language workshops, guided walks, visits to museums, galleries, attractions and unusual places. There are also sports activities, parties and day trips. Most events are free of charge.



### END OF COURSE CERTIFICATE

All students receive an end of course certificate. In addition, you can take Linguaskill an internationally recognised test of English.



### AFTER YOUR COURSE

With Jump Into English® Online, you can continue learning after you return home, with weekly live lessons on Zoom. And if you come back to the school, you'll qualify for reduced tuition fees.





Free WiFi



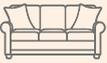
Interactive Whiteboards



Coffee Area



Kitchen Area



Student Lounge



Self-access study

15-22  
Classrooms

300  
Capacity

+

10  
Classrooms in  
summer annexe

140  
Capacity

### AGE BREAKDOWN

Adult programmes

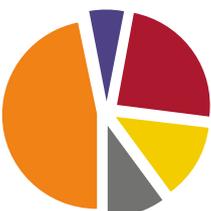


Club 8 programmes



### NATIONALITIES

(all courses)



- Western Europe
- Africa / Middle East
- Asia / Far East
- Central / South America
- Eastern / Central Europe

# Frances King London

*One of the world's most exciting cities, with 2000 years of history, London has everything to offer from culture and shopping to entertainment and food – whatever it is you love, you'll find something new and exciting to do every day.*

## OUR SCHOOL IN KENSINGTON

- Located in a beautiful part of central London with the fashionable shops, cafes and restaurants of Kensington and Chelsea nearby.
- World-famous attractions a short walk away - the museum district (including the Science, Natural History and Victoria and Albert museums), Kensington Gardens, Kensington Palace and the new Design Museum.
- Social, sporting and cultural activities and language workshops take place most afternoons and evenings giving you plenty of opportunity to socialise with the many interesting people you will meet.
- We can help you plan exciting trips outside the city at the weekends. Explore the wonderful culture of the UK while using your English language skills in a variety of diverse situations.
- Our friendly Student Services staff will provide you with information and help to ensure you enjoy every aspect of your stay.
- The University Placement Service can help you enter a university.
- Our experienced academic team will work with you throughout your programme to ensure you achieve your learning goals.





## YOUR COURSE

### English for Life and Experience

- Jump into English
- General English

### English for your Career

- Club 8 Professional English

### English for your Education

- IELTS Preparation

### Private lessons

### Other courses

- Christmas and New Year
- Family Programmes
- Teenager Programmes
- Programmes for groups

## YOUR ACCOMMODATION

### Homestays

### Residences

### Studios and Apartments

### Hotels

*You will ‘Jump into English’ every day, by really using English as you discover London, meet Londoners, make friends with people from around the world and carry out challenging learning tasks together.*



### Tasked Based Learning

Combination of lessons, workshops and presentations to improve your spoken fluency, pronunciation and confidence in speaking and presenting ideas and thoughts in English



### Discover London

Learn about British life and culture and discover London from a different perspective, with expert guides and lecturers



### Language Input

Improve your grammar and increase your vocabulary with teacher feedback and error correction



### Meeting Londoners

Opportunity to meet, practise and speak ‘real English’ with English speaking Londoners



### Activities and Excursions

Afternoon and evening activities based on the weekly topic

### INCLUDED WITH YOUR COURSE

- ✓ Placement Test and Assessment
- ✓ Welcome Pack
- ✓ Activities and Guided Tours
- ✓ Study Guide
- ✓ Language Workshops
- ✓ Certificate

### Lunch Club

A light lunch with an English speaker and a group of students, once a week.



Add private lessons for completely personalised learning  
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Christmas and New Year in London - English course and activities  
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### COURSE FACTS

Age: minimum 18 Class size: maximum 14

JUMP INTO ENGLISH®	
Minimum level	B1
Length	1-4 weeks
Sessions/week	18 classroom based, 1 lunch, 3 outside activities/excursions (classroom session = 45 minutes)
Hours/week	21h
Timetable	Morning, Afternoon and 1 Evening / week (see sample week)
Start dates	Every Monday

# SAMPLE WEEK - ART / MUSIC (topics are changed weekly)

■ Task-based sessions    
 ■ Activities and excursions    
 ■ Language input and feedback    
 ■ Meeting native English speakers

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9.30 - 10.30	<b>Coffee time &amp; networking</b> Students introduce themselves in a mini-presentation Week's plan explained	<b>Language Input</b> Feedback & Error Correction from task session day 1 Review of Tate Britain visit (plus vocabulary)	<b>Presentation 1</b> Homework and preparation for presentation	<b>Coffee time</b> Discussion of visit and evening activity and introduction to new topic	<b>Visit</b> <b>Royal Albert Hall tour</b> 
10.30 -11.30	<b>Art Task Session</b> A ranking discussion where students choose a famous work of art for the school to hang in its lobby	<b>Native Speaker Morning</b> Curator from the Wallace collection	<b>Presentation 1</b> Students identify and bring in a copy of a piece of art by an artist from their country, with relevant history and background and reason for choosing it	<b>Music Task Session</b> Students create and design their own music festival	
11.30 -12.30	<b>Presentation of task</b> Groups present work of art they chose and final class decision is made	<b>Q &amp; A session with Native Speaker</b>	<b>Tutorials</b> 1:1 Feedback on presentation	<b>Presentation of task</b> Groups present their festivals and the best is chosen in a class vote	<b>Coffee time and discussion of visit</b>
12.30 - 13.30	<b>LUNCH CLUB (ONCE A WEEK)</b>				
13.30 - 14.30	<b>Visit</b> <b>Tate Britain</b> 	<b>Language Input</b> Lesson based on morning error correction. The teacher identifies language area to work on	<b>Visit</b> Walking music tour 	<b>Language Input</b> The teacher identifies language area to focus on based on morning task	<b>Presentation 2</b> Students promote and market a new band or singer
14.30 -15.30	<b>Free guided tour of selected artist</b> <b>Coffee time and discussion of visit</b>	<b>Language Input</b> Presentation Skills needed for the first presentation		<b>Language Input</b> Grammar / vocabulary useful for the second presentation 2	
Wednesday, from 19:00 Friday, from 15:30			<b>Evening Activity</b> <b>Music event</b> Ain't nothin but the blues - Soho		<b>End of week Party</b> 



**JUMP INTO ENGLISH®  
ONLINE**

Take lessons in your own home with Jump Into English® online and meet people from around the world and carry out challenging learning tasks together.

- 5 'live' one hour sessions per week on Zoom
- With the EDMODO digital learning platform, you can prepare for the next 'live' session with your teacher

**For more information: [www.francesking.com](http://www.francesking.com)**

*For adults of all ages who want to achieve fluency and accuracy in everyday English. Develop the four language skills – listening, speaking, reading and writing – by learning and practising language in real life situations, with a focus on listening and speaking.*

**STANDARD GENERAL ENGLISH MORNING**

**Language Development**

- Focus on building spoken fluency and accuracy
- Increase your knowledge of grammar, vocabulary and colloquial phrases with speaking and pronunciation practice
- Conversation classes encourage active use of spoken English

**Language Skills**

- Expand the depth and range of your skills in all four skills - listening, speaking, reading and writing
- Classes may include preparation for optional activities after class

**INTENSIVE WITH LANGUAGE FOR YOU!**

**Language Development**

**Language Skills**

**Lunch Club** 

**Language for You!**

- Focus on international communication in English
- Practise speaking and vocabulary with conversation and role-plays
- Topics of interest are chosen for research, discussion, debate and task-based learning



“I have improved my English every day – lessons are both stimulating and fun. Speaking to my host family helped my English become more fluent: maybe one day they will come to visit me in Italy.”

**Ginevra De Castro,**  
Italy

**INCLUDED WITH YOUR COURSE**

- ✓ Welcome Pack
- ✓ Study Guide
- ✓ Activity Programme
- ✓ Language Workshops
- ✓ Certificate

**Lunch Club** 

A light lunch with an English speaker and a group of students, once a week.

**COURSE FACTS**

Age: minimum 16 Class size: maximum 14

	STANDARD GENERAL ENGLISH MORNING	INTENSIVE WITH LANGUAGE FOR YOU!
Minimum level	A2	A2
Length	1-24 weeks	1-24 weeks
Lessons/week	20	28
Hours/week	15h	21h
Timetable	Monday to Friday 9.00-12.15* Language Development, Language Skills	Monday to Friday 9.00-12.15* Language Development, Language Skills  One day a week 12.15-13.00 Lunch Club  Monday to Thursday 13.00-14.30 Language for You!
Start dates	Every Monday	Every Monday

\* In busy periods some classes may zig zag, 2/3 morning classes/week 9.00-12.15 and 2/3 afternoon classes/week 14.45-18.00 in alternating weeks



"I am very happy to be in London and studying at Frances King. There are so many different cultures and it's easy to make friends. English is the common language to communicate and this motivates me a lot!"

**Mert Onal, Turkey**



With Jump Into English® Online, you can study online, with weekly live lessons, before and after your course.



Add private lessons for completely personalised learning  
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Christmas and New Year in London - English course and activities  
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Long term programmes allow you to achieve fluency for future work and study through a long period of immersion in the English language. Build your study plan from the modules below with your student advisor.

**STANDARD ACADEMIC YEAR MORNING**

**Language Development**

**Language Skills**

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**IELTS Preparation**

- Course content - page 16

**INTENSIVE ACADEMIC YEAR**

**Language Development**

**Language Skills**

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**Jump into English®**

- Course content - page 8

**IELTS Preparation**

- Course content - page 16

**Lunch Club** 

**Language for You!**

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Students start with a General English course, including Language Development & Language Skills and progress to an IELTS Preparation Course once they reach level B1. Students taking an Intensive Academic Year programme have the option of joining a Jump Into English course for 4 weeks once they reach level B1.

**COURSE FACTS**

Age: minimum 16 Class size: maximum 14

	STANDARD ACADEMIC YEAR MORNING	INTENSIVE ACADEMIC YEAR
Minimum level	A2	A2
Length	25-52 weeks	25-52 weeks
Lessons/week	20	28
Hours/week	15h	21h
Timetable	<p>Monday to Friday 9.00-12.15*</p> <p>Language Development, Language Skills / IELTS Preparation</p>	<p>Monday to Friday 9.00-12.15*</p> <p>Language Development, Language Skills / IELTS Preparation</p> <p>One day a week 12.15-13.00 Lunch Club</p> <p>Monday to Thursday 13.00-14.30 Language for You! / IELTS Preparation</p>
Start dates	Every Monday	Every Monday

\* In busy periods some classes may zig zag, 2/3 morning classes/week 9.00-12.15 and 2/3 afternoon classes/week 14.45-18.00 in alternating weeks



“The course was very intensive. My English improved so much that I was able to get a new job where I now use my English everyday.”

**Belen Maldonado Pestana, Spain**

**INCLUDED WITH YOUR COURSE**

- ✓ Study Plan
- ✓ Regular progress meetings
- ✓ Welcome Pack
- ✓ Study Guide
- ✓ Activity Programme
- ✓ Language Workshops
- ✓ Certificate

**Lunch Club** 

A light lunch with an English speaker and a group of students, once a week.

**EXAMINATION PREPARATION**

IELTS Preparation is available with all courses.



“When I arrived I spoke very little English but, with the help of my teachers, I learnt a lot. The school really cares about each student.”

**Byeongpil Son,**  
Korea



With Jump Into English® Online, you can study online, with weekly live lessons, before and after your course.



Add private lessons for completely personalised learning  
**page 18**



Christmas and New Year in London - English course and activities  
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“Studying at Frances King is an enjoyable way to learn English. I have improved my speaking and writing skills - lessons were never boring; we learn through practising and meeting other nationalities.”

**Utku Anil Cicek,**  
Turkey

*Designed for professional people and other mature, motivated learners – minimum age 24. You will learn in small groups of 5-8 students for greater personal attention and interaction with your teacher. The aim is for confident communication and fluency in English. You’ll also have the opportunity to network with other professionals from all over the world.*

**CLUB 8 STANDARD PROFESSIONAL ENGLISH**

**Language Development**

- Focus on building spoken fluency and accuracy
- Topics and tasks of interest to professional people
- Increase your knowledge of grammar, vocabulary and colloquial phrases with speaking and pronunciation practice

**Language Skills**

- Expand the depth and range of your language skills - listening, speaking, reading and writing
- Learning activities, such as preparing and delivering presentations, of interest to both general and business learners
- Classes may include preparation for optional activities after class

**CLUB 8 INTENSIVE PROFESSIONAL ENGLISH**

**Language Development**

**Language Skills**

**Lunch Club**

**Business Communication**

- Focus on language skills for the business world such as telephoning, meeting people, negotiating and attending meetings
- Improve business writing skills such as emailing, placing orders, making and responding to complaints, writing reports
- Increase your vocabulary for business topics such as marketing, finance, HR, management and online commerce

**CLUB 8 COMBINATION**

- As for Club 8 Standard, with private lessons to focus on your individual language or professional needs. See page 18 for information about private lessons

**COURSE FACTS**

Age: minimum 24 Class size: Average 6, maximum 8

	CLUB 8 STANDARD PROFESSIONAL ENGLISH	CLUB 8 INTENSIVE PROFESSIONAL ENGLISH	CLUB 8 COMBINATION PROFESSIONAL ENGLISH
<b>Minimum level</b>	B1	B1	B1
<b>Length</b>	1-11 weeks	1-11 weeks	1-11 weeks
<b>Lessons/week</b>	20	28	20 + Private Lessons
<b>Hours/week</b>	15h	21h	15h + Private Lessons
<b>Timetable</b>	<p><u>Monday to Friday</u> <b>9.00-12.15</b> Language Development, Language Skills</p>	<p><u>Monday to Friday</u> <b>9.00-12.15</b> Language Development, Language Skills</p> <p><u>One day a week</u> <b>12.15-13.00</b> Lunch Club</p> <p><u>Monday to Thursday</u> <b>13.00-14.30</b> Business Communication</p>	<p><u>Monday to Friday</u> <b>9.00-12.15</b> Language Development, Language Skills</p> <p><u>Afternoon</u> 2-10 private lessons/week; timetable by arrangement</p>
<b>Start dates</b>	Every Monday within these dates: Spring (March 22-April 30); Summer (June 14-August 27); Autumn (October 18-29)		

**INCLUDED WITH YOUR COURSE**

- ✓ Welcome Pack
- ✓ Study Guide
- ✓ Course materials
- ✓ Activity Programme
- ✓ Language Workshops
- ✓ Certificate

**Lunch Club**

A light lunch with an English speaker and a group of students, once a week.

**CORPORATE CLIENTS**

We have taught employees from many Embassies and organisations including: Accenture, Agip, Alitalia, Barclays, BBC, BHP Billiton, BOC Gases, Bosch, Chanel, Citibank, Clarins, Daimler-Benz, Deutsche Bank, ENI, Gucci, IKEA, IBM, ING, Itochu Corporation, KPMG, Louis Vuitton, Lufthansa, Lukoil, Mobil, Monsanto, Nestlé, Nikko Europe, Nomura Research, Ogilvy & Mather, Pernod-Ricard, Renault Finance, Saipem, Samsung, Santander, Schweppes, Shell, Siemens, Unilever, Volvo.



"I really like the school, teachers and entertainment programme. My accommodation is modern with a gym and 10 minutes from school by underground. I will recommend Frances King to my friends."

**Aleksandra Fedorova,**  
Russia

#### **Bildungsurlaub**

Club 8 Intensive is eligible for the Bildungsurlaub in many German states

#### **Linguaskill**

General and Business  
Linguaskill test available



With Jump Into English® Online, you can study online, with weekly live lessons, before and after your course.



Add private lessons for completely personalised learning  
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Christmas and New Year in London - English course and activities  
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*For those who need to prepare for success in the IELTS Examination. This internationally recognised qualification will help with future employment or entrance to an English speaking university.*

**STANDARD IELTS**

**IELTS Preparation**

- A language and skills class to improve your success in the IELTS examination
- Practise your reading and listening skills, and increase your fluency and accuracy in writing and speaking
- Write to describe, discuss and evaluate
- Improve your reading and listening for general and detailed understanding
- Speak with confidence and good pronunciation

**INTENSIVE IELTS**

**IELTS Preparation**

**Lunch Club** 

**IELTS Preparation**

- Practice examinations and exercises to improve your IELTS score

**INTENSIVE WITH IELTS**

**Language Development**

**Language Skills**

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**Lunch Club** 

**IELTS Preparation**

**PART TIME IELTS**

**IELTS Preparation**

**COURSE FACTS**

Age: minimum 16 Class size: maximum 14 Minimum level: B1

	STANDARD IELTS	INTENSIVE IELTS	INTENSIVE WITH IELTS	PART TIME IELTS
<b>Length</b>	2-8 weeks	2-8 weeks	1-24 weeks	1-24 weeks
<b>Lessons/week</b>	20	28	28	8
<b>Hours/week</b>	15h	21h	21h	6h
<b>Timetable</b>	Monday to Friday 9.00-12.15* IELTS Preparation	Monday to Friday 9.00-12.15* IELTS Preparation One day a week 12.15-13.00 Lunch Club Monday to Thursday 13.00-14.30 IELTS Preparation	Monday to Friday 9.00-12.15* Language Development, Language Skills One day a week 12.15-13.00 Lunch Club Monday to Thursday 13.00-14.30 IELTS Preparation	Monday to Thursday 13.00-14.30 IELTS Preparation
<b>Start dates</b>	Every Monday from March 1			

\* In busy periods some classes may zig zag, 2/3 morning classes/week 9.00-12.15 and 2/3 afternoon classes/week 14.45-18.00 in alternating weeks



“The IELTS teacher at Frances King always gives me useful hints and techniques to tackle the complicated IELTS test - he is really supportive, friendly and kind.”

**Takahiro Ishiyama,**  
Japan

**INCLUDED WITH YOUR COURSE**

- ✓ Welcome Pack
- ✓ Study Guide
- ✓ Practice examinations
- ✓ Activity Programme
- ✓ Language Workshops
- ✓ Certificate

**Lunch Club** 

A light lunch with an English speaker and a group of students, once a week.

**EXAMINATION DATES**

The IELTS examination is held on the Saturday at the end of your course.

You can book the examination at the school on the first day of your course except in summer when you book the examination with your course.



“The teachers are very experienced and friendly. You get to know all about the examination and can take mock tests. I got a successful result!”

**Annina Manser,**  
Switzerland



With Jump Into English® Online, you can study online, with weekly live lessons, before and after your course.



Add private lessons for completely personalised learning  
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## Private Lessons

*Suitable for people who want a personal, intensive focus on their learning.*

- For all ages - our teachers are experienced with children, young adults and professionals. Intensive practice of speaking and pronunciation and error correction help you to make faster progress.
- You can focus on specific needs such as language for business or professional situations and preparation for presentations, conferences and business meetings. You can also focus on examinations such as IELTS, Cambridge FCE, CAE, CPE, TOEIC, TOLES, GMAT and Linguaskill.
- We have teachers experienced in English for special subjects - HR, Law, Management, Medicine, Nursing, the Arts, Music, Architecture, Intercultural Awareness, Journalism and others.
- You can combine One-to-One lessons with other classes for faster progress. One-to-Two and One-to-Three lessons can be arranged for two or three friends, colleagues or family members of the same level that wish to study together.

### STANDARD PRIVATE

20 lessons per week

- Tailor made programmes

### FLEXITIME

2+ lessons per week

- Choose any number of private lessons per week or combine private lessons with another course. 2 or more lessons per week. Reduced fee if you book a group programme for the same week.

### INTENSIVE PRIVATE

28 lessons per week

Lunch Club 

### ONLINE LESSONS

Zoom / Skype lessons

- Prepare for your course at Frances King and keep learning after your course with Zoom or Skype lessons. Lessons focus on your learning, educational or professional needs.

### WEEKENDS AND OUT OF HOURS

We are able to arrange private lessons at weekends and out of normal school hours both at school and other central London addresses such as your home, a hotel or office.

### COURSE FACTS

	STANDARD PRIVATE	INTENSIVE PRIVATE	FLEXITIME
<b>Age</b>	Adults of all ages, children from age 5	Adults of all ages, children from age 5	Adults of all ages, children from age 5
<b>Class size</b>	1, 2 or 3	1, 2 or 3	1, 2 or 3
<b>Levels</b>	All	All	All
<b>Lessons/week</b>	20	28	2 or more, lessons are 60 minutes
<b>Hours/week</b>	20h	28h	By arrangement
<b>Timetable</b>	Morning or afternoon	Morning and afternoon	By arrangement
<b>Start dates</b>	By arrangement	By arrangement	By arrangement

Private Lessons are 60 minutes



“Frances King was more than I expected. I’m more fluent than I have ever been before and finally I feel ready to work with native English speakers.”

**Bruna Brunner,**  
Portugal

### INCLUDED WITH YOUR COURSE

- ✓ Welcome Pack
- ✓ Study Guide
- ✓ Activity Programme
- ✓ Language Workshops
- ✓ Certificate

Lunch Club 

A light lunch with an English speaker and a group of students, once a week.

### FACILITIES AND SERVICES

- ✓ Free tea and coffee
- ✓ Computer access
- ✓ Wireless Internet
- ✓ TV, newspapers and magazines
- ✓ Help with planning your free time in London



### COMBINATION COURSES

You can combine private lessons with any Frances King course

## Our other courses

## for adults



### CHRISTMAS AND NEW YEAR IN LONDON

Combine study in London at this special time of the year with a leisure and sightseeing programme in the afternoons and weekends.

For students aged 18 and over there are special prices in iQ Hammersmith student residence (see page 22).

COURSE FACTS	CHRISTMAS AND NEW YEAR IN LONDON
Age	Minimum 18
Class size	Average 12, maximum 14
Minimum level	A2
Start dates and length	December 20 (1/2 weeks); December 29 (1 week)
Lessons/hours/weeks	Week 1: 20 lessons (15h). Week 2: 12 lessons (9h)
Timetable	<u>Monday to Friday</u> 9.00-12.15 Language Development, Language Skills

## Our other courses

## for families and young learners



### OUR PROGRAMMES FOR FAMILIES IN LONDON

English language programmes and activities for children aged 6-16, optional classes for parents and other family members. We can also arrange accommodation for your family.



### OUR SUMMER CAMPS FOR TEENAGERS IN LONDON

English language programmes and activities in superb, self-contained residential campus in London, for ages 12-17.

## Our other courses

## for groups

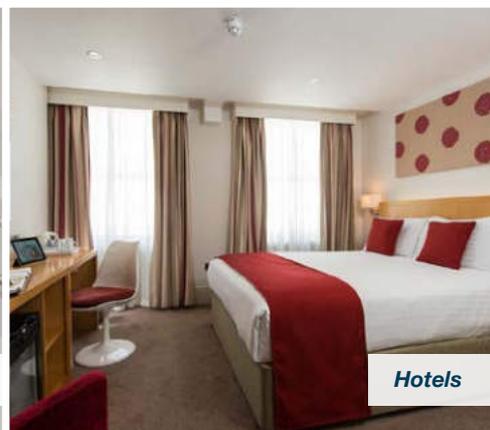
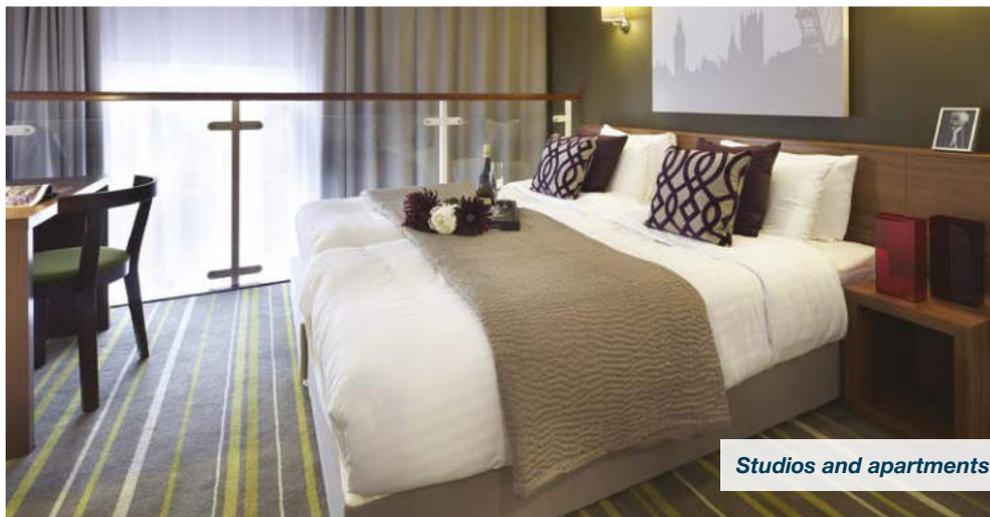


For those who would like to organise a group of students to come to London we would be pleased to design a programme for you. We can include tuition, accommodation, airport transfers, activities and excursions.

Please contact: [groups@francesking.com](mailto:groups@francesking.com)

# Frances King Accommodation

*Choosing the right type of accommodation for your stay in London where you feel happy and comfortable, is very important and we have carefully selected a variety of accommodation to meet your individual needs.*



## Homestay

- The best way to learn about English life and culture and to practise English
- We select homestays for their location, the quality and cleanliness of their home and a caring 'home away from home'
- 3 categories: Standard, Premium and Deluxe

## Student Residences

- For an independent lifestyle – perfect for students, young working people and professionals
- Central locations – easy journeys to our schools in London by public transport or walking distance
- Comfortable rooms with your own private bathroom
- Kitchen facilities included

## Studios and Apartments

- Quality, serviced accommodation for young working people and professionals with private bathrooms and cooking facilities
- Excellent locations near our schools in London - easy journeys by public transport or walking distance

## Hotels

- Carefully selected 3, 4 and 5 star hotels to offer good value and quality and are close to our schools in London

## Accommodation

## Homestays

- *Our most popular accommodation option is also the most affordable and suitable for adults of all ages of 16 and over*
- *Travel times to our schools are about 15-50 minutes*
- *Choose Half Board, with breakfast and evening meal, bed and breakfast or Private Home, with cooking facilities.*

### FRANCES KING HOMESTAY HOSTS...

- ✓ Welcome you and make you feel at home
- ✓ Show you the best way to travel to the school
- ✓ Respect your cultural background
- ✓ Encourage you to speak English
- ✓ Provide a clean and comfortable room
- ✓ Provide internet access
- ✓ Provide a desk or table for private study
- ✓ Clean your room and provide a regular change of bed linen
- ✓ Provide a balanced diet if you choose to take meals
- ✓ Provide you with your own house key

#### Deluxe \*\*\*\*

- For professionals and students - special care in luxurious homes located in prime parts of our cities
- Minimum age 18
- Location - travel zones 1 & 2

#### OPTIONS

- Single Bed and Breakfast
- Single 3-Dinner Plan



Private bathroom

#### Premium \*\*\*

- For young professionals and students – superior homes in excellent areas
- Minimum age 16
- Location - travel zones 1, 2 & 3

#### OPTIONS

- Single Bed and Breakfast
- Twin/double Bed and Breakfast
- Single 4-Dinner Plan
- Single Half-board
- Twin/double Half-board



Private or shared bathroom

#### Standard \*\*

- For all students – good homes in pleasant areas with kind hosts
- Minimum age 16
- Location - travel zones 2 & 3

#### OPTIONS

- Single Bed and Breakfast
- Twin/double Bed and Breakfast
- Single Half-board
- Twin/double Half-board



Shared bathroom

#### Private Home \*\*

- Suitable for students on a budget who would like to be independent and live with friendly local people
- Minimum age 18
- Location - travel zones 2 & 3

#### OPTIONS

- Single Self-catering (use of kitchen)



Shared bathroom

There may be up to 4 students in a London homestay.

### London



- (1) Private bathroom available in Premium Homestays for a supplement.
- (2) Twin/double rooms are for 2 people booking together for the same dates.

#### Key to Meal Plan

**B/B:** breakfast every day, no use of kitchen

**3 dinner plan:** breakfast every day and dinner on 3 evenings, no use of kitchen

**4 dinner plan:** breakfast every day and dinner on 4 evenings, no use of kitchen

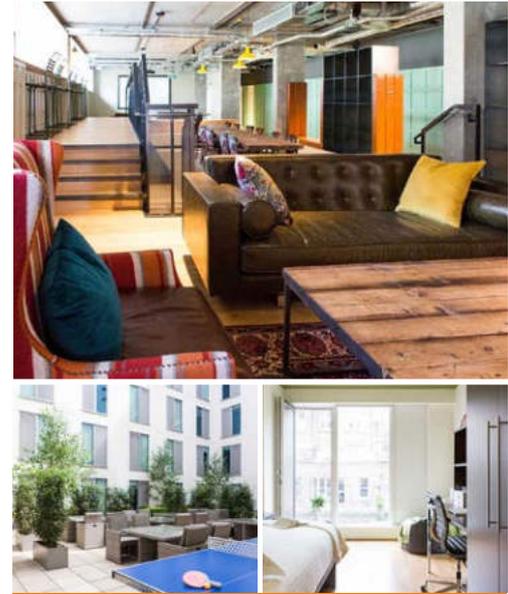
**H/B:** breakfast and dinner every day, no use of kitchen.

**Full Board:** breakfast, lunch and dinner every day for students under 18



**1 IQ Hammersmith \*\*\***

- Modern, newly built student residence offering large, stylish single studios, suitable for students and young professionals
- Minimum age 18, available all year, minimum stay 1 week
- Own kitchen area in your studio and a dining room and kitchen can be booked to entertain friends
- Pilates, yoga and other classes available
- Location: zone 2, 🚇 Hammersmith. About 15 minutes by underground to Frances King. Located in lively Hammersmith in the heart of West London, near shopping centres, bars and restaurants



**2 Chapter Portobello \*\***

- Modern, newly built, student residence, suitable for students
- Minimum age 18, single studios, available all year, minimum stay 1 week
- Location: zone 2, 🚇 Westbourne Park. About 30 minutes by underground to Frances King. Located in a tranquil location with a canal running alongside the building



Self catering



Free WiFi



Private bathroom



Dining Room



Private Kitchen



Exercise classes



Self catering



Free WiFi



Private bathroom



Gym



Cinema



Study room



Private Kitchen



Gym



Cinema



## Studios and Apartments



### 3 Lightfoot Hall Chelsea \*\*\*

- Modern student residence – high quality, compact single studios and twin rooms, suitable for students and young professionals
- Minimum age 18, twin rooms available all year, single studios available summer only, minimum stay 2 weeks
- Location: zone 1, 🚇 Sloane Square. About 15 minutes' walk to Frances King, 10 minutes by bus. Located in King's Road, Chelsea, a famous street with many fashionable boutiques, cafes, restaurants, bars and galleries



Self Catering



Free WiFi



Private bathroom



Private Kitchen



Communal Kitchen

You can book a twin room for 2 people (twin room) or we will place you with another student of the same sex (twin share)

### 4 Chelsea Cloisters \*\*\*

- Attractively designed, self-catering serviced studios and 1 and 2 bedroom apartments, suitable for professionals
- Minimum age 18, available all year, minimum stay 1 week
- Location: zone 1, 🚇 South Kensington, 15 minutes' walk to Frances King. Located in South Kensington, near the fashionable shops, cafes and restaurants of Chelsea and a short walk to world-famous museums



Self Catering



Free WiFi



Private bathroom



Private Kitchen

### 5 Citadines \*\*\*\*

- Modern, stylish, self-catering serviced studios and 1 bedroom apartments, suitable for professionals
- Minimum age 18, available all year, minimum stay 1 week
- Location: zone 1, 🚇 Gloucester Road, less than 5 minutes' walk to Frances King. Located in Kensington, near fashionable restaurants, cafes and bars and a short walk to Hyde Park, Kensington Gardens and world-famous museums



Self Catering



Free WiFi



Private bathroom



Private Kitchen



Free coffee



Gym

## Locations

### 👑 Frances King – Kensington

- 1 iQ Hammersmith
- 2 Chapter Portobello
- 3 Lightfoot Hall Chelsea
- 4 Chelsea Cloisters
- 5 Citadines

## Hotels

We can also offer a range of 2, 3, 4 and 5 star hotels and other apartments for larger groups in central London. Please contact us for more information.

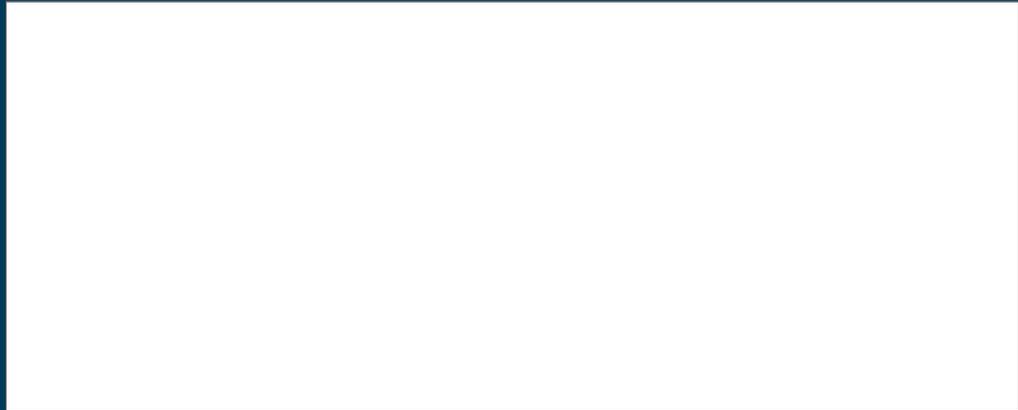
## Quality Rating

- ★★ Budget
- ★★★ Standard
- ★★★★ Premium

For details of our Programmes for Families and Young Learners, please see our website or ask for a brochure.



## Educational Tour Operator



### For more information please contact:

Frances King School of English  
77 Gloucester Road  
London SW7 4SS  
United Kingdom  
Email: london@francesking.com

### Join us on social media

You can find interesting content in our social media platforms such as photos and videos of the school and activities organised, testimonials, special offers, English tips, assistance and a lot more.

Join and keep up-to-date with our latest news or share your experience with us.

We would love to welcome you to our community!



## BEG

Frances King School of English is a part of the Business Education Group, which also includes Quest Professional in London.



Providing school leavers and recent graduates with the skills employers are looking for.

[www.questprofessional.co.uk](http://www.questprofessional.co.uk)

### Booking Office

Tel: +44 (0)20 7870 6533  
[london@francesking.com](mailto:london@francesking.com)  
[www.francesking.com](http://www.francesking.com)

48

Years'  
Experience  
in Teaching

Frances**King**  
School of English



2021

London Family  
Programme

including enrolment  
details and fees

We'll get you .....  
speaking English





## LOCATION

Parents and their children study in the same location in our Kensington school, opposite Gloucester Road station, or nearby annexe within walking distance.



## AGES

Children of ages 6-16 are accepted. In summer, a parent or guardian of a 6 year old must also take a course. At other times of the year they must either take a course or remain in the school during lesson times. The minimum age for adult in charge is 21.



## PRIVATE LESSONS AND MINI GROUPS

After group classes, we can also arrange private lessons for children, to concentrate on a particular skill or language area. We can also offer private lessons and Mini Group tuition for children at other times of the year. Please ask for more details.



## JUMP INTO ENGLISH ONLINE

Parents and children can practise English in online sessions before their stay in London, meeting and making friends with people from around the world and carrying out challenging learning tasks together. There are 5 'live' one hour sessions per week on Zoom as well as time on our learning platform. Times are to suit in each week of study. Times between 9.00 and 18.00 GMT, spread over the week. There are opportunities to speak with native English speakers to learn more about British life and culture.



## TRINITY SPOKEN ENGLISH TEST

Children and adults on a course of 2 weeks or more in the summer have the option to take a Trinity Spoken English test, an internationally recognised examination, suitable for all levels.



## YOUR FREE TIME

Classes are in the mornings - families are free in the afternoons to enjoy London's many attractions and to take part in a special activity programme, 2 or 3 days a week.

# London Family Programme

*Family study holiday in the heart of London. Courses for children aged 6-16 and optional courses for parents and other family members. We can arrange accommodation in homestays, residences, studios and apartments and the whole family can enjoy an activity programme. Programmes available in spring, summer, autumn and winter.*

**"We all enjoyed our course and really improved our English. The school is very friendly and looked after our family very well."**

Alejandro Artiles Vizcaino,  
Gema Nuez and family,  
Spain



### Family Junior Morning

This fun course is designed for young learners. The emphasis is on spoken English and communication. Imaginative activities and group project work encourage speaking and rapid learning and there is a visit to a local place of interest. There are also sports on Friday afternoon in Hyde Park.

### Family Adult Morning

While their children are at school, parents and other family members have the option of taking a course at Frances King. Parents can choose from Club 8 Professional with small groups of 5-8 students, minimum age 24 or Standard General English, with up to 14 students.

### Family Junior Day School

This all day programme is for ages 12-16 in summer. Participants join the Family Junior Morning Course and in the afternoon there are activities, excursions and projects. Children should be dropped off at 8.45 and collected at 17.00. Students must bring a packed lunch and a travel card.

### COURSE FACTS

	FAMILY JUNIOR MORNING	FAMILY ADULT MORNING	FAMILY JUNIOR DAY SCHOOL
<b>Class size</b>	Average 12 / maximum 15	Standard - 14 Club 8 Professional - 8	Average 12 / maximum 15
<b>Minimum level</b>	A1	Standard - A2 Club 8 Professional - B1	A2
<b>Lessons/week</b>	20	20	20 + projects/activities
<b>Hours/week</b>	15h	15h	15h + projects/activities
<b>Timetable</b>	<u>Monday to Friday</u> <b>9.00-12.30</b>	<u>Monday to Friday</u> <b>9.00-12.15</b>	<u>Monday to Friday</u> <b>9.00-17.00</b>

A1 Beginner A2 Elementary B1 Intermediate B2 Upper Intermediate C1 Advanced C2 Proficiency

### START DATES

#### Winter Programme 2021

January 4 (1-4 weeks)  
January 11 (1-3 weeks)  
January 18 (1-2 weeks)  
January 25 (1 week)

#### Spring Programme 2021

March 22 (1-6 weeks)  
March 29 (1-5 weeks) ❶  
April 6 (1-4 weeks) ❷  
April 12 (1-3 weeks)  
April 19 (1-2 weeks)  
April 26 (1 week)

#### Summer Programme 2021

June 14 (1-11 weeks)  
June 21 (1-10 weeks)  
June 28 (1-9 weeks)  
July 5 (1-8 weeks)  
July 12 (1-7 weeks)  
July 19 (1-6 weeks)  
July 26 (1-5 weeks)  
August 2 (1-4 weeks)  
August 9 (1-3 weeks)  
August 16 (1-2 weeks)  
August 23 (1 week)

#### Autumn Programme 2021

October 18 (1-2 weeks)  
October 25 (1 week)

#### Winter Programme 2022

January 4 (1-4 weeks) ❸  
January 10 (1-3 weeks)  
January 17 (1-2 weeks)  
January 24 (1 week)

❶ Week commencing March 29: 16 lessons/week. Friday April 2 is a public holiday.

❷ Week commencing April 6: 16 lessons/week. Monday April 5 is a public holiday.

❸ Week commencing January 4: 16 lessons/week. Monday January 3 is a public holiday.



# London Family Programme

## Accommodation

### Studios, Apartments and Residences

If you prefer to be independent we offer studios, apartments, residences and hotels. Our apartments and studios provide the comfort of a hotel at a lower price, include private bathrooms and kitchens and are in excellent locations for our schools. We can also offer a range of 3, 4 and 5 star hotels in central London. Please contact us for more information.



#### 1 Citadines (South Kensington) \*\*\*\*

- Modern, stylish, self-contained studios (for 2 people) and 1 bedroom apartments (for 2-4 people)
- Available all year, minimum stay 1 week
- Location: zone 1, 🚇 Gloucester Road, less than 5 minutes' walk to Frances King Kensington. Located in Kensington, near fashionable restaurants, cafes and bars and a short walk to Hyde Park, Kensington Gardens and world-famous museums

#### 2 Chelsea Cloisters \*\*\*

- Attractively designed, self-contained serviced studios (for 2 people with double bed) and 1 bedroom (for 1-3 people) and 2 bedroom apartments (for 2-4 people with 2 double beds)
- Available all year, minimum stay 1 week
- Location: zone 1, 🚇 South Kensington, about 15 minutes' walk to Frances King in Kensington. Located near the fashionable shops, cafes and restaurants of Chelsea and a short walk to world-famous museums

#### 3 Citadines (Trafalgar Square) \*\*\*\*

- Self-contained 2 bedroom apartments (for 2-6 people)
- Available all year, minimum stay 1 week
- Location: zone 1, 🚇 Embankment, 17 minutes by underground to Frances King Kensington. Located in the heart of the West End, within an easy walk of a huge number of attractions, entertainment venues, restaurants and shops



Self Catering



Free WiFi



Private bathroom



Private Kitchen



Free coffee



Gym



Self Catering



Free WiFi



Private bathroom



Private Kitchen



Self catering



Free WiFi



Private bathroom



Private Kitchen



Business Corner



Breakfast Room



#### Locations

📍 Frances King - Kensington

1 Citadines - South Kensington

2 Chelsea Cloisters

3 Citadines - Trafalgar Square

#### Quality Ratings

- ★★ Standard
- ★★★ Premium
- ★★★★ Deluxe

Prices for studios and apartments are for bookings of 7 nights or more, 1-6 night prices on request.

We can offer a variety of accommodation suitable for families, all located in excellent and safe locations within walking distance, or well connected with public transport to our school.

## Homestay

Staying in a Homestay is by far the most cost-effective way of living in London. Our hosts are friendly and welcoming and located in residential areas approximately 15-45 minutes from the school by public transport. Staying with a homestay is also the best way to learn about English life and culture and the opportunity for you and your family to practise your English.



### Standard Homestay \*\*

- Good homes in pleasant areas with kind hosts
- Location: zone 2 and 3
- Choose between:
  - Single Bed and Breakfast
  - Twin/double Bed and Breakfast
  - Single Half-board
  - Twin/double Half-board



Shared bathroom

### Premium Homestay \*\*\*

- Superior homes in excellent areas
- Location: zone 1-3
- Choose between:
  - Single Bed and Breakfast
  - Twin/double Bed and Breakfast
  - Single Half-board
  - Twin/double Half-board



Shared bathroom

OR



Private bathroom

## Hotels



### Hotels

Our 3,4 and 5 star hotels, offering breakfast every day, are carefully selected for good value and quality and are close to our schools. Prices may vary depending on the time of year.



# Family Programme London 2021

Registration fee £125 per family

Code	Course	Lessons per week	Price per week			Ages	Minimum level
			1-3	4-7	8-11		
<b>Family Programme</b>							
FJ	Family Junior	20	£366	£313	£292	6-16	A1
FAP	Family Adult - Club 8 Professional	20	£420	£350	£322	24 and over	B1
FAS	Family Adult - Standard General English	20	£315	£286	£263	16 and over	A2
FJD	Family Junior Day School (Summer only)	20 plus afternoon activities	£742	£689	£657	12-16	A2

## WINTER PROGRAMME 2021

January 4 (1-4 weeks)  
January 11 (1-3 weeks)  
January 18 (1-2 weeks)  
January 25 (1 week)

## SPRING PROGRAMME 2021

March 22 (1-6 weeks)  
March 29 (1-5 weeks) ①  
April 6 (1-4 weeks) ②  
April 12 (1-3 weeks)  
April 19 (1-2 weeks)  
April 26 (1 week)

## SUMMER PROGRAMME 2021

June 14 (1-11 weeks)  
June 21 (1-10 weeks)  
June 28 (1-9 weeks)  
July 5 (1-8 weeks)  
July 12 (1-7 weeks)  
July 19 (1-6 weeks)  
July 26 (1-5 weeks)  
August 2 (1-4 weeks)  
August 9 (1-3 weeks)  
August 16 (1-2 weeks)  
August 23 (1 week)

## AUTUMN PROGRAMME 2021

October 18 (1-2 weeks)  
October 25 (1 week)

## WINTER PROGRAMME 2022

January 4 (1-4 weeks) ③  
January 10 (1-3 weeks)  
January 17 (1-2 weeks)  
January 24 (1 week)

- ① Week commencing March 29: 16 lessons/week. Friday April 2 is a public holiday.
- ② Week commencing April 6: 16 lessons/week. Monday April 5 is a public holiday.
- ③ Week commencing January 4: 16 lessons/week. Monday January 3 is a public holiday.

## English Online - before and after your course in London

Code	Course	Lessons/week	Weeks	Levels	Price
JOA05	Jump into English Online	Online English courses available before or after a stay in London. Courses for adults (18 and over), teenagers (13-17) and children (8-12). 5 one hour live lessons on Zoom. Homework and learning tasks with other students using a learning platform.	1-12	B1, B2, C1	£80 / week

Code	Accommodation type	Star rating	Price
<b>Homestays</b>			
A2	Standard Homestay: Single Bed and Breakfast	**	£156
A3	Standard Homestay: Twin/Double Bed and Breakfast	**	£138 / week / person
A5	Standard Homestay: Single Half-Board	**	£214 / week
A6	Standard Homestay: Twin/Double Half-Board	**	£175 / week / person
A7	Premium Homestay: Single Bed and Breakfast	***	£192 / week
A8	Premium Homestay: Twin/Double Bed and Breakfast	***	£162 / week / person
A10	Premium Homestay: Single Half-Board	***	£250 / week
A11	Premium Homestay: Twin/Double Half-Board	***	£220 / week / person
A12	Premium Homestay: Private Bathroom Supplement	***	£45 per week / room

## Studios and Apartments (prices are per night per studio / apartment)

A410	Chelsea Cloisters: Studio (1-2 people), Self-Catering	***	January-April £99, May-December £116
A411	Chelsea Cloisters: 1 Bedroom Apartment (1-3 people), Self-Catering	***	January-April £117, May-December £138
A412	Chelsea Cloisters: 2 Bedroom Apartment (2-4 people), Self-Catering	***	January-April £192, May-December £226
A910	Citadines: Studio (1-2 people), Self-Catering	****	January-May £81, June-December £160
A912	Citadines: 1 Bedroom Apartment (1-4 people), Self-Catering	****	January-May £116, June-December £232
A293	Citadines (Trafalgar Square): 2 Bedroom Apartment (2-6 people), Self-Catering	****	January-December £322

## Hotels

Prices on request. Please supply arrival and departure dates and preferred star rating.

Transfers (from/to)	Price / Single Transfer		
	1-3 people travelling to same address	Supplement for health safety, 1-3 people*	4-7 people travelling to same address
Heathrow	£95	£25	£120
Gatwick	£120	£40	£160
Stansted/Luton	£130	£30	£160
London City	£100	£30	£130
London Railway Stations	£90	£30	£120

Double fares apply on public holidays and December 24-26, 27, 28, 31; January 1 2022

\* In periods of high viral infection cars with a distance of 2m between driver and passenger are used and a supplement is charged.

## FAMILY PROGRAMME NOTES

Visa document courier £45

Optional medical, travel and course insurance £5.53/week  
Book at: [www.guard.me/francesking](http://www.guard.me/francesking)

Optional Trinity Examination fee £140

### Courses fees include

- placement test and assessment
- welcome pack
- school certificate
- some optional activities

### Family Junior Day School - fees also include

- supervision 8.45-17.00
- projects, activities, excursions in afternoons
- any entrance charges

### Course fees do not include

- bank charges
- lunch
- travel and excursions
- some optional activities

### Class size

Junior Course - maximum 15  
Adult Course - maximum 10 in summer, 8/14 at other times

### Timetable

1 lesson = 45m  
20 lessons = 15h

Monday-Friday  
9.00-12.15 Family Adult  
9.00-12.30 Family Junior

### Family Junior Day School

Monday-Friday  
Family Junior 9.00-12.30  
Lunchtime 12.30-13.30  
Activities, excursions 13.30-17.00

Students must bring a packed lunch with drink every day and a travel card for Zone 1 & 2.

## ACCOMMODATION NOTES

### Homestay supplements

- Special diets: £30/week/person
- Homestay bookings which include weeks commencing December 20, 27: £25/week/person

### Arrival/departure

Accommodation is booked from Saturday to Saturday or Sunday to Sunday. Apartments, studios and hotels can be booked to start on other days.

Studio and apartment prices are for bookings of 7 days or more, 1-6 night prices on request.

### Extra nights

Subject to availability at 1/7th of weekly fee.

### Frances King Quality Ratings

\*\* Standard  
\*\*\* Premium  
\*\*\*\* Deluxe

### Homestay travel zone and times

Premium 15-45 minutes (zones 1-3)  
Standard 30-45/50 minutes (zones 2, 3)

## TRANSFER NOTES

Supplement for transfer 23.00-5.00  
1-3 people: £15, 4-7 people: £25.

### Waiting time

2 hours included. Extra time: 1-3 people £25 per 30 minutes, 4-7 people £40 per 30 minutes.

### Arrival time

It is not always possible to arrive at accommodation before 7.00 or after 22.00. Please check with us before making travel arrangements.

# Enrolment details, terms and conditions 2021

## London Family Programme

### ENROLMENT

You can book in the following ways:

1. Online at [www.francesking.com](http://www.francesking.com)
2. By email to [london@francesking.com](mailto:london@francesking.com)  
Download the Family Programme Enrolment Form from [www.francesking.com/school-of-english-london/more-information/downloads](http://www.francesking.com/school-of-english-london/more-information/downloads)
3. Visit our school  
77 Gloucester Road, London SW7 4SS  
Tel: 020 7870 6533
  - Take a test, pay a deposit and reserve a place on the next course
  - Please bring your passport/ID card with you to make a booking

### PAYMENT

You must send payment with your enrolment. We can confirm your course or accommodation booking and send a letter of confirmation when you or your company have paid:

- Registration fee of £125 per family and a deposit per person of
  - £200 if you want to book a course
  - £500 if you want to book a course and accommodation
    - 15 days before your arrival you need to pay the balance of your course and accommodation fees
    - Deposits are non-refundable and non-transferable
- Payment in full, in the following cases:
  - If you are applying for a Student Visa
  - If you are booking less than 15 days before arrival
    - Documents for visa applications will not be issued unless students have paid course and accommodation fees in full

You can pay by:

- Credit Card (Visa or MasterCard). Please request our card authorisation form or pay on line at:
  - <https://secure.francesking.com/payment/page010.aspx?city=LON>  
It is safe to give your credit card details on our secure server.
- International Bank Transfer to our bank:

#### Nat West Bank

Business Education Ltd, trading as Frances King School of English, National Westminster Bank plc, Piccadilly, London W1A 2DG  
Bank sort code: 56 00 03  
Account number: 17054524  
IBAN BIC number (SWIFT): NWBKGB2L  
IBAN number:  
GB62 NWBK 5600 0317 0545 24

- Frances King is not responsible for any bank transfer charges. Payment must be received in full – please instruct your bank to remit the full amount plus additional funds to cover ALL bank transfer charges.
  - You need to email a copy of the bank transfer with your Enrolment Form.
  - Please make certain that your name appears clearly on the bank transfer.
- Sterling cheque drawn on an British bank account

### CONFIRMATION

When we receive your Enrolment Form and payment, we check the availability of your course and accommodation and send your confirmation documents by email or post within 3-4 working days. We can also send your documents by courier (DHL): £45/courier. We will contact you if the course or accommodation you want is not available and offer you an alternative.

If you would like us to arrange accommodation before your pre-entry visa is issued, you need to agree to our Accommodation Cancellation Policy, otherwise we will not arrange your accommodation until a visa has been issued.

If you want to book an airport transfer (either a single or return) you must email us your flight details and phone number. We will then confirm that we have booked this for you.

You must inform your homestay or other accommodation provider of your arrival time. If you do not do this, we cannot guarantee that your host/accommodation provider will be there to meet you.

### INSURANCE

Before you arrive in the UK, you should take out insurance for your own financial and personal security. EU nationals should bring their European Health Insurance Card (EHIC) which allows you access to health care services.

- You can take out your own insurance or the International Student Policy offered by Guard.Me Insurance

**For further details, please visit:**

<http://www.francesking.com/school-of-english-london/more-information/downloads>

### COURSE INFORMATION

#### Passport/ID card

All students are required to present their passport/ID card on their first day and the school will retain a copy.

#### Contact details

You are required to provide, and keep up-to-date, your contact details in London and next of kin contact details in your own country and any other changes of circumstance that would affect your visa.

#### Private lessons

Requests for a change to your timetable must be made 48 hours in advance (during office hours, 9.00-17.00, Monday- Friday).

#### Photography/videos

Sometimes Frances King or our representatives take photographs and videos during our courses which may be used for promotional purposes. Please advise us at the time of booking if you do not wish to appear in any promotional material. It is your responsibility to absent yourself when photographs are being taken or videos made.

Unless directed by your teacher, classes cannot be filmed or otherwise recorded without the permission, in writing, of a Director, Principal or Academic Director. Teachers may organise filming and recording to enhance your educational experience.

#### Public holidays

There is no reduction in course fees when a course includes a public holiday.

#### Travel to/from school

Students must be accompanied to and from the campus by an adult of 21 years or over (unless 14 or over with parent/guardian permission). Students should be dropped off at 8.45 and collected at 13.00 or 17.00.

#### Cost of activities

Family Junior/Adult - any entrance charges not included. See details in More Information/Downloads on our website for upcoming and current Activity Programmes.

Day School - entrance charges included.

### CANCELLATION

#### a) Cancellation of group courses

**Before arrival:** if you want to cancel your booking before starting your course or before arrival in the UK, you must give notice in writing. We will refund all fees minus the Registration fee £125/family and the deposit: £200/person.

**Before arrival when a student is refused a visa:** if you want to cancel your booking before arrival in the country, you must send us a copy of your visa refusal letter issued by the respective Embassy/Consulate. We will refund all course fees less registration fee of £125/family.

**After arrival:** if you cancel or curtail your course after arrival in the country, there is no refund in any circumstances.

#### b) Cancellation of Private Lessons

- You must give 1 week's notice in writing. You may apply for a credit for the unused part of the course. This may be used as part-payment towards any Frances King course within 1 year.
- To postpone lessons you must give 48 hours' notice (during office hours 9.00 -17.00, Monday-Friday). All late cancellations are charged at the full rate.

#### c) Cancellation of bookings made at a distance

For course bookings made 'at distance' (e.g. via our website, telephone, email), you have the right to cancel, with a full refund of monies paid, without giving a reason, within 14 days (the Cancellation Period) of our confirmation. Cancellation must be made in writing by post or email within the Cancellation Period. We will not start providing services to you during the Cancellation Period unless you request us to do so in writing. We will refund fees paid within 14 days of the date of your cancellation

request. In the event that you have confirmed in writing that you wish us to start providing services within the Cancellation Period, we will deduct from the refund, a reasonable sum for the services provided, based on the proportion of the course undertaken.

#### d) Cancellation of accommodation

**Before arrival:** if you want to cancel your accommodation before arrival in the UK you must give notice in writing. We will refund all fees minus the Accommodation Deposit, £300/person unless the accommodation fees for the notice period exceed that amount. If so you will be charged £300/person plus the difference. This also applies to students whose accommodation has been confirmed by the school and have had their visa granted.

**Before arrival when a student is refused a visa:** if you want to cancel your booking before arrival in the country, you must send us a copy of your visa refusal letter issued by the respective Embassy/Consulate. All accommodation fees will be refunded less an administration charge of £125/family, provided the correct notice to cancel accommodation is given. If notice is insufficient you will be charged for the notice period. See notice period (below) to cancel accommodation.

**After arrival:** if you cancel or curtail your accommodation after arrival in UK, you will be charged a cancellation fee of £75. The notice period required varies according to your accommodation type. See Notice Period to cancel accommodation below. There is no refund for this period.

#### e) Non-arrival

In case of non-arrival on booked dates, when the school has not received notice of cancellation in advance, there will be no refund or credit of course or accommodation fees.

#### f) Refunds

Course and accommodation refunds may take up to 60 days to process. Refunds cannot be processed until the school has been paid in full for all services booked. Refunds will only be made to the person or organisation that paid in the first instance.

### NOTICE PERIOD TO CANCEL ACCOMMODATION

**Providers may vary notice periods during the year. If there is a change, we will inform you when you book. You must give notice as below, "the notice period", to cancel accommodation before arrival, otherwise you must pay for the period.**

**1 week's notice:** Homestays

**24 hours' notice:** Hotels

**Citadines Studio & Apartments:** 5 days' notice is required to cancel a stay of 7-29 days otherwise a cancellation fee of 4 nights will be charged. 10 days' notice is required to cancel a stay of 30+ nights, otherwise a cancellation fee of 10 nights will be charged.

**Chelsea Cloisters Studios & Apartments:** 7 days' notice is required to cancel, otherwise a fee of 2 nights is charged. No refund is given if a stay is shortened or cancelled after arrival.

### ACCOMMODATION INFORMATION

In arranging accommodation Frances King will be acting as agent for the supplier, as principal or a sub-agent. The status of Frances King in relation to specific accommodation will be explained on request. Frances King is not responsible for payment of any tax claimed from students by UK or foreign authorities.

### TRANSFER TERMS AND CONDITIONS

- Flight details and your mobile telephone number must be received in writing before 14.00 (UK time) on the Friday before arrival
- To cancel or change an airport transfer you must inform us in writing 12 hours before the flight arrival or departure time or you will be charged for the transfer
- For last minute changes or cancellations, please phone +44 (0) 7768 325 391
- A supplement of £15 will be charged for an airport transfer service between 23.00- 05.00. A supplement will also be charged for airport transfers on public holidays (and during the Christmas period) - please ask for prices
- Waiting time of 2 hours is included in the transfer price. If you do not contact the driver within 2 hours of the flight arrival time, the driver will leave the airport and any request for a further transfer will be charged at the full rate. Waiting time starts from the scheduled time of arrival, unless the flight is early.
- Please read your airport transfer confirmation documents carefully before departure as they include important baggage allowance and arrival information

### COMPLAINTS AND CONDUCT

#### Complaints

Problems and complaints with courses, accommodation and other services should be brought to our attention immediately so that we can help.

#### Conduct

Frances King reserves the right to cancel a student's course and accommodation in the event of misconduct or unsatisfactory behaviour. Students will be responsible for all costs arising.

### PERSONAL INFORMATION

We will keep your information in electronic and paper format. Details will be passed to airport transfer accommodation and other providers as needed. Information will also be passed to UK visa and immigration and other government authorities if required.

### FORCE MAJEURE

Frances King School of English is not liable in the event of the school being unable to supply services to which it is contractually bound resulting from causes outside the school's control, such as, but not limited to, natural disasters, labour disputes, government action, pandemics and the like. Refunds will not be made in such circumstances.