

Annual Immersion Courses

for Primary & Secondary School Teachers

in Málaga



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 register to 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 Málaga 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 Spain 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

Hotel and facilities

Classes

Money to bring on the course

Meals

Hotel & facilities



In Málaga you will be staying at:

**Hotel Ibis Malaga Centro Ciudad
Pasillo Guimbarda 5
29007 - MALAGA
Tel : 00 (+34) 952/070741**



Accommodation is provided in individual en-suite rooms.

The rooms are not equipped with an electric kettle but the hotel serves hot drinks at all hours (at your own expense).

There are TV and radio facilities in your room.

Wi-Fi internet access is available in your room (please ask Reception for the daily code).

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 take place at a Hotel & Conference Centre in the city-centre of Málaga.

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 airport/station to the Hotel in Málaga (this is covered by your grant allowance).

Meals

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

Lunches and coffee breaks: from Sunday lunchtime to Friday lunchtime. 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 evening to Friday evening. This includes a half bottle of wine 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".

Section 3

Travel

Airport transfer

Getting to the Hotel



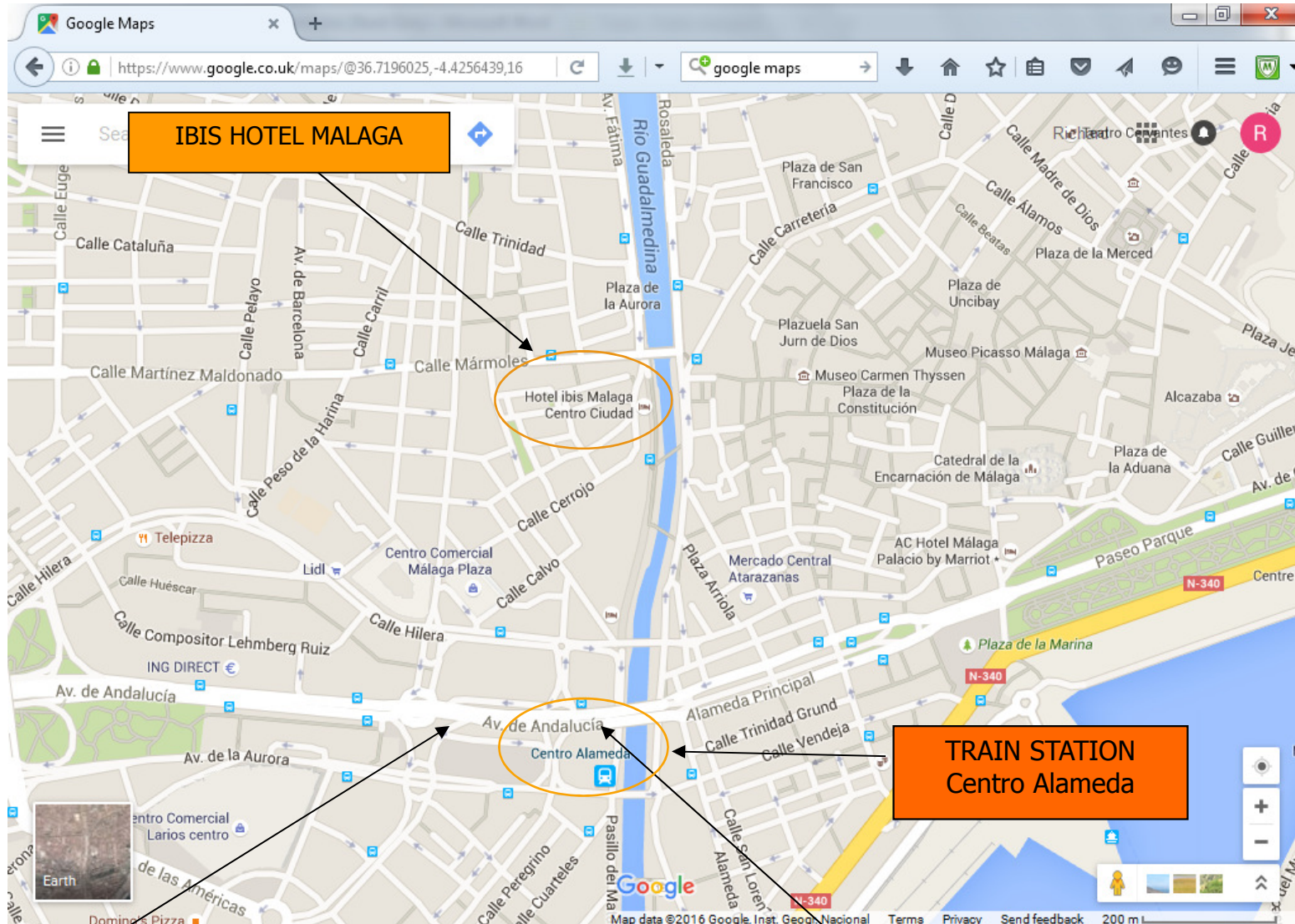
Airport transfer

The airport in Málaga is **Pablo Ruiz Picasso Airport** and is located 8 km southwest of Málaga. You can reach the City Centre:

- By taxi: the cost of a taxi one way will be approximately 25€ and the journey takes about 20 minutes. Taxis are available from outside the Arrivals terminal at all hours of the day
- By bus: **Airport Express (Linea A) to Paseo del Parque**. The bus stop is on the arrivals forecourt of Terminal 3. The journey time into town is approx. 30 minutes. In Málaga, stop at bus stop **Parada 662 Avda. de Andalucía-Correos**. From there, it is about a 7 minute walk to the Hotel (see map on next slide). Linea A runs approx every 30 minutes to/from the airport. The single fare is 3€. On your way back to the airport, you can walk from the hotel to the bus stop Parada 416 Avda. de Andalucía (see map). For more information on the bus service and running times, go to: www.emtmalaga.es
- By train: **Linea C1 to Málaga - Centro-Alameda**. The train station is situated across the arrivals forecourt of Terminal 3. Trains run every 20 minutes (every 30/40 min in the evenings). The journey time is approx. 12 minutes. The train fare costs about €1.80 but can vary depending on the day of travel. From Málaga Centro-Alameda it is about a 10min walk to the hotel (see map on next slide). For more information on the trains, go to: http://www.renfe.com/viajeros/cercanias/malaga/lineas/lineas_mp3.html

Getting to the hotel

The Hotel IBIS Malaga Centro Ciudad is situated just outside Málaga's historic centre, on a pedestrian street by the side of the *Rio Guadalmedina*.



EXPRESS A to airport - Parada 416 Avda. de Andalucía

EXPRESS A from airport - Parada 662 Avda. de Andalucía-Correos

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 details of 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 **login details** to access our **LFEE platform**. On this platform, participants will find documents to help them prepare for their Immersion Course:

- A folder with documents to help with linguistic preparation
- 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 laptop
 - A digital camera
 - A small dictionary



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

The Green House

41 St Bernard's Crescent

Edinburgh EH4 1NR

Tel: 0131 343 2222

immersions@lfee.net

or

richard@lfee.net