

Annual Immersion Courses for Primary School & Secondary School Teachers

Lyon



Supported by The European Union COMENIUS 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 info@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 Comenius funding.

Important Information

Travel arrangements to Lyon 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 Le Français en Ecosse 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 Le Français en Ecosse. 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

The British Council/Léargas will send you a **Grant Agreement** once your funding has been confirmed. Please complete this document (including the **nominated bank account details** - this is usually your school's bank account) and return to the British Council/Léargas as soon as possible.

Upon receipt of your Grant Agreement, they will organise the transfer of 80% of your grant into the nominated bank account.

After the course, you will need to complete their **Evaluation Questionnaire** and along with any receipts, return those to the British Council/Léargas **within 28 days of returning from the course**. They will then pay the remaining 20% of your grant into the nominated bank account.

Payment of course fee

Le Français en Ecosse will send you an invoice prior to the course for the cost of your course tuition fee, accommodation and subsistence. The invoice should be paid **upon receipt of the first part of your grant**, whether it is prior to, during or after the course. 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 Lyon you will be staying at:

Hôtel Ibis-Perrache
28 cours de Verdun Perrache
69002 Lyon
Tel : 00 33 (4) 78 37 56 55

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).

You have access to a nearby swimming pool in the summer (entrance fee payable).

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.

Classes

Classes take place at the *Univeristé Jean Moulin–Lyon 3*, except on the Sunday, when they take place at the *Hôtel Ibis-Perrache*.

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 Lyon (this is covered by your grant allowance).

Meals

Breakfasts: breakfast bar at the Hôtel Ibis Perrache from Sunday morning to Friday morning

Lunches and coffee breaks: from Sunday lunchtime to Thursday lunchtime. You will receive a cash allowance at the beginning of the course and will organise your own lunches and coffees. There are many sandwich shops, cafes and restaurants close by. Your allowance will cover 5 lunches, 4 coffee breaks and one dinner (see below).

Dinners: from Saturday evening to Thursday 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 dinner" on the Tuesday night.

Section 3

Travel

Airports

French train timetable & tickets

Getting to the Hotel

Airports

The airport in Lyon is **Lyon-St Exupéry airport**. It is a 40 minute journey (approx) by taxi from the airport to the city centre. A shuttle bus service is also available (see next page for details)

Low-cost airlines fly to Grenoble airport (shuttle bus to *Lyon Part Dieu* by reservation only, see www.agbus.fr)

Geneva airport (train from Genève to *Gare de Lyon Part-Dieu* would take approx. 2h)

Train timetables & tickets

French trains (SNCF) websites for reservations and train times :

www.voyages-sncf.com

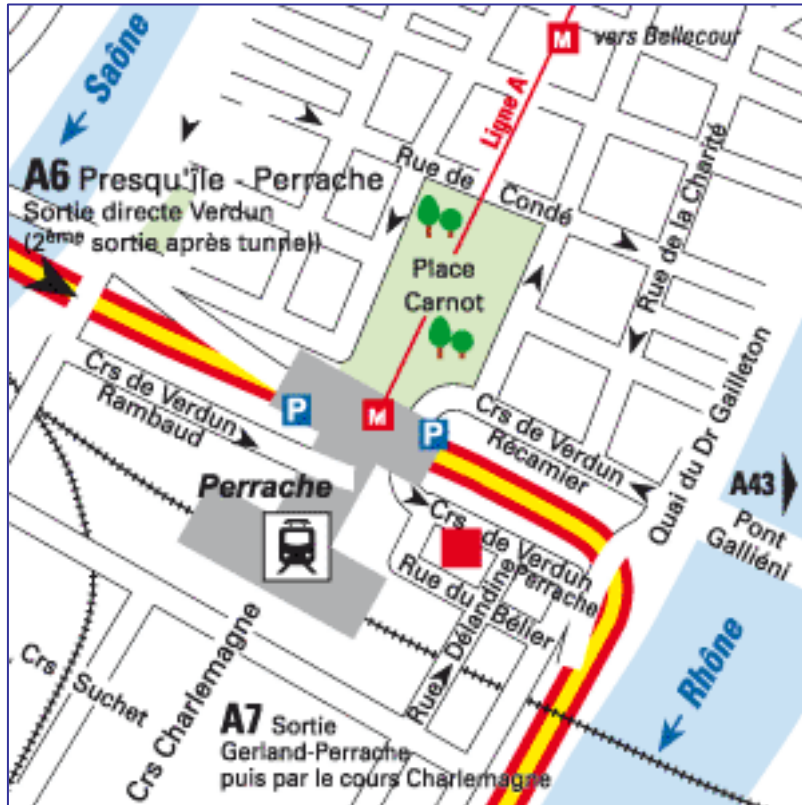
(tickets can be bought from this site and collected from machines once in the French station, with the credit card used at the time of booking)

www.tgv-europe.com

(tickets can be bought from this site and sent to your home address free of charge)

Getting to the hotel

The Hotel (a red square on the map below) is situated next to **GARE SNCF LYON PERRACHE**



From Lyon-St Exupéry airport

Satobus Shuttle Service from Level 1 Central Hall to Gare SNCF Lyon Perrache Approx. 55min.

Information on shuttle service at:
<http://www.satobus.com/>

From Paris Charles De Gaulle airport

Take the **TGV** from **Gare SNCF Paris Charles de Gaulle** (situated within Terminal 2) to **Gare SNCF Lyon Part-Dieu**. Approx. 2h.

or

Take the **TGV** from **Gare SNCF Paris Gare de Lyon** (central Paris) to **Gare SNCF Lyon Part-Dieu** or **Gare SNCF Lyon Perrache**. Approx. 2h.

From **Gare SNCF Lyon Part-Dieu** take the train or tramway (ligne T1 direction *Montrochet*) to **Gare SNCF Lyon Perrache**

Section 4

Course Information

Course Programme

Preparation work

What else should I bring on the course?

***Le Français en Ecosse* contact details**

Course Programme

You will find details of the Day-to-Day programme of all our Primary and Secondary courses on our website.

Preparation work

Our courses have not been designed for complete beginners. At least a basic knowledge of French is required for the Primary courses. Two years of French at school a long time ago is fine and will make a difference!

We will give participants some time to exchange ideas of good practice. You might therefore want to bring some ideas and resources to share with colleagues on paper, USB key or whatever format you see suitable

What else should I bring on the course?

- comfortable shoes
- a digital camera
- a small dictionary

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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