

Immersion Courses for Primary School Teachers in Montpellier



**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 Montpellier **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 (courses will be cancelled if not enough participants receive funding).

It is the participant's (or their School or Local Authority) responsibility to book and pay for their travel to Montpellier 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 your course start date, we reserve the right to charge a cancellation fee of 20% of the total fee payable to LFEE Europe. **N.B. From the date of 9th February 2022**, should you be unable to attend your confirmed course for COVID reasons, including any new travel restrictions being imposed, **a case of Force Majeure will be applied**. This means that our Invoice will be payable in full but that you will be able to claim the cost of your cancelled mobility (our Invoice + travel expenses) to the British Council. Your physical mobility will be lost.

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

February 2022 update: LFEE Europe will send an Invoice addressed to your School after 9 February 2022. This is for the cost of your course tuition fee, accommodation and subsistence. **A minimum payment of £1,000** towards this invoice will be payable to us within 14 days. A receipt will be issued upon payment.

Section 2

Accommodation & Subsistence

Hotel and facilities

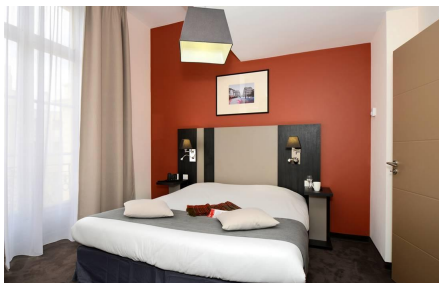
Classes

Money to bring on the course

Meals



Hotel & facilities



In Montpellier, you will be staying at:

Appart'hôtel Odalys Les Occitanes
20 rue de la République
34000 Montpellier



The hotel is located in the city centre, just a couple of minutes from the main train station “Saint Roch”. Accommodation is provided in individual en-suite rooms equipped with:

- an electric kettle
- a kitchenette
- a TV
- a hair dryer
- a safe
- air-conditioning
- free Wi-Fi internet

Note that the tap water in the rooms is drinkable.

If you wish to stay an extra night before and/or after the course (at your own cost) we can organise this direct with the hotel for you. **This is dependent on availability.**

Classes

Classes will take place at a venue in the city centre (details to be confirmed) from **Sunday to Friday**. The venue will be accessible by foot or public transport (fares provided).

Money to bring on the course

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

Other: programmed cultural activities are provided free of charge. You will need to bring some money for your personal expenses and any non-programmed activities.

Travel: you will have to pay for your transfer from the airport/station to the Hotel in Montpellier (this is covered by your grant allowance).

Meals

Breakfasts: breakfast bar at the Hotel from Sunday morning to Saturday morning.

Lunches and coffee breaks: from Sunday to Friday. You will receive a cash allowance at the beginning of the course for your “free lunches” (and coffee breaks if applicable). There are many sandwich shops, cafes and restaurants close by.

Dinners: from Saturday or Sunday evening* to Friday evening. Dinners with the group will consist of a set menu with a vegetarian option and will cater for food allergies and intolerances, but we cannot guarantee that food preferences will be met. They include a glass of wine/beer/soft drink per person per meal. Thereafter any drinks you wish to purchase are at your own expense. You will also receive a cash allowance for your “free dinners”.

** depending on arrival time of participants*

Section 3

Travel

Airports

French train timetable & tickets

Getting to the Hotel

N.B. All information accurate at the time of writing (February 2022). We cannot be held responsible for any subsequent changes implemented by transport providers, etc.



Airports

The closest airport is **Montpellier Méditerranée airport**. Taxi ranks are located outside Arrivals. A standard journey to the hotel should last about 30 minutes and cost approx. 30-35€ during the day and 40-45€ at night.

A good shuttle service is also available (see next page for details).

Low-cost airlines also fly at certain times of the year to **Carcassonne, Bézier** and **Marseille** airports.



Train timetables & tickets

[Click here for the French trains \(SNCF\) website](#) for reservations and train times. Tickets from this site come in the form of an e-ticket with a barcode and can be printed at home or saved on your device.

Getting to the hotel (1)

From Montpellier Méditerranée Airport

1/ Take the **Airport Shuttle No 620**. Runs every 30 min. from 8:30 to 23:15 (returns from 5:00 to 20:00, every 30 min. at peak times).

[More details here](#).

2/ Get off at "**Place de l'Europe**" (25 min journey from airport).

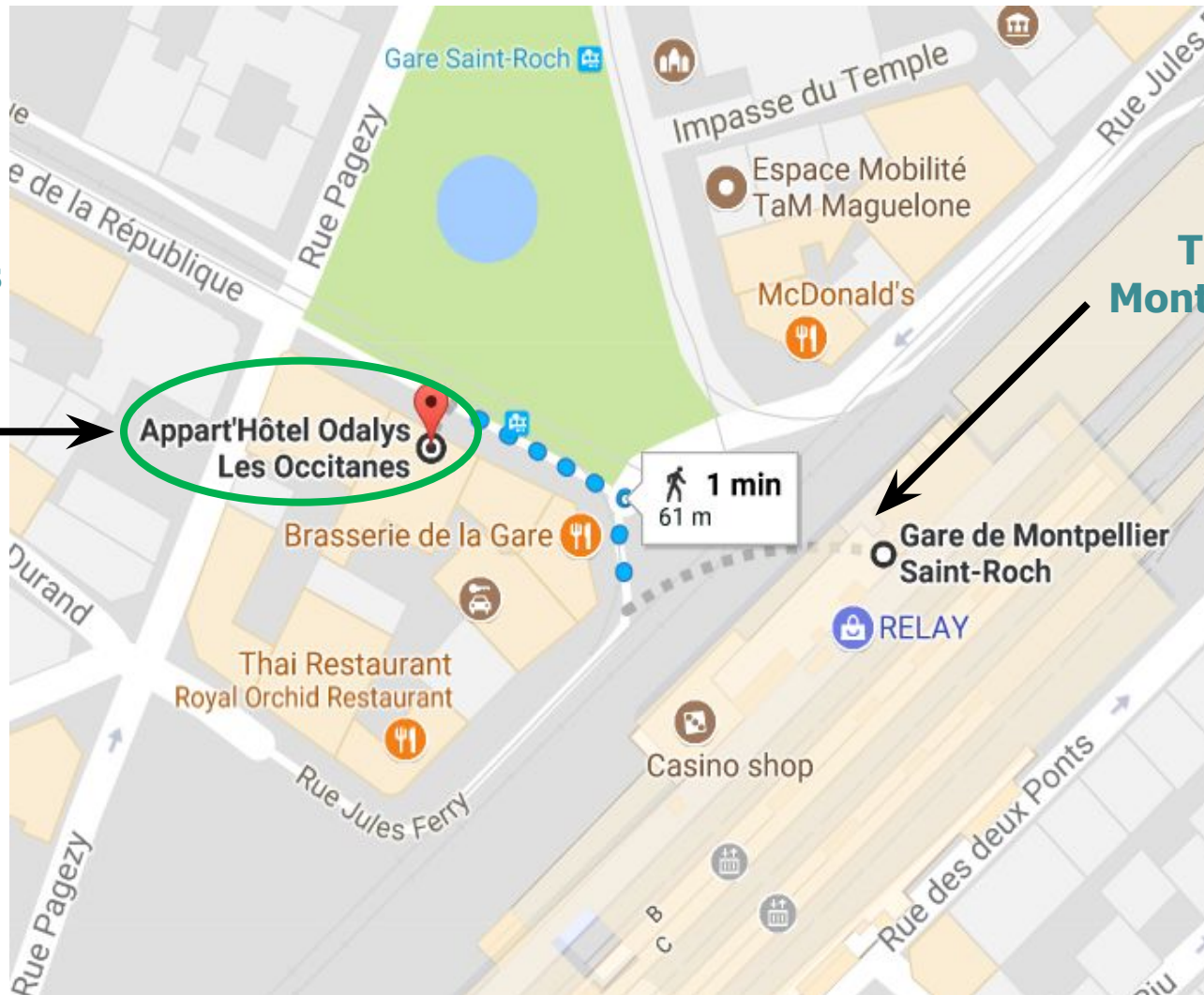
3/ Take the **Tramway line 1**, in the direction of "**Mosson**". (in the direction of "Odysseum" for your return trip).

4/ Stop at "**Gare St-Roch**" (see next slide for walking to the hotel).

Ticket price for the shuttle bus + tramway journey is 2€60 and is bought on the bus (one-way tickets only).

Getting to the hotel (2)

**Appart'hôtel
Odalys
Les Occitanes**
20, rue de la
République



**Train station
Montpellier St Roch**

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 (subject to changes) for all our courses on our website. **An updated course programme will also be sent out to you a couple of weeks before your course starts.**

Preparation work

Prior to attending the course, participants will be sent a link to a **Google Classroom**, 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 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 for note taking and ICT work
 - 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

LFEE Europe

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41 St Bernard's Crescent
Edinburgh EH4 1NR

Tel: 0131 343 2222

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