

Annual Immersion Courses for Primary & Secondary School Teachers in Salignac



**Supported by The European Union
ERASMUS+ Programme**

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Section 1

Registration & Financials

Registration

Important information

British Council / Léargas paperwork

Payment of course fee

Registration

Should you wish to reserve a place on one of our courses (**see our Brochures for course dates**), please send an e-mail to immersions@lfee.net with your name, address, contact number and the dates of the course you would like to attend.

We will reply as soon as possible and let you know how to apply for Erasmus+ funding.

Important Information

Travel arrangements to Salignac should only be made **once you have been notified** by the British Council/Léargas that you have been awarded funding for the course AND **once you have had confirmation** from LFEE Europe that the course you registered for is going ahead.

It is the participant's responsibility to book and pay for their travel to France and to organise their own travel insurance (the travel insurance cost can be paid from your grant money). See [Travel section](#) below for more details.

Please note that if you withdraw from the course anytime during 4 weeks prior to the start date, we reserve the right to charge a cancellation fee of 20% of the total fee payable to LFEE Europe. This fee is to cover the cost of accommodation cancellation charges. If you withdraw due to medical reasons, this fee is not applicable.

British Council/Léargas paperwork

Upon notification of a successful application for Erasmus+ funding, British Council/ Léargas will forward a **Grant Agreement** document to your School. This document should be signed by your Headteacher and returned to British Council/Léargas. Payment to your School of the first 70% of the funding will follow thereafter. Travel bookings can be paid for using this first tranche of funding (N.B. for Summer Courses: You may not always receive the first 70% in time to book your travel, and you/your school will have to decide on alternative financial arrangements)

Once you have returned from the course, you/your School will be required to complete a **Final Evaluation Report** and submit it to British Council/Léargas. This will then enable the final 30% of the funding to be paid to the School.

Timescales of receiving the Grant Agreement document, funding and submitting the Final Evaluation Report vary between National Agencies. Please make sure that you read all communication and documentation you receive from British Council/Léargas carefully and that you sign/send back any documents that they require to complete the grant allocation process.

Payment of course fee

For participants attending a Summer Course, LFEE Europe will send you an Invoice addressed to your School after you have attended the course. This is for the cost of your course tuition fee, accommodation and subsistence. This Invoice only becomes payable once your School has received payment from British Council/Léargas. A receipt will be issued upon payment. For all other courses, you will receive an Invoice together with your Confirmation Paperwork and the same conditions apply as above.

Section 2

Accommodation & Subsistence

Address of the Centre

Facilities at the Centre

Family and extra night's accommodation

Money to bring on the course

Meals

Address of the Centre

Centre International de Séjour (CIS) du Périgord Noir

Avenue de la Dordogne
24590 Salignac-Eyvigues
Tel : 00 33 (5) 53 31 31 91
www.cisperigord.com



Facilities at the Centre

Accommodation is provided in individual bedrooms (one double bed or 2 single beds) with an **en-suite shower room**. Towels and linen are provided by the CIS.

You have free access to an on-site **private swimming pool**; access to municipal tennis course (potential fee payable); free access to bikes.

Please bring your own beach towel to use at the swimming pool

There is no TV or radio in your room. Wi-fi Internet access is freely available in the Centre.

There is no kettle in your room but tea making facilities are available at all times in the common room.

Please note that towels will be changed only **ONCE during the week**, for environmental reasons.

Extra night's accommodation

Depending on availability at the Centre, it might be possible to arrange an extra night's accommodation in Salignac before or after the course. Please contact us.

The cost of any extra night's accommodation is **at your own expense**. Please contact us for price information.

Money to bring on the Course

All meals, coffee breaks, cultural visits and evening activities are provided free of charge.

On the Wednesday of the course, you will have a choice of staying in Salignac (meal provided) or going to Sarlat for a free evening (see Course Programme). **Dinner in Sarlat will be at your own cost.**

You will need to bring some money for the personal items you wish to buy on the course.

On arrival in France, you will need to have some **cash** available to pay for your **airport and station transfers** – see Travel Section below (all transfers can be reclaimed as part of your grant allowance)

Meals

Breakfasts: Sunday morning to Saturday morning. Continental breakfast with choice of tea, coffee or hot chocolate. Bread, butter, jam. Breakfast cereals, fruit juice and fresh fruit

Morning coffee breaks: Sunday to Friday. Choice of tea, coffee and fruit juice with small French pastries or biscuits

Lunches: fixed menus from Sunday to Friday, except on the Tuesday (picnic lunch). A packed lunch can also be provided on the last Saturday of the course, which you can take away with you on your journey.

Dinners: fixed menus from Saturday to Friday with wine. **On the Wednesday of the course**, you will have a choice of staying in Salignac (meal provided) or going to Sarlat for a free evening (see Course Programme). **Dinner in Sarlat will be at your own cost.**

Please note that the Centre will cater for food allergies and intolerance, but we cannot guarantee that food preferences will be met.

You will find examples of menus on our website.

Section 3

Travel

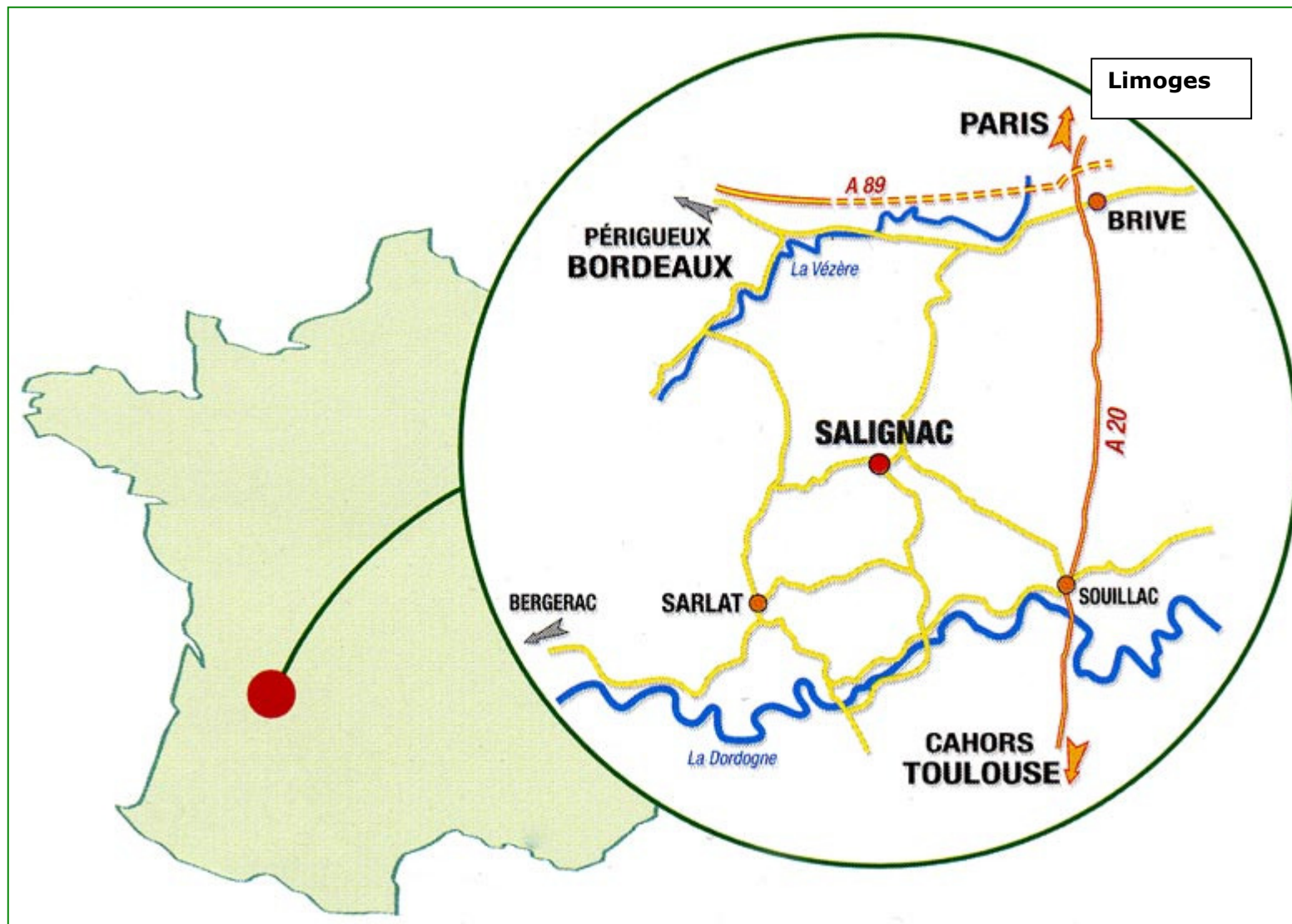
Map of Salignac area

Airlines

From airports to train station

From train stations to Salignac

Map of Salignac area



Airlines

Here is some information about low-cost airline only flights which will get you to the nearest airports to Salignac (from nearest to farthest).

This list is accurate at the time of writing (May 2017) and is non-exhaustive.

- **Brive Airport (which is the closest airport to Salignac):**
 - **RYANAIR** direct from or via **London Stansted**
- **Bergerac Airport:**
 - **RYANAIR** direct from or via **London Stansted, Bristol, Liverpool**
 - **FLYBE** direct from or via **Southampton, Exeter, Birmingham, Manchester, Edinburgh**
 - **JET2** direct from or via **Leeds Bradford**
- **Limoges Airport:**
 - **RYANAIR** direct from or via **London Stansted, Bristol**
 - **FLYBE** direct from or via **Southampton**
- **Toulouse Airport:**
 - **EASYJET** direct from or via **Bristol** and **London Gatwick**
- **Bordeaux Airport:**
 - **RYANAIR** direct from or via **London Stansted, Edinburgh**
 - **EASYJET** direct from or via **London Luton, London Gatwick, Bristol, Liverpool, Belfast, Glasgow**
 - **FLYBE** direct from or via **Southampton** and **Birmingham**
- **Paris Charles de Gaulle Airport:**
 - **EASYJET** direct from or via **London Luton, London Gatwick, Bristol, Edinburgh, Glasgow**
 - **FLYBE** direct from or via **Exeter, Cardiff, Birmingham, Manchester, Newcastle, Edinburgh, Aberdeen**





From airports to train station

This list is accurate at the time of writing (May 2017).

- **Bergerac Airport:** Take taxi to **Bergerac train station** (approx. 15 minute journey) and take train direct to **Sarlat-la-Canéda** train station. The train journey takes approximately 90 minutes. **If there are no taxis waiting at Bergerac airport**, please go to the airport's Information desk. They will be able to call a taxi for you, or you can do so by calling 05 53 23 32 32. You can also print a list of taxi companies here: <http://www.bergerac.aeroport.fr/taxis/>
- **Bordeaux Airport:** Take taxi or *Navette* shuttle bus (departs on the hour from 8am to 11pm) from the airport terminal direct to **Bordeaux-St Jean train station** (approx. 30 minute journey). Then take train direct to **Sarlat-la-Canéda** train station. The train journey takes approximately 3 hours.
- **Brive Airport:** you will be picked up by taxi from the airport (see below)
- **Limoges Airport:** Take taxi to **Limoges-Benedictins train station** (approx. 20 minute journey) and take train direct to **Souillac** or **Brive** train stations. The train journey takes approximately 90 minutes. Taxis are available outside the terminal building (call 05.55.38.38.38 if not) and will apply a flat rate of 24€ (33€ night-time, Sundays and bank holidays) to/from the station.
- **Paris Charles de Gaulle Airport:** Transfer to **Paris-Austerlitz train station** (journey time approximately 1 hour on RER), then take train direct to **Souillac** or **Brive** train stations (journey time approximately 4 hours 30 minutes).
- **Toulouse Airport:** Take taxi or *Tisséot* shuttle bus (runs every 20 minutes) to **Toulouse-Matabiau train station** (20 to 45 minute journey) then take train direct to **Souillac** or **Brive** train station. The train journey takes approximately 2 hours.

Please remember you will need to have some cash available to pay for your transfers (all transfers can be reclaimed as part of your grant allowance- pls keep your receipts)

From the train stations to Salignac

LFEE Europe **will organise collection for you** from **Sarlat, Souillac** or **Brive** train stations and **Brive airport**. Your return trip to the stations or Brive airport will also be organised by LFEE Europe.

- if you are flying into **Bergerac** or **Bordeaux** you will arrive into **Sarlat** station
- if you are flying into **Paris, Toulouse** or **Limoges** you will arrive into **Souillac** or **Brive** stations

French trains (SNCF) websites for reservations and train times : (Information accurate at the time of writing (May 2016); conditions of sale may change unexpectedly)

- www.voyages-sncf.com (tickets from this site can be collected from machines once in the French station, with the credit card used at the time of booking; tickets can also be printed at home in the form of an e-ticket)
- www.voyages-sncf.eu (tickets from this site can be sent to your home address, or be printed at home in the form of an e-ticket)

Taxi fares from the stations to Salignac are as follows:

- Souillac station 20 euros one way / 40 euros return
- Sarlat station 20 euros one way / 40 euros return
- Brive station or airport 25 euros one way / 50 euros return

You will NOT have to hand in any money directly to the taxi driver on your arrival. You will have to pay for your transfers by cash at some point during the week to LFEE Europe tutors. You will be issued with a receipt so that this expense can be claimed back to the British Council/Leargas as part of your travel expenses.

Section 4

Course Information

Course Programme

Preparation work

What else should I bring on the course?

GTCS information

***LFEE Europe* contact details**

Course Programme

You will find sample Day-to-Day programmes for all our Primary and Secondary courses on our website. **An updated course programme will also be sent out to you a few weeks before your course starts.**

Preparation work

Prior to attending the course, participants will be sent a link to a Google Drive folder with documents to help them prepare for their Immersion Course:

- A folder with documents to help with linguistic preparation and practical information
- A folder with articles on language teaching and learning to read prior to attending the course

What else should I bring on the course?

- During the course, we will give participants some time to exchange ideas of good practice. You might therefore want to bring with you ideas and resources to share with colleagues on paper, USB key or any other suitable format.
- You may also want to bring the following:
 - A tablet, iPad or smartphone
 - A digital camera
 - A small dictionary
 - Comfortable shoes for walking during cultural activities



GTCs Professional Recognition award (for Scottish teachers only)

- LFEE Europe's language programme has been accredited with **Professional Recognition by GTC Scotland**. This means that if you take part in one of our Immersion Courses, you can apply for Professional Recognition by the GTCs.
- This award will recognise your expertise and accomplishment in this programme, giving you the opportunity to be acknowledged as a **proficient practitioner in the learning and teaching of languages**.
- This is a 12-month process, starting with **a baseline assessment** before the Immersion Course starts (we will provide the template), through to **measuring the impact** of the course on you/your learners, **submitting** a short essay and **presenting** it to a small panel 6 months after the course.
- GTCs Recognition is NOT compulsory for Scottish teachers attending one of our courses. However, should you wish to find out more about the process and/or to register, please contact us and we will send you the **participant's handbook to the Award for Professional Recognition**.

Contact details

Should you have any query regarding our courses, please do not hesitate to contact us:

Ros Main or Richard Tallaron
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The Green House
41 St Bernard's Crescent
Edinburgh EH4 1NR

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or

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