



**Student Handbook
2026-2027**

TopUp Learning Juniors

**RAAS Summer Camp
London Summer Junior**

**Emergency number
+44 7456 314794
Also available through WhatsApp**


1. Welcome to TopUp Learning


Welcome to TopUp Learning Juniors.

We are delighted to welcome you to either our London Summer Junior Centre or our RAAS Summer Camp. Since 1998, TopUp Learning has been providing high-quality English language programmes for international students. We are accredited by the British Council and are committed to providing a safe, enjoyable, and educational experience.

Our aim is not only to improve your English but also to help you make friends from around the world, experience British culture, and create unforgettable memories.

Emergency Contact

 Emergency & WhatsApp (24 hours):
+44 7456 314794

 Main Office:
+44 (0)20 7419 2300

2. Before You Travel

Please ensure you bring:

Essential Documents

- Passport
- Visa (if required)
- Flight tickets
- Insurance documents
- Medical information
- Emergency contact details

Recommended Items

- Comfortable clothes
- Waterproof jacket
- Trainers / sports shoes
- Swimming costume and cap
- Refillable water bottle
- Sunglasses
- Sunscreen

- Mobile phone
- Charger and UK adapter
- Any required medication

Spending Money

Most meals, activities and transport are included within organised group programmes.

Students should bring spending money only for:


- Souvenirs
- Snacks
- Personal shopping

We recommend approximately:

- £50–£150 per week


3. Arrival Information

London Summer Junior Centre

 St Pancras Community Association
67 Plender Street
London NW1 0LB

Located just 6 minutes from TopUp Learning's main campus in Camden Town.

RAAS Summer Camp

 Royal Alexandra & Albert School
Gatton Park
Reigate
Surrey RH2 0TD

A beautiful boarding school campus with extensive sports and recreational facilities.

Airport transfers and arrivals are usually arranged through group leaders and TopUp Learning staff.

4. Programme Overview

Summer Junior Centre: 23 June to 22 Aug

Monday to Friday	9:15 a.m. to 1:30 p.m. (school is open from 9am to 4:30pm)
Saturday, Sunday:	Closed
Bank Holidays	Closed

RAAS Summer Camp: 4 weeks operation – 5 July to 2 Aug

7 days / week	8:30 a.m. to 5:30 p.m. School is open 24 hours <i>There is no school holiday during this period</i>
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Timetable for junior centre

Time	Lesson/Event
9:30 – 11:10	General English Lessons
11:10 – 11:30	BREAK
11:30 – 12:30	General English Lessons
12:30 – 13:30	LUNCH
13:30 – 16:10	Afternoon activities

Timetable for RAAS Summer Camp

RAAS	Monday, Wednesday and Friday
Time	Lesson/Event
9:30 – 11:10	General English Lessons - including assembly time
11:10 – 11:30	BREAK
11:30 – 12:20	General English Lessons
12:30 – 13:30	LUNCH
14:00 – 15:30	Speaking class
15:40 – 17:10	Afternoon activities
17:30 – 18:30	Dinner. (18:00 - 18:45 on excursion days)
19:00 – 21:30	Evening activities
Full Day Excursions on Tuesday / Thursday / Saturday	

5. Accommodation

RAAS Residential Accommodation

Students stay in boarding accommodation on campus.

Facilities include:

- Shared bedrooms – 2 to 5 beds per room
- Common rooms
- Dining facilities
- Sports facilities
- 24-hour supervision

Homestay Accommodation (London)

Students stay with carefully selected host families.

Benefits include:

- Safe family environment
- English practice outside class
- Cultural experience
- Regular inspections and safeguarding checks

6. Curfews & Supervision

Curfews (under 18 students)

Your expectations of what is an acceptable time for the student to come home at night should be informed to the Student Services Officer at TopUp Learning London and to the student.

Curfew time, non-summer (September to June): 21:00 to 6am.

Curfew time, Summer (July and August): 22:30 to 6am

Students under the age of 16 are not allowed to go out unsupervised at anytime.

As mentioned above, please be aware that some classes and activities finish at 16.30 or 17.30 so this may also affect the time the student comes home. Students age 12+ can travel to and from the homestay alone. The distance of the homestay to school will be considered when allocating homestays. Students under the age of 16 are not allowed to go out alone during the weekend or non-school days. Hosts are required to inform the school immediately if students are not following their instruction.

If students are not home by the curfew time, host family is required to immediately contact the emergency number: **+44 7456 314794** (available 24/7)

Full table of age restrictions and curfew:

	Travel alone to school	Curfew time	Responsible adults to Student ratio for activities and accommodation
7-11 years old	No – unless requested by parents/guardian staying in the UK for 8+ years old Not allowed to leave the house alone at anytime	Around the year: 6pm to 7am July and August: 6pm to 7am Students must be home by 6pm	1:10 (1:12 for accommodation)
12-15 years old	Yes – route to be guided by host/parents/guardian Not allowed to leave the house on non-school days	Around the year: 6pm to 7am Students must be home by 6pm July and August: 7pm to 7am Students must be home by 7pm	1:15
16, 17 years old	Yes – route to be guided by host/parents/guardian	Around the year: 9pm to 6am Students must be home by 9pm July and August: 10:30pm to 6am Students must be home by 10:30pm	1:15

RAAS Summer Camp curfew time is 9:30pm

You must be inside your residential unit by the curfew time and are not allowed to leave the property.

7. Health, Safety & Welfare

TopUp Learning is committed to safeguarding all students.

Medical Support

Qualified first aiders are available throughout the programme.

Students should:

- Inform staff of medical conditions
- Carry prescribed medication
- Report illness immediately

Emergency Services

 999

For:

- Ambulance
- Fire Service
- Police

Fire Emergency

If a fire alarm sounds:

1. Leave the building immediately
2. Do not collect belongings
3. Follow staff instructions
4. Proceed to the assembly point
5. Do not re-enter the building

8. Student Rules

To ensure everyone enjoys a safe and positive experience:

Students Must

- Attend all lessons and activities

- ✓ Respect staff and fellow students
 - ✓ Follow safeguarding rules
 - ✓ Follow excursion instructions
 - ✓ Respect accommodation rules
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Students Must Not

- ✗ Bully others
- ✗ Damage property
- ✗ Possess alcohol, cigarettes or illegal substances
- ✗ Leave organised activities without permission
- ✗ Behave in a way that puts themselves or others at risk

Serious breaches may result in disciplinary action or removal from the programme.

9. Excursions & Activities

Students enjoy a variety of:

London Attractions

- Buckingham Palace
- Big Ben
- London Eye
- Westminster
- Covent Garden
- Natural History Museum
- Oxford
- Cambridge
- Brighton
- Canterbury

On-Campus Activities

- Football
- Basketball
- Tennis
- Swimming

- Team Games
- Talent Shows
- Quiz Nights
- International Evenings

Students must remain with their group and follow staff instructions at all times.

10. Staying Safe in London

London is generally a safe city, but students should:

Always

- ✔ Keep valuables secure
 - ✔ Stay with friends
 - ✔ Keep emergency numbers saved
 - ✔ Use licensed taxis only
 - ✔ Be aware of surroundings
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Never

- ✘ Leave bags unattended
 - ✘ Carry large amounts of cash
 - ✘ Accept lifts from strangers
 - ✘ Walk alone late at night
 - ✘ Share personal information with strangers
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11. Certificates & Academic Progress

Students receive:

- 🎓 End-of-course Certificate

Students must achieve:

- Minimum 80% attendance

- Appropriate participation

Certificates are presented at the end of the programme.

12. British Council Accreditation

TopUp Learning is accredited by the British Council.

This means students benefit from:


- ✔ Qualified teachers
- ✔ High-quality lessons
- ✔ Safe learning environments
- ✔ Regular inspections
- ✔ Clear welfare procedures
- ✔ Strong safeguarding standards


We Wish You a Fantastic Summer!

We hope your time at TopUp Learning will be enjoyable, educational, and memorable.

TopUp Learning London

Established 1998

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 www.topuplearning.com