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## Who we are

**Let's is a language school** based in **Ciempozuelos**, a small town 32 Km south of Madrid. We have been teaching languages in this town since 1998 and we are an **accredited centre** by 'Trinity College London', 'University of Cambridge' and 'Camara de Comercio, Madrid'.

Apart from our English courses, we have courses for foreign students who want to learn Spanish. These courses are not only aimed at improving the language abilities of the participants, but also at **promoting and transmitting the Spanish culture and way of life.**

Our programme combines a plentiful amount of teaching hours in the morning with an intensive **social and leisure** programme in the afternoon. The **accommodation with Spanish families**, is the ideal complement so that our students can have a full immersion in the Spanish culture. ([More information in courses](#)).



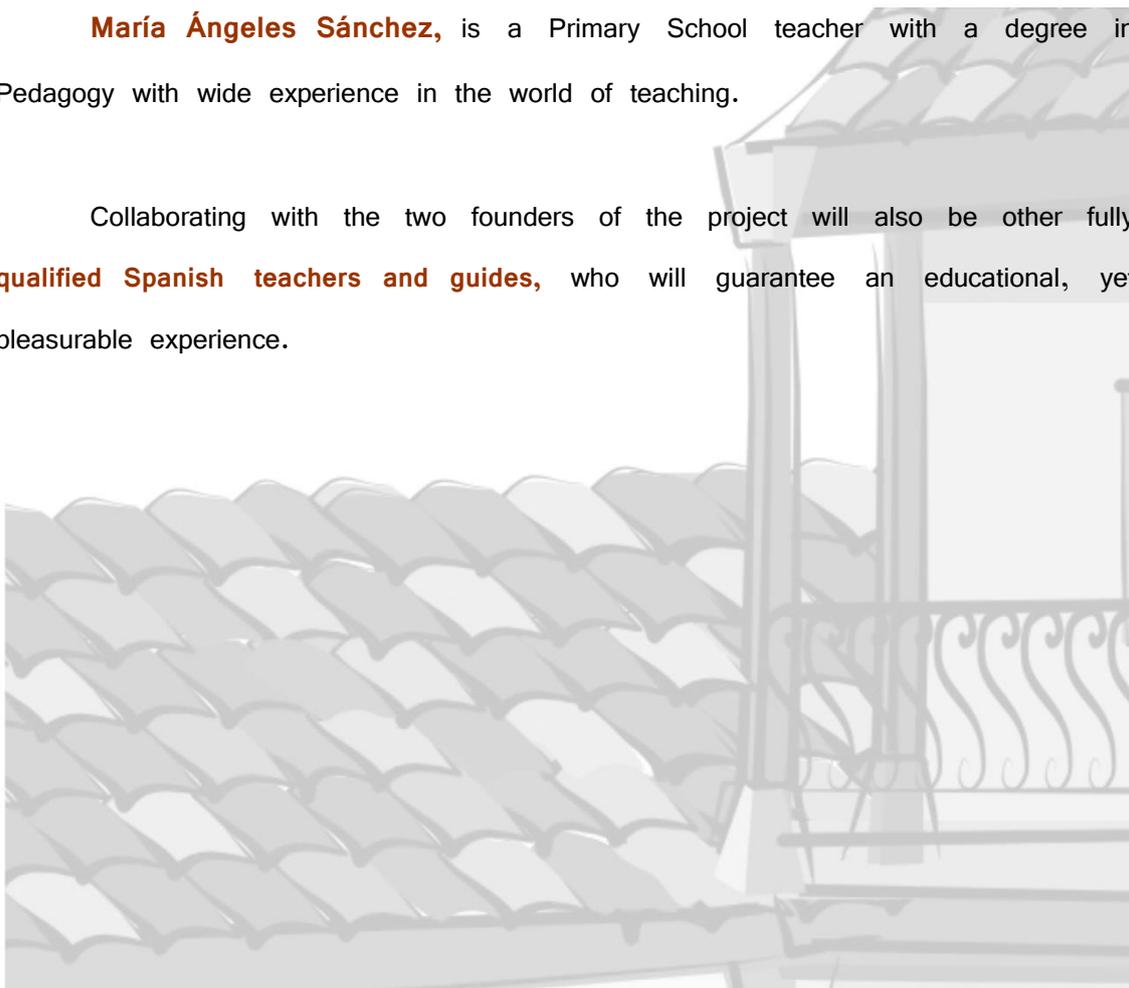
## Our staff

The organizers of this project are fully qualified and experienced teachers.

**Mónica Alonso**, the Head of the school, is an English teacher with a degree in psychology. She has been teaching for over 15 years and has organized and taken part in several student language exchanges.

**María Ángeles Sánchez**, is a Primary School teacher with a degree in Pedagogy with wide experience in the world of teaching.

Collaborating with the two founders of the project will also be other fully **qualified Spanish teachers and guides**, who will guarantee an educational, yet pleasurable experience.





## Ciempozuelos

Ciempozuelos is a very small town located just **south of Madrid**. The population is about 18,000 and despite its continual growth, it is a **very quiet and safe place to live**.

Even though the town is situated in a dry region, it is actually placed by the **side of the Jarama River**. This gives a lot of ecological and agricultural value to the surrounding area and also explains the name of the town, which literally translated means, “a hundred wells”, because of all the subterranean rivers and natural fountains that have existed here.

Historically, Ciempozuelos was **founded “Ischadia”, during Roman times**. Throughout the past centuries, many roman vestiges have been found both here and in the surrounding villages.

Ciempozuelos is, today, a bustling little town, with shops, supermarkets, sports centres, etc... yet it still remains loyal and respectful to its humble origins.

One of its greatest advantages is its location. It is only **32 Km. from Madrid**, and is very well connected by train, bus or road.

Very close by, there are other towns with equally **interesting cultural histories**, such as **Aranjuez** (with its majestic royal palace and gardens), **Chinchón** (and its ancient caves) , **Toledo** (impressive medieval city), **Avila** and **Salamanca**.

All of these reasons make Ciempozuelos the perfect place to learn Spanish in a safe, quiet and peaceful environment, whilst at the same time, having the benefits of being so close to these very emblematic towns, which are modern but still so full of history and tradition.



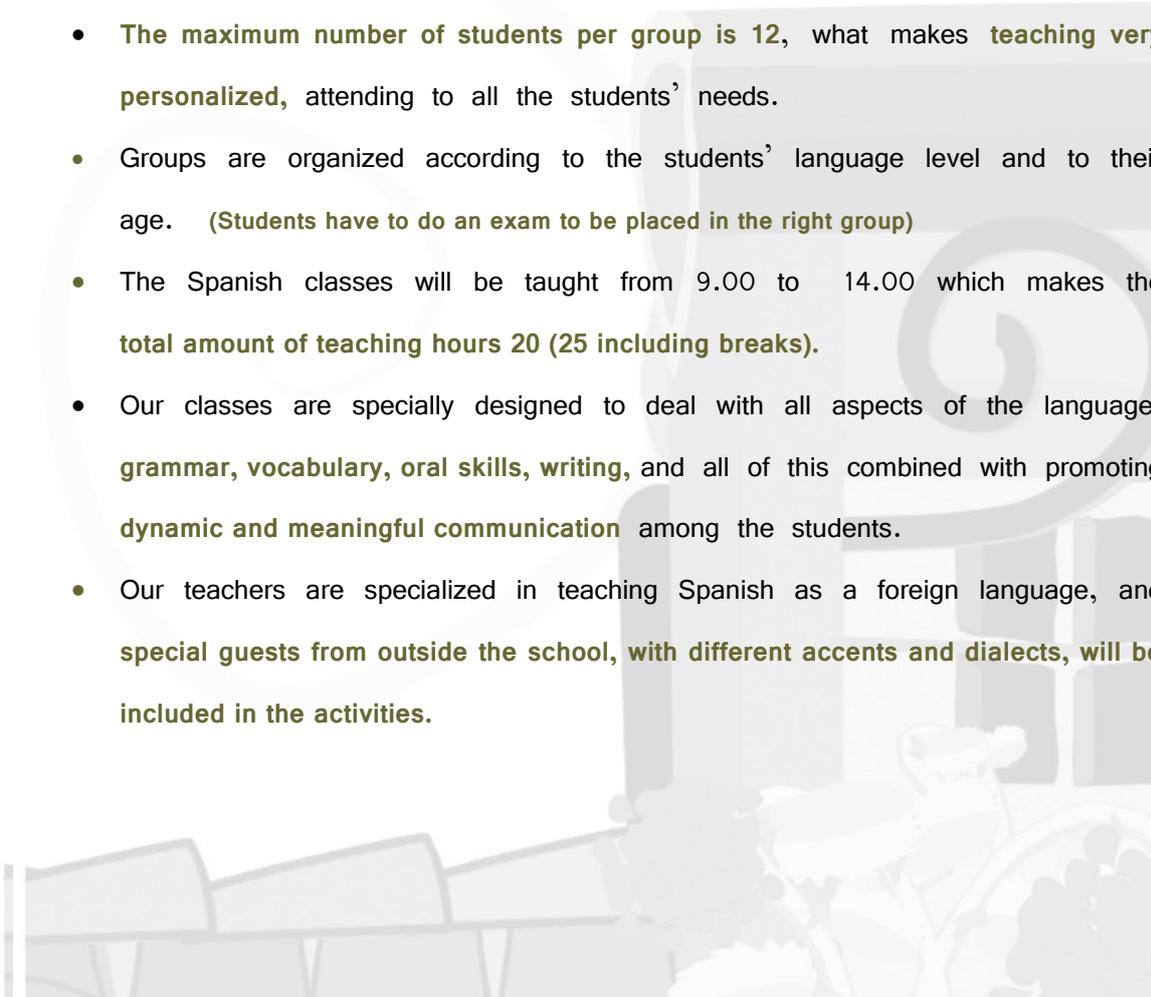
## The courses

The courses our school offers are especially designed for students who want to **combine learning with a full immersion into the Spanish lifestyle.**

They combine a plentiful amount of **teaching hours** with **cultural, recreational and sports activities.** The **accommodation with Spanish families** also being an essential part of this experience.

### Spanish classes

- **The maximum number of students per group is 12,** what makes **teaching very personalized,** attending to all the students' needs.
- Groups are organized according to the students' language level and to their age. **(Students have to do an exam to be placed in the right group)**
- The Spanish classes will be taught from 9.00 to 14.00 which makes the **total amount of teaching hours 20 (25 including breaks).**
- Our classes are specially designed to deal with all aspects of the language: **grammar, vocabulary, oral skills, writing,** and all of this combined with promoting **dynamic and meaningful communication** among the students.
- Our teachers are specialized in teaching Spanish as a foreign language, and **special guests from outside the school, with different accents and dialects, will be included in the activities.**





## Social and recreational activities

The students will be joined at all times during the social and recreational activities by one of the school teachers.

### Mondays and Wednesdays:

On Mondays and Wednesdays the program includes activities in the town or somewhere close. They will start at 17:30 pm and will finish at 20:30 pm.

### Tuesdays and Thursdays:

On Tuesdays and Thursdays the program includes activities in the country's colourful capital, Madrid. We will leave Ciempozuelos at 15:00 to be back at 22:00

### Fridays:

On Friday afternoons the students are free to do what they please. There is the option of free entry to the public swimming pool for those who want to relax a bit as Saturdays are very busy days.

### Saturday:

On Saturday we will have a guided tour for the whole day. It will start at 10:00 am and finish at 22:00 .

### Sunday: Off!!!!

Anyway, all these activities are variable. Depending on the various ages of the group, the characteristics of the group and on the students' interests, we will make the appropriate changes. We also have the convenience of the annual **town festivities in July and August, which take place in towns throughout the entire area**. Some of these "**fiestas**" are very lively and attractive. Also, the students will be able to experience Spanish costumes such as "ir de tapas", have a drink in the "terrazas" in Madrid, discover "la movida madrileña" and will start to understand the meaning of the famous local phrase "de Madrid al Cielo" (from Madrid to Heaven).

**Cultural activities:** include visiting the Prado Museum, Reina Sofia Museum, The Thyssen Collection, Science Museum, Archaeology Museum, Real Madrid Museum, Wax Museum, etc...



**Recreational activities:** include: canoeing, horse riding, gym, summer swimming pool, trekking, Spanish dance, cinema, and more.

**Below, is a sample timetable of one week's activities:**

	<u>Lunes</u>	<u>Martes</u>	<u>Miércoles</u>	<u>Jueves</u>	<u>Viernes</u>	<u>Sábado</u>
<b>Morning</b>	<b>9:00-14:00</b> Spanish classes	<b>9:00-14:00</b> Spanish classes	<b>9:00-14:00</b> Spanish classes	<b>9:00-14:00</b> Spanish classes	<b>9:00-14:00</b> Spanish classes	<b>10.00-22.00</b> Special guided tour
<b>Afternoon</b>	<b>17:30 – 20:30</b> Guided tour and a visit to a cave in the town	<b>15:00 – 22:00</b> Going on a trip To Prado Museum and Retiro Park	<b>17:30 – 20:30</b> Canoe trip in Aranjuez in the Tajo River	<b>15:00 – 22:00</b> Guided Tour Old Madrid and “tapas” evening	<b>17:30 – 20:30</b> Relaxing at the swimming pool	

Class timetable: 20 teaching hours a week (excluding breaks)

From 9:00 to 10:15: class

From 10:15 to 10:45: break 30 m.

From 10:45 to 12:15: class

From 12:15 to 12:45: break 30 m.

From 12:45 – 14:00 class

**Note:** For the groups of students over 18, the activities in the evening (Mondays and Wednesdays) will require a little more work and will be aimed in a more **educational direction**. For example, visiting the kitchen of a typical Spanish restaurant and talking to the kitchen manager, discussing movies, history classes, etc.



## Accommodation

The accommodation will be set up with Spanish families based here in Ciempozuelos. Our families are selected very carefully, and many of them send their own children to study in our school. We would like to guarantee that the foreign students will be received in a warm and hospitable way.

We will not accommodate students of the same nationality in the same house unless they specially request so.

The accommodation will be in single or double rooms, including full board: breakfast, lunch and dinner. On Mondays, Wednesdays and Saturdays, there will be a packed lunch.

Laundry is also included in the accommodation.

The cost of the accommodation covers from the Sunday before the course starts, until midday of the Saturday the course finishes. Extra nights are available at an extra cost (25 € a day).



## Dates and Prices

	Curso, Programa social.	Alojamiento y pensión completa	Total
2 semanas	1050 €	320 €	1370 €
4 semanas	2100 €	640 €	2740 €

For information on dates please contact us at: [info@letslanguageschool.com](mailto:info@letslanguageschool.com)

The total price of the courses includes the following:

- 1- Spanish classes: 25 hours a week (including breaks)
- 2- Placement Test
- 3- All materials necessary for the course
- 4- Certificate of attendance
- 5- Recreational activities, including transport and tickets. *(it doesn't include food or drinks that the students buy for themselves)*
- 6- Saturday guided tours, including transport and tickets. *(it doesn't include food or drinks that the students buy for themselves)*
- 7- Full-board accommodation from the Sunday before the course starts until midday of the Saturday the course finishes *(Extra nights available at 25 € a day)*
- 8- Airport (Barajas airport) transfer on arrival and departure *(this condition is only available for groups of over 8 students getting to the airport on the same day and at the same time)*
- 9- Medical and travel insurance
- 10- Administrative costs of registration and enrolment

## How to book a course

**Contact us:** tell us your questions or doubts. We will be happy to reply and send you a brochure with dates, prices and conditions.

**Once you have chosen the course you would like to do:**

1. Fill in the application form with all your personal details and the dates of the relevant course and send it to our school by e-mail or fax.
2. You will receive an invoice with all the details of the reservation and the details of the payment (the total amount of the price should be paid three weeks before the date the course starts).
3. Send a copy of the transfer by e-mail to the school.
4. Once we receive the transfer, you will receive the confirmation of your placement, with details of your “Spanish family” and a welcome letter with informative material to help you plan your summer learning holiday in Spain.

**Important: Please, read ‘Payment and enrolment terms’.**

## Payment

Payment should be done through bank transfer. Please contact us.

**IMPORTANT:** Payment should be made in euros and the total amount paid should include transference charges ( in both countries) and exchange rates whenever it is necessary).

### Payment and enrolment terms

- a) **Placement** – Bookings will be definitely confirmed once the payment has been made.
- b) **Cancellations** – Cancellations must be made in writing, before the arrival date. A cancellation fee of 200 € will be charged if the students cancel less than three weeks before arrival. If the cancellation is received less than a week before the course starts, the all inclusive – fee equivalent to a week, will be charged. Once the course has started, no refunds are possible.
- c) **Accommodation** - Students must arrive on Sunday before the course is due to start and must leave the Saturday after the course finishes. Extra nights available at 25€ a day.
- d) **Holidays** – On public holidays all over Spain and in the Comunidad de Madrid, the school will be closed. Lessons on those days will not be caught up. (National holidays in July and August: 15<sup>th</sup> August.)
- e) **Visas** - Students who do not belong to the European Union may need a visa to enter Spain. If this were the case, students must go to the Spanish consulate or embassy in their countries to obtain information about the requirements to be fulfilled by the applicant.
- f) **Medical treatment and surgery** – If a student under 18 years old should require urgent medical treatment or surgery, without our having been able to contact the student's parents or legal representatives, Let's is authorised to take the most adequate measures to guarantee the student's health and wellbeing.
- g) **Clients' image** – Clients authorise Let's to use photographic material where clients may appear, exclusively for promotional and advertising uses. This tacit authorisation can be cancelled by the client, and should be done so in writing. This cancellation will not have any effects on material issued before the cancellation of the authorisation took place.
- h) **Under 18s** – Under 18 years old should be accompanied by an adult or group leader from their country.
- i) Let's cannot guarantee that all groups are made up by students from different nationalities.

## ENROLMENT FORM (Please, use capital letters)

<b>PERSONAL INFORMATION</b>		
Male <input type="checkbox"/> Female <input type="checkbox"/>		
Surname(s)		
Name		
Date of Birth		
Age		
Nationality		
Occupation		
Passport number		
Telephone		
email address		
Address in home country	Street	
	Town or city	
	Post code	
	Country	
<b>For under 18's</b>		
Father's name		
Father's telephone number		
Father's email address		
Mother's name		
Mother's telephone number		
Mother's email address		
Address in home country	Street	
	Town / City	
	Post Code	
	Country	
In case of an emergency	Call	
<b>ACCOMMODATION</b>		
Do you smoke?	No <input type="checkbox"/> Yes <input type="checkbox"/>	
Would you accept staying with a smoking family?	No <input type="checkbox"/> Yes <input type="checkbox"/>	
Do you suffer from an allergy?	No <input type="checkbox"/> Yes <input type="checkbox"/>	Give details:
Do you follow any medical treatment?	No <input type="checkbox"/> Yes <input type="checkbox"/>	Give details:
Would you accept staying with a family that has pets?	No <input type="checkbox"/> Yes <input type="checkbox"/>	
Other requirements		
Date:	_____/_____/_____	
Student's signature:		
Father's, mother's or legal representative's signature.		