



Business Training Center for international school business leaders

A program sponsored by the Principals Training Center for International School Leadership
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2012 Summer Institutes General Information for Participants

London: 5-9 July

Security in the International School: Essential Practices

**IMPORTANT
REMINDER:
YOU MUST BRING
A LAPTOP TO
YOUR SESSION**

LOCATION

Selsdon Park Hotel & Golf Club, 126 Addington Road, Sanderstead, South Croydon, Surrey, CR2 8YA UK

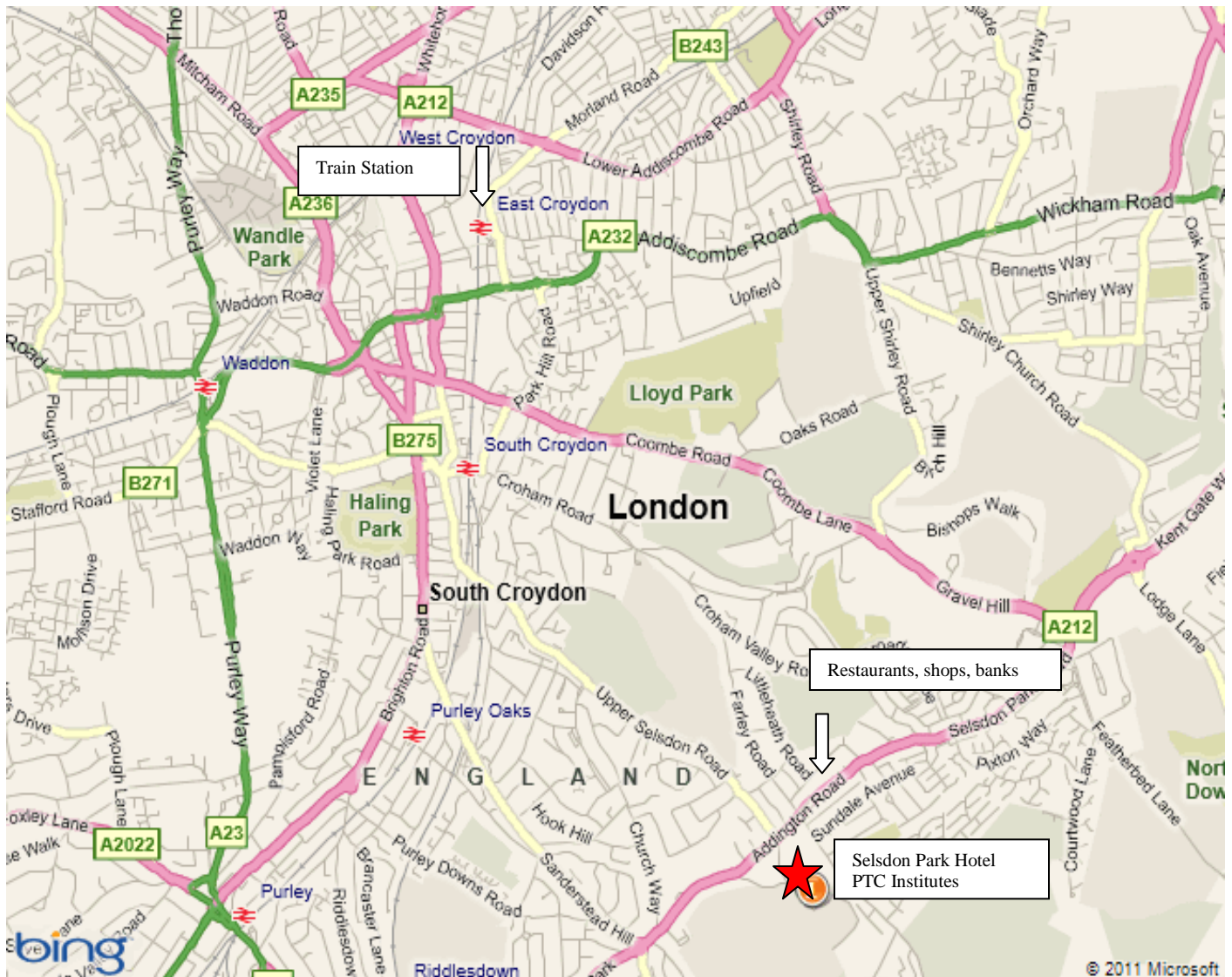
T +44 (0) 208 7683105

F +44 (0) 208 6573401

Hotel and Corporate Web Sites

<http://www.principal-hayley.com/venues-and-hotels/selsdon-park>

http://www.selsdonparkhotellondon.co.uk/Selsdon_Park_and_Golf_Club_Croydon_Home.html



HOW TO GET THERE

Selsdon Park Hotel is located in the Village of Selsdon, about 3.5 miles south of Croydon and 13 miles from central London. Map Link: <http://g.co/maps/8us8v>

Note: Please allow approximately two hours to travel from Heathrow to East Croydon Station; and one hour from Gatwick to East Croydon Station. From East Croydon Station, allow another half-hour to get to the hotel.

FROM HEATHROW

- **Bus:** Taking the bus is the most direct and inexpensive route between Heathrow and East Croydon Station or Selsdon Park Hotel. The direct bus runs four times an hour from 7-9am; two times an hour from 9am-7pm; and hourly from 7pm – midnight. From Heathrow Central Bus Station Take the Route Bus X26 from Stop: 20 towards Lunar House (CR0). It is about a 75 minute journey to East Croydon Station.
- **Tube/Train:** Take Heathrow Express towards London Paddington Rail Station and get off at Paddington; walk to Paddington underground station and take Circle Line towards High Street Kensington and get off at Victoria Station; take Southern and get off at East Croydon. Wait for hotel shuttle, take a taxi, or take Route bus 64 or T33 as above. This option takes longer and is more expensive, as you will need to pay for Heathrow Express, underground, and train. You can plan your trip online at the [Transport for London \(www.tfl.gov.uk\)](http://www.tfl.gov.uk) website to find the best connections by tube, train and or/bus to Selsdon Park Hotel. Go to <http://www.tfl.gov.uk/>; choose your starting point (for example, Heathrow) and your destination PLACE OF INTEREST (Selsdon Park Hotel & Golf Course). The site will give you a selection of routes to choose from.
- **National Express Coach/Train:** National Express Coaches travel from Heathrow Airport to London Victoria (cost is £5), where you can take a train to East Croydon Station. Visit <http://www.nationalexpress.com/coach/index.cfm> for trip planning and fares.
- **Car Service or Taxi:** See below

FROM GATWICK

- **Train:** Taking the train is the most direct and least expensive route between Gatwick and East Croydon station. There are frequent trains on the SOUTHERN SERVICE. The trip is 15 minutes and costs £6-7. You can plan your train trip online at the National Rail web site at <http://www.nationalrail.co.uk>.
- **Car Service or Taxi:** See below

How to Get From East Croydon Station to Selsdon Park Hotel

Take a taxi (cost about £12), or take either Route Bus 64 from stop E2 towards New Addington/Salcot Crescent (get off on Old Farleigh Road – Stop L – and walk to the hotel going southwest on Addington Rd and then left toward high school and hotel entrance); or Route Bus T33 from stop E2 towards Addington Village interchange (get off Selsdon Library stop T at the side of the hotel and a shorter walk to the hotel). Bus cost is £2

OTHER TRANSPORT OPTIONS

- **Arranged Car Service:** London Airports Cars offers one way and round-trip service to and from South Croydon. From Heathrow: £56; From Gatwick £40; From Stansted: £77; from City Airport: £43, plus parking. Rates are good for up to 4 people and 2 bags per car. Additional bags at extra cost. Advanced booking required. Phone +44 (0) 208 590 6344 (in UK – 0 800 917 1402) or visit their web site: <http://www.airportscars.com>
- **Transport by Taxi:** London taxi details visit: <http://www.tfl.gov.uk/gettingaround/taxisandminicabs/taxis/1140.aspx>
The table shows typical fares and journey times based on distance for three types of tariff. Fares and journey times may be higher if there are delays or heavy traffic.

Distance	Approx journey time	Monday to Friday	Monday to Friday	Every night
		06:00 - 20:00 (Tariff code 1)	20:00 - 22:00 Saturday and Sunday 06:00 - 22:00 (Tariff code 2)	22:00 - 06:00 Public holidays (Tariff code 3)
1 mile	6 - 13 mins	£5.20 - £8.20	£5.20 - £8.20	£6.40 - £8.40
2 miles	10 - 20 mins	£8.00 - £12.80	£8.40 - £13.00	£9.60 - £13.60
4 miles	16 - 30 mins	£14 - £20	£15 - £21	£17 - £26
6 miles	28 - 40 mins	£21 - £27	£26 - £29	£26 - £31
Between Heathrow and Central London	30 - 60 mins	£42 - £80	£42 - £80	£42 - £80

There is a minimum fare of £2.20 at all times. The meter calculates the maximum fare based on time of day, distance travelled and time taken. The passenger will be expected to pay the full fare displayed on the meter at the end of the journey unless the driver and passenger agree on the final fare to be charged before the start of the journey. Drivers must accept any hiring up to 12 miles or any hiring up to one hour duration, if the destination is in Greater London; Accept any hiring up to 20 miles if starting at Heathrow Airport; Accept any hiring up to one hour duration, if the destination is in Greater London. Fares for destinations outside Greater London may be negotiated between the passenger and driver before the journey. If no fare is agreed before the start of the journey then the maximum fare will be that shown on the meter at the end of the journey.

Download a taxi fare guide at: <http://www.tfl.gov.uk/assets/downloads/taxi-fares-guide.pdf>

- **Arriving by Car:** Selsdon Park Hotel offers free parking to guests. For driving directions to the hotel, visit: <http://www.principal-hayley.com/browse-our-hotels/selsdon-park-hotel--golf-club/map--directions.aspx>

TRAVEL BETWEEN SELSDON PARK HOTEL AND LONDON

The quickest way to travel into London is to take a hotel shuttle, a 20-minute local bus 64 (Bus stops at Selsdon Park Road) or T33 (bus stops at Old Farleigh Road) or a taxi (about £12) to East Croydon Station. There is regular train service to Victoria Station on Southern Railway for £5. From there you can connect via tube to anywhere in London. Visit <http://www.tfl.gov.uk/tfl/gettingaround/maps/buses> for bus route information

ACCOMMODATIONS – SELSDON PARK HOTEL & GOLF CLUB

All participants who have selected 'with accommodation' will be housed at Selsdon Park Hotel and Golf Club. Depending on what type of accommodation you purchased, you will be housed in either a double room (with a roommate) or a private room. Check-in time is 3pm. Checkout is at 11am.

The hotel is an historic building dating back to the ninth century, located on 205 acres of parkland (including a world class golf course) just south of Croydon and 13 miles from central London. It is accessible by train and bus through the East Croydon train station which has connections to Gatwick and Heathrow airports, and regular train service to London. The facility has indoor/outdoor pools, a gym, tennis courts, a spa, a solarium, a bar and a restaurant.



EACH ROOM INCLUDES:

- Full breakfast – 4 days
- Cable/satellite TV
- Ensuite bathroom
- Free shuttle service to East Croydon station (availability varies)
- Direct dial telephone/voicemail
- Hairdryer
- Tea/coffee tray
- Work desk
- Trouser press
- High speed internet access - £10 for 24 hours (free wireless access in PTC meeting rooms and hotel public areas)
- Car parking – onsite, complimentary
- Restaurant and bar
- Use of the leisure facilities including indoor/outdoor pools, gymnasium and tennis courts
- Golf (complimentary use of the driving range and reduced green fee to £25 per person per round)
- Laundry service available
- Lift/elevator
- Front desk - safety deposit box
- Luggage room
- Sauna/Solarium/Spa/Wellness Centre/Steam bath available
- Bar/Lounge bar/Restaurant/Dining
- Check-in @ 3pm, checkout @ 11am



MEALS

Meals for all BTC participants include:

- Welcome buffet dinner on the first night of the course. The banquet dinners are required attendance.
- Three lunches at the hotel (on days 2, 3, and 4).
- Two coffee breaks daily.

Additional meals for those who have selected the 'with accommodation' option:

- Four breakfasts at the hotel (on days 2, 3, 4, and 5)

All other meals are on your own. There are four restaurants within walking distance, on Addington Road:

- Thai Express: 143 Addington Road 0208 651 2777
- Royal Tandoori: 226 Addington Road 0208 651 3500
- Village Fish & Chips: 3c Selsdon Parade, Addington Road, 0208 651 9800
- Bella Vita: 164 Addington Road 0208 657 2503 <http://site217.websitedivision.com/bellavita/index.php>

Sainsburys Selsdon: 130 Addington Road 0208 657 9397 – has pharmacy, groceries and prepared food.

A much wider selection of restaurants can be found near the East Croydon station.

INCIDENTAL HOTEL EXPENSES

All hotel guests, upon check-in, must provide an individual credit (or cash deposit) to be pre-authorised for incidental expenses:
5 Day Course - £100.00

MEDICAL ASSISTANCE

Croydon Health Services (Health Services, Hospital, Minor Injuries): 020 8401 3000 <http://www.croydonhealthservices.nhs.uk/>
South London Healthcare NHS Trust (Health Care, Emergency Services) 020 8302 2678 <http://www.slh.nhs.uk/>
The Farley Road Medical Practice (Physicians, Emergency Services) 020 8651 1222 <http://www.farleymedical.co.uk/>
Lloyds Pharmacy 97 Addington Road 020 8657 1292 <http://www.lloydspharmacy.com>

ARRIVAL

1. **If you opted for 'with accommodation' go to Selsdon Hotel reception desk.** Check-in to your room begins at 3:00 p.m. If you have a 'shared room,' double check the name of your roommate. If you arrive before check-in time, the reception will do whatever they can to accommodate an earlier check-in. Otherwise, the reception desk personnel can store your bags in their security area until your room is ready.
2. **BTC course registration is between 1:00pm - 3:00pm in the hotel reception area.** Please register for your course sometime during these hours. During check-in you will receive a welcome letter telling you which MEETING ROOM to go to for your course. After registration, you are free until the course begins promptly at 4:00 p.m. You should arrive in plenty of time to attend this first session. It is essential to the rest of the week.

BTC INSTITUTES DAILY SCHEDULE

Day 1	<ul style="list-style-type: none"> • Check in at 1:00-3:00 pm for registration in hotel lobby • Hotel check in from 3:00p in hotel lobby • Courses start at 4:00 pm • Welcome banquet in the evening- required attendance <p>The first afternoon session is an essential part of the course. Please arrange your travel so that you can arrive at the hotel in plenty of time to attend this session.</p>
Day 2-4	<ul style="list-style-type: none"> • Breakfast 7:00-8:00 a.m. • Classes from 8:00 a.m.-3:30 p.m. • Small group sessions from 3:45 p.m.-5:30 p.m. <p>Training is intensive. Evenings are free but little free time is available during the course for off-site activities.</p>
Day 5	<ul style="list-style-type: none"> • Classes end at approximately 1:00 p.m. <p>Selsdon Hotel requires check out on the last day of your stay by 11am. A luggage storage facility is available. Plan to check out before class. Late checkout is subject to an extra nights charge. The final morning is an essential part of the course. Please arrange your travel so that you can be present through this final session.</p>
<p>Note: Participants must complete the full institute in order to receive a certificate of completion. Those who arrive late or depart early will not receive confirmation of participation.</p>	

COURSE MATERIALS

Your course materials are digital and will be available for download as of 1 June 2012. They will be posted on TC Connection (see below) within your class group. No print copies will be available.

TC CONNECTION - Course Portal online

After you register for a course, you will be invited into a 'class group' on the PTC's social network, [TC CONNECTION](#). This is a vital portal to your class where you will access class materials, connect with others in your class, interact with your instructor/s, and post files, pictures, and messages. Become familiar with your 'class group' on TC CONNECTION prior to arrival at the course, as it will be the main access point for all things related to your course. You can access TC Connection from the PTC web site (www.ThePTC.org)

WHAT TO BRING

- **All pre-readings and assignments** that you receive from the BTC/PTC office.
- **A laptop computer with wireless connectivity** and **UK adaptor** for charging (laptop is required for the course)
- An **umbrella** and a **sweater or sweatshirt** (training rooms are air-conditioned).
- Any items required to make your stay more comfortable in the hotel room.
- Swim suit and gym clothes if you wish to use recreational facilities.

INTERNET ACCESS

- Selsdon Hotel provides in-room internet access for a fee of £10 for each 24 hours. There is also free internet access available in hotel public areas and TTC meeting rooms. **Be sure to have the appropriate British adapter plugs for your computer as these are not supplied.**

EXTRA NIGHTS

If you need a room either before, after, or for the nights in between sessions if you are taking two courses, book the nights directly with Selsdon Park Hotel, using the special BTC 'extra nights form' (available to download at www.theptc.org). Call or fax the Selsdon Hotel at **T +44 (0) 208 7683105 F +44 (0) 208 6573401** or email selsdon.reservations@principal-hayley.com (Attn: Clare Ashton / Sarah Bristow (Reservation Manager). Single (private) rooms are available for the group rate of £100/night inclusive of VAT and breakfast. Double-shared rooms are available at the group rate of £115/night inclusive of VAT and breakfast. Rooms are on a space available basis only. The hotel will require a credit card at the time of the reservation and at the front desk. *Note: If you are booking extra nights with a credit card you will NOT be bringing to London, fill out the portion of the Hotel Extra Nights Form called "Third Party Payment Form," fax or email it with your reservation, and take it with you to London.*

CANCELLATION POLICIES

Before 1 May 2012: \$500 of total cost per course is NON-REFUNDABLE.

After 1 May 2012: \$500 plus half of remaining course fee (per course) is NON-REFUNDABLE.

Note: All refundable fees will be held as CREDITS for the following year unless other arrangements have been made with the PTC.

TRAINING AT THE BTC IS INTENSIVE

While there are no evening sessions, you may have reading and/or short writing assignments to complete. There is no free time available during the course for off-site activities. Attendance of family members who are not attending the course is discouraged.

BTC CONTACT

If you have any questions or need any other assistance, contact the BTC/PTC office: **Phone:** +1 508 790-1748 **Fax:** +1 508 232-6006 **Email:** TCRegistrations@aol.com.