

**Annual Immersion Courses  
for Primary & Secondary School Teachers**

**Málaga**



***Supported by The European Union  
COMENIUS/GRUNDTVIG 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 [ros@lfee.net](mailto:ros@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/Grundtvig 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 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 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 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 **Final report** 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 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.

## Classes

Classes take place in a local *Escuela de Idiomas* 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**

#### **Getting to the Hotel**

# Airport

The airport in Málaga is **Pablo Ruiz Picasso Airport** and is located 8 km southwest of Málaga. By taxi, it is (approx.) a 20 min journey to the city centre.

An Express bus service is also available: ***Línea 75 Paseo del Parque – Aeropuerto.*** **The bus stop is on the arrivals forecourt of Terminal 3.** The journey time into town is approximately 25 minutes. In Málaga, stop at bus stop ***Parada 662 Avda. de Andalucía-Correos.*** From there, it is at most a 10min walk to the Hotel (see map below). *Línea 75* runs approx every 30min to/from the airport.

On your way back to the airport, you can walk from the hotel to the bus stop ***Parada 416 Avda. de Andalucía*** (see map below)

For more information on the Express bus service no 75 and running times, go to [www.emtmalaga.es](http://www.emtmalaga.es)



## **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

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](mailto:ros@lfee.net)**

**Fax: 0131 343 2649**  
**email: [richard@lfee.net](mailto:richard@lfee.net)**