

Excursion Policy

Leeds Language Academy organises monthly excursions to cities and attractions around the UK. These are held on the last Saturday of each month, and are ran primarily during the Spring and Summer terms, with trips held in Autumn and Winter terms subject to student numbers and demand. Family and friends of students are permitted to come on trips, providing that they pay in full and that they are over 18. Under 18s are not permitted under any circumstances.

Excursions are led by the Tour Guide, and may also be supervised by the Managing Director, Darren Aydin.

Students must have their student card on them during any trip or excursion, as this will help them to be identified as students of our school. They will also be given a note with all the emergency contact numbers of the supervisors on the excursion, which they must keep with them.

All excursions are optional and not included in the course or course fees. All excursions are individually priced depending on the activities, location and travel needs. Students must pay the money in full to the Administrator and Welfare Officer, Zahra Ali, before they are permitted to go on the excursion.

The Tour Guide will have a full risk assessment, itinerary, register, first aid kit and other necessary items on them. Students will be given an itinerary and contact numbers on the day.

By signing up and paying for the excursion, students are agreeing to abide by the following rules:

- Students will respect the Tour Guide, helpers or any other members of LLA staff at all times.
- Students will respect the set itinerary and rules of any transport.
- Students will not be late for any meet-ups during the day.
- Students will answer their phones if called by the Tour Guide during the day.

The supervision ratio guideline is one leader to 20 adult students.

Lateness and Cancellation

Students who are late for the meet-up in the morning must inform the Tour Guide as soon as possible. The Tour Guide cannot guarantee that it will be possible to wait. If the student misses the excursion due to lateness, no refund is available.

If a student wishes to cancel their place on the excursion, they must do so at least 7 working days before the trip. Leeds Language Academy cannot guarantee that a full refund will be possible.

Rules and tips

Before you leave LLA for an excursion, the group leader or Tour Guide will give you instructions about the rules you must follow. You must pay attention and follow all the rules.

You must not leave the group or the group leaders under any circumstances.

You must always stay with the group leader on a social activity or excursion.

Inform the group leader if there are any worries or concerns.

Be careful near roads – keep back from the edge of the footpath. When crossing, wait for your group leader and only cross when instructed.

Don't forget – cars drive on the left.

On trains, take care to mind the gap between train and platform when getting on and off the train. Keep a safe distance from the edge of the platform when waiting for the train and stay behind the yellow line until the train has stopped.

When travelling on escalators, stand to the right and hold on to the handrail.

On all public transport, take a seat immediately. If it is not possible to sit down, hold the bus/train/coach handrail until it stops.

Do not enter or leave public transport until the group leader gives instructions to do so.

Watch out for cyclists on the pavements.

Pay attention to your surroundings in public spaces. Be aware of where you and others are.

Pay attention to any strangers around you or other students, and notify the group leader if you have any worries.

Be aware of where your belongings are at all times. You are responsible for your property.

In cars, coaches and mini buses, put on your seat belt immediately and do not remove it until the journey is complete. Do not put fingers out of the windows or lean out. Do not stand whilst the vehicle is moving.

Do not carry a lot of money or valuables on excursions and activities.



You must always behave politely and respectfully when you come into contact with members of the general public. Represent yourself, your country and LLA in the best way possible.

Social activities are categorised as high, medium or low risk by LLA. For any activities classified as high risk, such as contact sports, students must have medical insurance in case of injury otherwise they will not be permitted to take part.

Students should not carry large amounts of money on social activities – only carry the amount you will need for the day. Ask at the Reception if you are unsure how much to take.

Valuables must be kept secure and ideally in front, not, for example, on display in an open backpack.