

Annual Immersion Courses for Primary School & Secondary School Teachers

Salignac



Supported by The European Union COMENIUS Programme

Contents

Section 1 – Registration & Financials

- Registration
- Important information
- British Council / Léargas paperwork
- Payment of course fee

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

Section 3 – Travel

- Map of Salignac area
 - Airlines
- From airports to train stations
- From train stations to Salignac

Section – Course information

- Course Programme
- Preparation work
- What else should I bring on the course?

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 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 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

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

Basic accommodation is provided in individual bedrooms with one 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. Internet access is freely available in the Centre (no wi-fi access in bedrooms).

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

Please note that towels and linen will be changed only ONCE during the week.

Family and extra night's accommodation

If you would like to stay at the CIS the night before the course starts and/or the night after the course finishes, we can arrange this for you direct with the Centre.

Family rooms are also available at the Centre should your family wish to stay whilst you are on the course.

The cost of any extra night's accommodation and the cost of family 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 Tuesday 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 Friday 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 Thursday. Choice of tea, coffee and fruit juice with small French pastries or biscuits

Lunches: 3-course lunch Sunday to Thursday with wine, except on the Wednesday (picnic lunch). A packed lunch will also be provided on the last Friday of the course, which you can take away with you on your journey.

Dinners: 3-course dinner Saturday to Thursday with wine. **On the Tuesday 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.** On the Thursday of the course, you will be treated to a 4-course traditional meal.

You will find a sample menu on our website.

Section 3

Travel

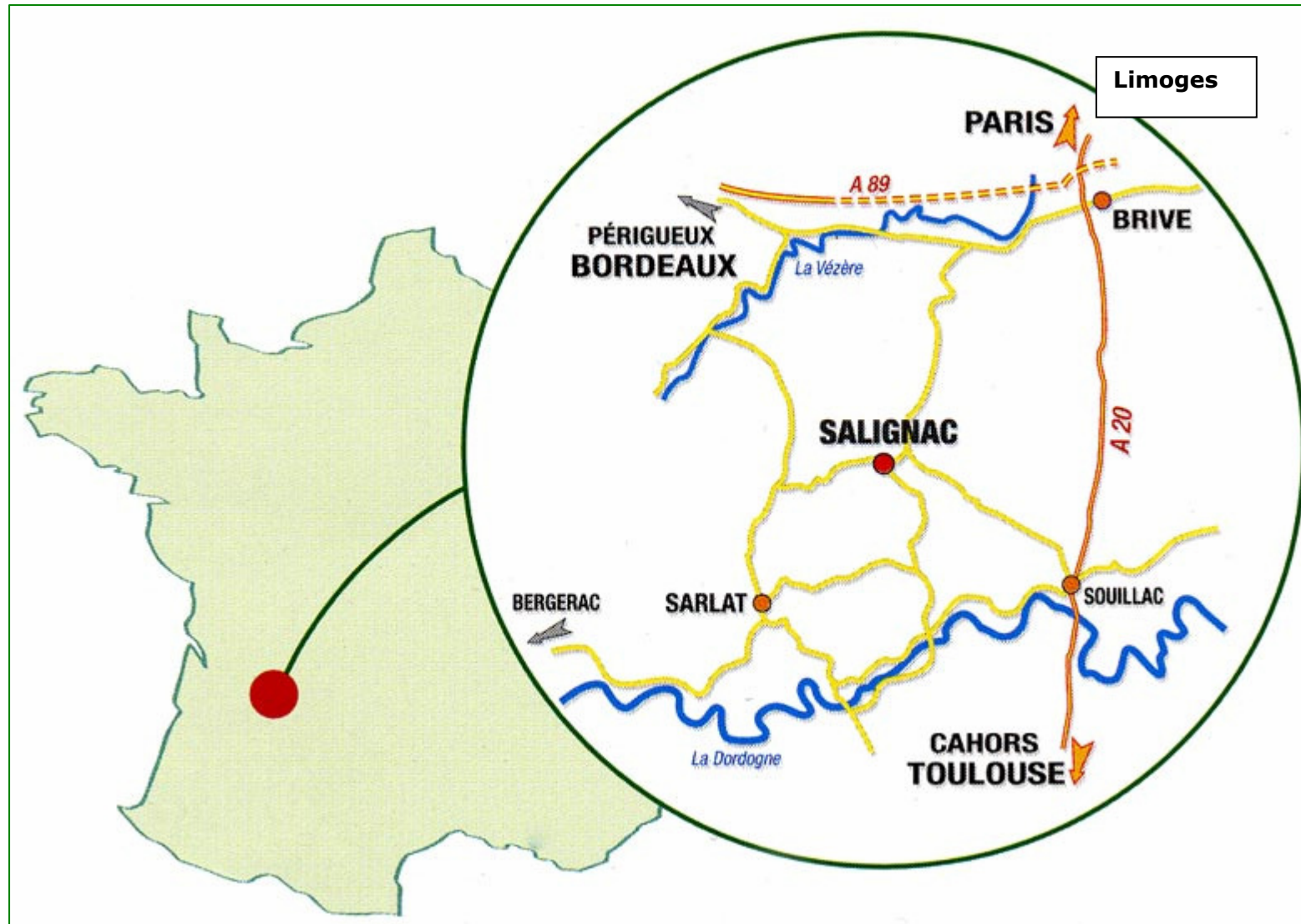
Map of Salignac area

Airlines

From airports to train station

From train stations to Salignac

Map of Salignac area



Airlines

- **Bordeaux Airport:**
 - Flybe (via Southampton)
 - KLM (via Amsterdam)
 - British Airways (via London Gatwick)
 - Easyjet (via London Luton)
- **Paris Charles de Gaulle Airport:**
 - Easyjet (direct from Belfast International and Edinburgh to Paris CdG)
 - British Airways
 - Air France
- **Limoges Airport:**
 - Flybe (via Southampton)
 - Ryanair (via London Stansted)
- **Toulouse Airport:**
 - Jet2
 - British Airways (via London Gatwick)
- **Bergerac Airport:**
 - Flybe (via Southampton, Leeds Bradford or Exter. Direct from Edinburgh)
 - Ryanair (via London Stansted)

From airports to train station

- **Bordeaux Airport:** on arrival at Bordeaux Airport, take the shuttle bus which runs every 30 minutes from the airport terminal direct to the train station (the journey takes approximately 30 minutes). At the train station, take the direct train service to **Sarlat-la-Canéda** train station. The journey takes approximately 2 hours 45 minutes.
- **Paris Charles de Gaulle Airport:** Transfer to Paris Austerlitz (journey time approximately 1 hour on RER), then take the train direct to **Souillac** train station (journey time approximately 4 hours 30 minutes).
- **Limoges Airport:** Take a taxi from the Airport to the train station (Limoges Benedictins) and take the train to **Souillac** or **Brive** train stations. The journey takes approximately 90 minutes.
- **Toulouse Airport:** Take taxi/ shuttle bus from airport to Toulouse Matabiau train station and take the train to **Souillac** train station. The journey takes approximately 3 hours.
- **Bergerac Airport:** Take a taxi from the airport to Bergerac train station (20 minute journey) and take the train direct to **Sarlat-la-Canéda** train station. The journey takes approximately 90 minutes.

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)

From train stations to Salignac

We will organise collection for you from **Sarlat**, **Souillac** or **Brive** train stations to Salignac. We can also organise Airport collections at Bergerac, Limoges and Brive Airports for large groups of people travelling together.

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

Train timetables can be accessed and tickets booked online at: www.voyage-sncf.com (collection of tickets once in the French stations with the credit card used at time of booking) or www.tgv-europe.com (delivery of tickets to a UK address).

Taxi fares from the stations to Salignac are as follows:

- Souillac station 15 euros one way / 30 euros return
- Sarlat station 15 euros one way / 30 euros return
- Brive station 20 euros one way / 40 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 the LFEE tutors. You will be issued with a receipt so that this expense can be claimed back to the British Council as part of your travel expenses.

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
Le Français en Ecosse
The Green House
41 St Bernard's Crescent
Edinburgh EH4 1NR

Tel: 0131 343 2222
email: ros@lfee.net

Fax: 0131 343 2649
email: richard@lfee.net