

Ciel Bretagne

École de français langue étrangère

un centre de formation

CCI MÉTROPOLITAINE
BRETAGNE OUEST

EMBA

École de Management Bretagne Atlantique

une école supérieure

CCI MÉTROPOLITAINE
BRETAGNE OUEST

**CAMPUS
FRANCE**



[fla]

QUALITÉ

FRANCAIS LANGUE ÉTRANGÈRE

CCI MÉTROPOLITAINE
BRETAGNE OUEST



CIEL BRETAGNE

AGENTS' MANUAL



TABLE OF CONTENTS

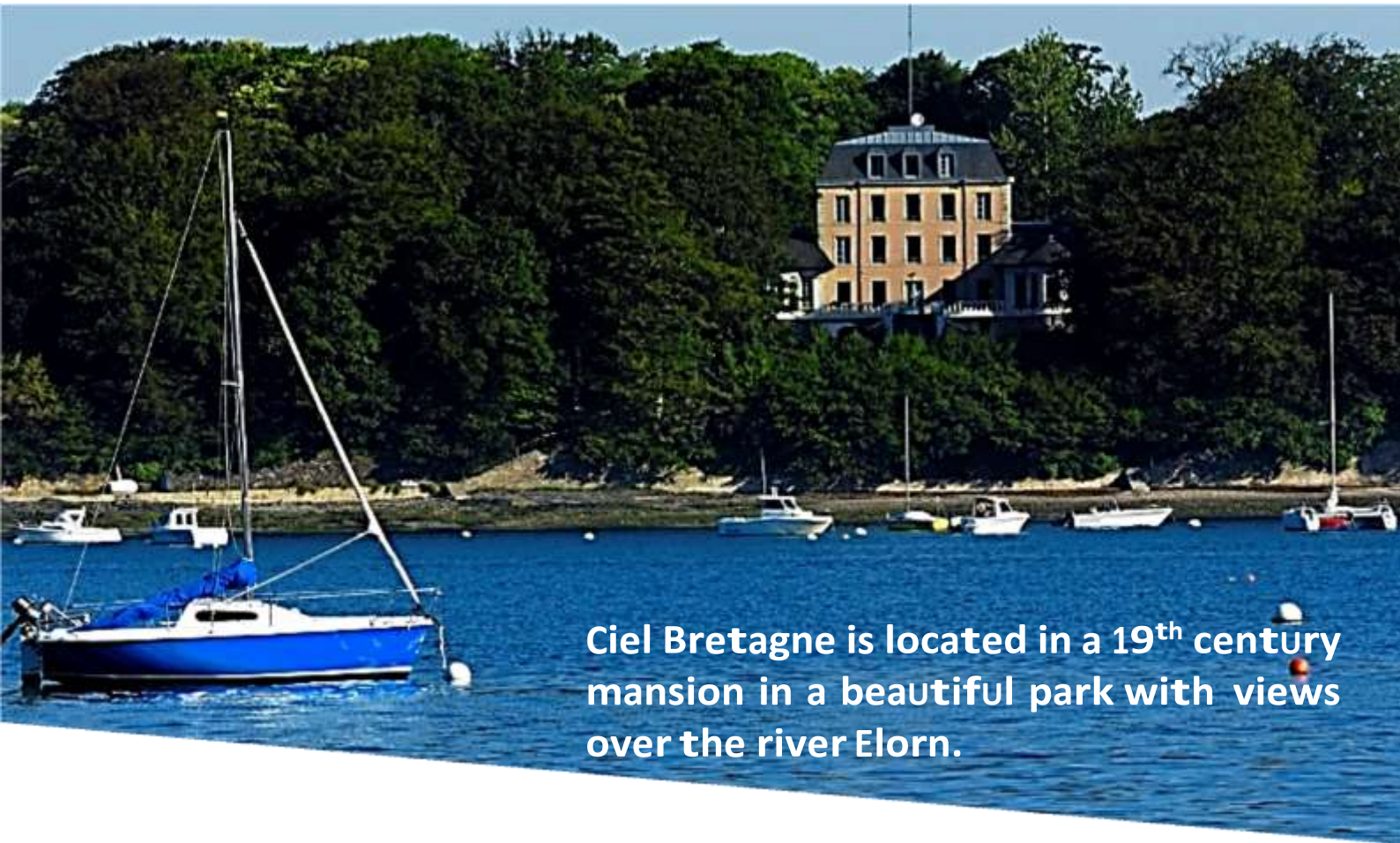
THE SCHOOL.....	3
HISTORY, REFERENCES.....	4
BUILDING AND EQUIPMENT.....	5
STAFF MEMBERS-CONTACTS.....	6
COME TO BREST.....	7
BY PLANE	7
BY CAR.....	7
BY BOAT	8
BY TRAIN	8
TAXI FARE IN BREST (average)	8
GETTING AROUND BREST & BRITTANY	8
COME TO CIEL BRETAGNE	8
PEDAGOGY	9
COURSES FOR "INDIVIDUALS"	14
GENERAL FRENCH	14
PROFESSIONAL & SPECIALIZED FRENCH.....	16
EXAM PREPARATION	19
TEACHERS TRAINING	21
SCHOOL & ADULT GROUPS.....	22
SCHOOL GROUPS - 14 to 16-year-old	22
SCHOOL GROUPS - 16-year-old and over	23
ADULT GROUPS - <i>Students</i>	25
ADULT GROUPS - <i>Professionals</i>	26
ACCOMMODATION.....	27
TO DO LIST BEFORE COMING TO FRANCE	33
TERMS & CONDITIONS.....	34
DOCUMENTS REQUESTED 1 MONTH MINIMUM BEFORE THE STARTING DATE	37

THE SCHOOL

Ciel Bretagne is located in the western part of Brittany, in the Department of Finistère:



The school (1) is located in Le Relecq-Kerhuon, at 8 km from Brest.
Brest city is served by an international airport (2) and a TGV train station (3)



Ciel Bretagne is located in a 19th century mansion in a beautiful park with views over the river Elorn.

HISTORY, REFERENCES

The school was created in 1987 by the Chamber of Commerce and Industry métropolitaine Bretagne ouest, and is specialized in teaching French as a foreign language. Every year, the Ciel welcomes between 700 and 1000 students and teachers of French from all over the world.

Ciel Bretagne has been awarded the quality label, « Qualité Français Langue Etrangère » which guarantees the quality of the language courses and the school facilities. This label for excellence is awarded jointly by the Ministry of Education and Research, the Department of Culture and Communication and the Foreign Office.

Member of Campus France
As a member of “Campus France”, Ciel Bretagne has, for many years, worked closely with the cultural departments of the French Embassies abroad and with many Universities and schools all over the world.



BUILDING AND EQUIPMENT

BUILDINGS COMPLETELY REFURBISHED AND BROUGHT INTO COMPLIANCE WITH NEW REGULATORY AND ENVIRONMENTAL STANDARDS IN 2019.

WOODED PARK OF 2.5 HECTARES

150 FREE PARKING PLACES

MAXIMUM RECEPTION CAPACITY: 250 STUDENTS

- **24 classrooms (8 to 18-seat)**
All equipped with flat screen TV or projector
- **4 computer rooms (8 to 15-seat)**
- **a 80-seat conference room**
- **free Wi-Fi within all parts of the school**
- **a resource center with laptops open all day**
- **a common recreation room with:**
 - *1 hot drink dispenser,*
 - *1 snacks & cold drinks dispenser,*
 - *1 hot/cold water fountain,*
 - *1 micro-wave,*
 - *magazines & newspapers,*
 - *tables & chairs.*
- **a 125-seat self-service restaurant**
- **wheelchair access**

STAFF MEMBERS-CONTACTS



Magali KERVINIO

Director

Ciel Bretagne French language School & EMBA



Martine LESVEN

Administrative Director of Ciel Bretagne



Dominique CHATEAU

Head of French Department

Dominique.CHATEAU@ciel.fr



Anne FOURNIER-PERROT

Head of French Studies

Anne.PERROT@ciel.fr / +33 (0)2 98 30 45 79



Farida JEZEQUEL

Assistant - Registration & Accommodation

Farida.JEZEQUEL@ciel.fr / +33 (0)2 98 30 45 76



Katell SIMON

Reception & Switchboard

Katell.SIMON@ciel.fr / +33 (0)2 98 30 45 75



Nathalie ALLAIN-NOURRY

Head of International relations

n.allain-nourry@emba-bs.com



Marie LE SEAC'H

Head of Communication & Promotion

m.leseach@emba-bs.com

COME TO BREST

BY PLANE

Regular flights to Brest
Bretagne International
Airport from many towns in
France and abroad:

- Paris, Lyon, Marseille, Lille,
Caen, Bordeaux, Montpellier...
- Austria, Bulgaria, Croatia,
Spain, Finland, Great
Britain, Greece, Italy,
Malta, Portugal,
Switzerland....

<https://www.brest.aeroport.bzh/destinations-en-vols-directs>

A shuttle service is available
between the Airport and
Brest downtown.

<https://www.brest.aeroport.bzh/transport- en-commun>



BY CAR

Paris to Brest is about a 5-hour
journey by car. To help you
prepare your itinerary:

<https://www.google.com/maps/>

Good to know: Free return transfer to/from Brest airport or Brest train station included for an accommodation in host family!

The host families pick up their students at the Airport/the train station upon arrival and take them back upon return.

BY BOAT

There are regular crossings to Brittany (Port de Roscoff), from England, Ireland and Spain with the company Brittany Ferries:
<http://www.brittanyferries.fr/>

BY TRAIN

More than 10 TGV every day from Paris-Montparnasse Train station to Brest:
<https://www.sncf.com/fr>

TAXI FARE IN BREST (average)

Brest train station to University Residence of Kergoat: 9€
Brest International airport to University Residence of Kergoat: 24€

GETTING AROUND BREST & BRITTANY

Many train, coach and bus links exist between towns, allowing you to travel around Brittany as you please:

<https://www.mobibreizh.bzh/fr/>

COME TO CIEL BRETAGNE

Bibus public transportation company <https://www.bibus.fr/> offers numerous bus and tram lines to enable you to get around Brest and the surrounding towns. The service "Vélocibus" allows you to rent bikes and electric bikes (3 months minimum). The school is connected to the public transports by the bus line n° 14 Bus stop "Le Passage" and n° 11, bus stop "Cormorans".



PEDAGOGY

Our Teachers team



What makes our teaching team unique and unforgettable?

Most of our Teachers know each other having worked together at Ciel Bretagne for many years and, as friends, they work naturally as a team; exchanging course materials, teaching tips and experiences which enables them to constantly renew and improve their teaching methods.

Recruitment criteria to Teach French in our school:

- be a native French speaker,
- hold a FLE Master degree,
- other diplomas deeply recommended (History, Literature, Arts, Linguistics, Sciences, Economy...)
- have significant experience in Teaching adults (level A1.1 to B2) in international group,
- master the constituent parts of the different qualifications (DELF, DALF, TCF etc.) be familiar with all the class materials available for teaching French as a Foreign Language (course books, internet resources, exam preparation materials, grammar, vocabulary, written and oral communication books etc.),
- be fluent in one Foreign language,
- be able to tailor a course to fit student's needs,
- be able to create weekly formative evaluation tests.

Course curricula

General French

Based on the Common European Framework of Reference for Languages (CECRL), the program for our intensive courses is defined for each level and sub-level:

- communication skills (speaking, listening, reading and writing)
- linguistic skills (grammar, syntax, vocabulary, phonetics, spelling),
- French culture and civilization.

Duration for each level and sub-level in the intensive course (20h/week)

Depending on the progress, the duration presented here can be shortened or lengthened:

A1: A1.1 (80h) + A1.2 (80h) = 160h

A2: A2.1 (60h) + A2.2 (60h) + A2.3 (60h) = 180h

B1: B1.1 (80h) + B1.2 (80h) + B1.3 (80h) = 240h

B2: B2.1 (100h) + B2.2 (100h) + B2.3 (100h) = 300h

C1: 120h

C2: 120h

Professional & Specialized French Exam preparation

A personalized program based on level test, objectives and the number of hours of class that have been chosen

Course material

The school updates the teaching resources several times a year which means that Teachers can choose the most suitable materials for their course such as:

- textbooks for French as a Foreign Language,
- reference books for grammar, vocabulary, spelling, written & oral communication, literature etc.
- authentic material from a variety of sources e.g. newspapers, documentaries, news reports, interviews...
- communication activities, language games,
- songs, movies,
- exercises for the preparation of DILF and DELF developed by the pedagogical team since 2007 on the website of Ciel Bretagne:
<https://www.ciel.fr/fr/exercices-en-ligne/>

Methodology

At Ciel Bretagne, the students will take advantage of efficient learning methods using a communicative and task-based approach developed from many years of research:

- study grammatical structures,
- punctuation,
- spelling,
- vocabulary in context,
- add personal examples,
- put the language into practice using written and oral activities both individually and as a group.

These methods along with regular exercises will lead students to analyze the language and so develop their autonomy in the learning of the language.

Class activities

The **diversity of the activities** during class permits to look at all aspects of the French language, including registers and cultural aspects necessary for good communication:

- role plays and discussions,
- preparation and presentation of a subject listening and practice of the sounds of French,
- grammar exercises and activities to practice the grammar in context,
- written expression guided, semi-guided and free,
- language games to help students memorize the vocabulary,
- use the grammar and improve their pronunciation.

Activities may be done as individual assignments, pair work and groupwork.

Monitoring

Throughout their stay, our students benefit from a personalized accompaniment to enable them to progress at their own pace and based on their needs and objectives.

To achieve this, we commit ourselves to:

- personalize their learning pathway,
- meet them when they wish (by appointment) for advice or to review progression use regular communication in real-life situations (task-based approach)
- offer optimal learning conditions (12 students maximum per class, use of varied teaching materials etc.)
- create a warm friendly atmosphere, provide regular progress tests

Consolidation of language skills Assessments

Daily homework to facilitate the memorization of vocabulary and review the grammatical structures studied in class. This helps to maintain regular and sustained progress.

Weekly test every Friday on the work covered during the week (length and type of test adapted to the level).

Attendance Course certificate & grades

Course certificate (given directly to the students by the Teachers on the last day of their course (providing attendance reaches 80% minimum).

Weekly attendance records for long term courses.

Transcript by simple request to the Head of studies (systematic for long term courses and grant holders).

Report card by simple request to the Head of studies (systematic for long term courses and grant holders).



COURSES FOR "INDIVIDUALS"

GENERAL FRENCH

Intensive Course

Public

Open to students aged 16 or over

Organization

International group

20h / week

Monday to Friday morning

12 students max. per class

Levels: A1.1* to C2

Dates

Course start every Monday except for beginner level and public holidays*

Duration

1 week minimum, no maximum

Objectives

- develop the communication skills (listening, speaking, writing, reading),
- enrich the vocabulary,
- improve the pronunciation,
- master the language structure,
- widen the knowledge of French life and culture.

Oral communication workshop: *complementing the intensive course*

Public

Open to students aged 16 or over

Organization

International group

3h / week

Tuesdays & Thursday afternoon

12 students max. per class

Levels: A1.1* to C2

Dates

In July & August

Course start every Tuesday except for beginner level*

Duration

1 - 8 weeks

Objectives

- improve the command of the sounds (pronunciation, intonation, rhythm, connections etc.),
- put the knowledge of grammar and vocabulary into practice,
- increase listening skills,
- train to respond spontaneously,
- enable to discuss aspects of the French way of life with the other participants, develop ability to speak about current affairs in French,
- perfect the fluidity of speaking.

***cf. Prices & Dates**

GENERAL FRENCH

One-to-One: *complementing the intensive course*

Public

Open to students aged 16 or over

Organization

3h, 6h or 10h /week

Course in the afternoon:

3h: 2 classes of 1h30

6h: 3 classes of 2h

10h: 5 classes of 2h

Levels: A1.1* to C2

Dates

Course start every Monday except for beginner level and public holidays*

Duration

1 week minimum, no maximum

Program

The program is made-to-measure, taking into consideration the level, the number of hours chosen and the information the student has given in the need's analysis questionnaire.

Example of course content:

- grammar, writing, daily life,
- pronunciation, conversation,
- preparation for entry to a French school in France or abroad etc.

One-to-One: *as a main course*

Public

Open to students aged 16 or over Open to children aged 6 or over**

****In that case, the children have to come with the parents, no accommodation is possible in a host-family.**

Organization

3h to 30h / week

Course in the morning or afternoon Schedule depending on number of class hours

Levels: A1.1* to C2

Dates

Course start every Monday except on public holidays*

Duration

1 week minimum, no maximum

Program

The program is made-to-measure, taking into consideration the level, number of hours chosen and the information the student has given in the need's analysis questionnaire.

Example of course content:

- grammar,
- writing,
- daily life,
- pronunciation,
- conversation,
- preparation for entry to a French school in France or abroad etc.

***cf. Prices & Dates**

**PROFESSIONAL
& SPECIALIZED FRENCH**



All organized in One-to-One

Complementing the intensive course

3, 6 or 10h / week, class in the afternoon

As a main course

3h to 30h / week, class in the morning or afternoon

Starting dates

every Monday except on bank holidays (*cf. prices & dates*)

Duration

1 week minimum, no maximum





Scientific French

Public

Science or technology students, researchers, engineers or anyone working in a scientific field.

Levels A2 to C2

Objectives

acquire vocabulary related to one's specialty

practice the listening and reading of instructions, courses, conferences, specialized articles etc.

develop ability to understand and express scientific reasoning

make a scientific presentation

become familiar with the language of research methodology

French for Business

Public

Students of business or management, managers or heads of companies.

Levels B1 to C2

Objectives

increase the vocabulary related to one's field of study or work,

study the French socio-economic environment in greater depth (typologies and the working of the company, the job market, internal and external communication of the company etc.)

improve drafting skills for academic or professional writing,

develop reading strategies to improve level of reading,

acquire fluency in speaking and holding meetings.

International relations

Public

Students in international relations or political science, diplomats, parliamentarians

Levels A2 to C2

Objectives

acquire the specific vocabulary necessary in the field of political and international relations

update knowledge of the major institutions

learn to write reports, draft notes or minutes

train to speak in public in formal situations etc.



Medical & Paramedical French

Public

students or people working in the medical or paramedical field

Levels

B1 to C2

Objectives

Learn:

the specific vocabulary for general medicine or for one's specialty

to communicate with a patient, their family or a medical team

to prescribe a treatment, write up observations or results

to discuss a clinical case

to gather and interpret examination results etc.

French for Tourist Industry

Public

students or professionals in the field of tourism

Levels

A2 to C2

Objectives

acquire the specific vocabulary for one's professional field

discover the specificities and demands of a French clientele

find out about the professionals and operators of tourism in France,

update knowledge of French tourist destinations

learn to present and sell a tourism product

French for Hotel & Restaurant Industry

Public

students and employees from the field of the catering and hotel industry

Levels

A2 to C2

Objectives

acquire the vocabulary specific to one's professional sector

discover the specificities and demands of a French clientele

update knowledge of the French hotel industry

learn to present and sell services and products

learn to welcome, inform and advise French speaking clients etc.

EXAM PREPARATION

All organized in One-to-One

Complementing the intensive course

3, 6 or 10h / week, class in the afternoon

As a main course

3h to 30h / week, class in the morning or afternoon

Starting dates

every Monday except on bank holidays* (*cf. prices & dates*)

Duration

1 week minimum, no maximum

Evaluation: Mock exam

Registration

Made by the school provided registration deadlines are respected and required documents & informations sent.





Preparation to DELF A1, A2, B1 or B2

Public

anyone who needs official
validation of French
level for studies or work

Levels A1 to B2

Objectives

develop listening and reading
strategies,

upgrade language level to
correspond to the exam one is
preparing,

reinforce knowledge of French
life in general,

prepare for the different tasks
required in the exam.

Preparation to DALF C1 or C2

Public

Students wishing to continue
studying in further education in
France or professionals who
require proof of their French
level

Levels B2 to C2

Objectives

develop listening and reading
strategies,

improve one's language level to
that required by the exam one
is preparing,

reinforce knowledge of French
civilization,

train in notetaking,

master presentation
techniques,

learn the techniques of
synthesis of documents and
essay,

prepare for the different tasks
in the exam.

Preparation to A-Level, Leaving Cert...

Public

high school students who need
to sit a French exam at the end
of their secondary education

Levels A2 to B2

Objectives

develop listening and reading
strategies,

upgrade language level to
correspond to the exam one is
preparing,

reinforce knowledge of French
life in general,

prepare for the different tasks
required in the exam.



FRENCH as FOREIGN LANGUAGE TEACHER TRAINING

SUMMER INTENSIVE TRAINING SESSION



Public

Teachers of French as a Foreign Language,
novices or established

Organization

25h/week

1 module of 20h in the morning

1 module of 5h in the afternoon

15 participants max. per module

Dates: In July (*cf. prices & dates*)

Duration: 1-3 weeks

Access: Level B2 minimum

Main topics

Methodology

Didactics

Language development

Civilization

**Detailed program in the dedicated
brochure**

Cultural activities

**Half day on Wednesday afternoon & Full
day on Saturday****

Examples of excursions

exceptional natural sites, lighthouses,
islands, boat trip, historic towns, Brittany
music festivals, museums, castles...

**** cf. Summer excursions program**

Official documents

Detailed certificate indicating the name of
the training module(s) attended, the dates
of the training, the number of training hours
(given upon 80% minimum of attendance)

**Europass Mobility
(if Erasmus+ Grant)**

FUNDING

**Eligible to Erasmus+ grant
Code PIC : 948714321**

Objectives

- Analyze and enrich one's classroom techniques
- Discover new pedagogical materials
- Diversify one's teaching methods
- Update one's knowledge about innovative
- Approaches to teaching and new pedagogical tools
- Develop activities and exercises which can be used with one's students

SCHOOL & ADULT GROUPS

SCHOOL GROUPS - 14 to 16-year-old

French course in closed group
+ Cultural activities/sports

<p>Organization Course in pre-determined group + cultural activities / sports</p>	<p>Objectives (to be chosen) General French Preparation to exam (DELFL, DFP, A-Level, IB...)</p>	<p>Extra course activities (in option) Breton culture workshop Breton pancakes workshop</p>
<p>Period All year round except during Christmas shutdown*</p>	<p>Progression-Assessment-Monitoring Daily homework Assessment test or mock exam if duration over 1 week</p>	<p><i>Sports</i> sand yachting, sailing, kayak, stand-up paddle, archery...</p>
<p>Duration 1 week minimum</p>	<p>Final report sent to the group leader attendance of the participants, teacher's comments for each participant, course contents and references of teaching materials used in class, weekly tests or participation grades.</p>	<p>Half-day or full day excursions exceptional natural sites, lighthouses, islands, historic towns, museums, castles...</p>
<p>Levels A1.1 to C2</p>		<p>Meetings with high school students (depending on the period)</p>
<p>Class hours 15, 20 or 25 hours per week</p>		<p>----- Accommodation in host family return transfer by the host family, one student per family, half-board during the week, full board during the weekend, lunches at the school restaurant during the week.</p>
<p>Class size 12-15 students maximum per class</p>		
<p>Schedule Course in the morning Monday to Friday</p>		
<p>Activities & excursions in the afternoon during the week or on Saturday</p>		

SCHOOL GROUPS - 16-year-old and over

French course in international group

+ Cultural activities/sports

Organization

Intensive course in international group + Cultural activities / sports

Period

All year round except during Christmas shutdown*

Dates

Courses start every Monday except for beginner level and on bank holidays*

Duration

1 week minimum

Levels

A1.1* to C2

Number of class hours

20 hours/week

Class size

12 max. per class

Schedule

Course in the morning
Monday to Friday
Activities & excursions in the afternoon during the week or on Saturday

Objectives of the intensive course

develop the communication skills (listening, reading, speaking, writing), enrich the vocabulary,
improve the pronunciation, master the language structure,
widen the knowledge of French life and culture.

Progression-Assessment-Monitoring

Daily homework
Weekly test every Friday on the work covered during the week (length and type of test adapted to the level)
Possibility to change level according to progression

Final report sent to the group leader

attendance of the participants,
teacher's comments for each participant,
course contents and references of teaching materials used in class,
weekly tests grades.

Extra course activities (in option)

Breton culture workshop
Breton pancakes workshop

Sports

sand yachting, sailing, kayak, stand-up paddle, archery...

Half-day or full day excursions exceptional natural sites, lighthouses, islands, historic towns, museums, castles...

Meetings with high school students (depending on the period)

Accommodation in host family

return transfer by the host family, one student per family, half-board during the week, full board during the weekend, lunches at the school restaurant during the week.

***cf. Prices & Dates**

SCHOOL GROUPS - 16-year-old and over

French course in international group
+ Exam preparation / Specialized French
+ Cultural activities/sports

<p>Organization Intensive course in international group + Cultural activities / sports</p> <p>Period All year round except during Christmas shutdown*</p> <p>Dates Courses start every Monday except for beginner level and on bank holidays*</p> <p>Duration 1 week minimum</p> <p>Levels A1.1* to C2</p> <p>Number of class hours 20 hours/week</p> <p>Class size 12 max. per class</p> <p>Schedule Course in the morning Monday to Friday Activities & excursions in the afternoon during the week or on Saturday</p>	<p>Objectives of the intensive course develop the communication skills (listening, reading, speaking, writing), enrich the vocabulary, improve the pronunciation, master the language structure, widen the knowledge of French life and culture.</p> <p>Progression-Assessment-Monitoring Daily homework Weekly test every Friday on the work covered during the week (length and type of test adapted to the level) Possibility to change level according to progression</p> <p>Final report sent to the group leader attendance of the participants, teacher's comments for each participant, course contents and references of teaching materials used in class, weekly tests grades.</p>	<p>Afternoon course in pre-determined group (to be chosen): Exam preparation (DELFL, DALF, DFP, IB...) Specialized French (Business, tourism, hotel trade, sciences, ...)</p> <p>Extra course activities (in option) Breton culture workshop Breton pancakes workshop</p> <p><i>Sports</i> sand yachting, sailing, kayak, stand-up paddle, archery...</p> <p>Half-day or full day excursions exceptional natural sites, lighthouses, islands, historic towns, museums, castles...</p> <p>Meetings with high school students (depending on the period)</p>
--	---	--

Accommodation in host family

return transfer by the host family, one student per family, half-board during the week, full board during the weekend, lunches at the school restaurant during the week.

**cf. Prices & Dates*



ADULT GROUPS - *Students*

Pre-determined group having the same objectives, the same field of studies

Upgrade French level - Focus on specific field of studies Prepare to Higher Education in France

<p>Organization General French in international group + Preparation to Higher Education in closed group</p> <p>Period All year round except during Christmas shutdown*</p> <p>Dates Courses start every Monday except on bank holidays*</p> <p>Duration 2 weeks minimum</p> <p>Levels B1 to C2</p> <p>Number of class hours 25-30 hours/week</p> <p>Class size 12 max. per class</p>	<p>Objectives of the intensive course develop the communication skills (listening, reading, speaking, writing), enrich the vocabulary, improve the pronunciation, master the language structure, widen the knowledge of French life and culture.</p> <p>Objectives of the afternoon course Upgrade specialized French vocabulary Train in notetaking Master oral presentation Learn the techniques of synthesis of documents and essay</p> <p>Field of studies to focus on (to be chosen) Sciences, International relations, Economy & Management, Literature, Hotel trade & Catering, Tourist Industry</p>	<p>Progression-Assessment-Monitoring Daily homework Weekly test every Friday on the work covered during the week (length and type of test adapted to the level) Possibility to change level according to progression</p> <p>Final report sent to the group leader attendance of the participants, teacher's comments for each participant, course contents and references of teaching materials used in class, weekly tests grades.</p>
---	--	---

**cf. Prices & Dates*

ADULT GROUPS - *Professionals*

French course in closed group
+ Visits to French local companies

Improve communication skills

Develop the specific vocabulary to one's Professional activity

Visit of French firms

Organization
Course in pre-determined group having the same objectives, the same field of work

Period
All year round except during Christmas shutdown*

Dates
Courses start every Monday except on bank holidays*

Duration
1 week minimum

Levels
A2 to C2

Number of class hours
20-30 hours/week

Class size
2-6 participants per class

Schedule (flexible)
Course in the morning, Monday to Friday

Objectives of the course (measure-made program)
develop the communication skills (listening, reading, speaking, writing), enrich the general and specialized vocabulary, improve the pronunciation

Field of work to focus on (to be chosen)
Sciences,
International relations,
Management,
Hotel trade & Catering,
Tourist Industry...

Extra-course activities
Visit of French firms
Meeting with the Chamber of Commerce Directors
Half-day or full day excursions

Option "Lunch with the Teacher"

**cf. Prices & Dates*

ACCOMMODATION

Selected Host families



Advantages

- Full immersion in French language and culture
- Optimized progression in a warm and friendly atmosphere

Period: All year round except on Christmas shutdown*

Host family's profile: Couples, single people, families with or without children, retirees, working families...

Localization: 30 minutes maximum from the school by public transportations; located in Le Relecq-Kerhuon, Brest, Guipavas & Plougastel- Daoulas.

Arrival / Departure

- Return transfert included (Brest airport or train station)
- Arrival on Sunday afternoon / Departure on Saturday morning
- Possibility to add extra night (additional charge)

Accommodation conditions

- Single room with a bed, a wardrobe and a desk Direct access to the bedroom
- Private bathroom or shared with the family
- Bed linen and towels provided and changed regularly Cleaning of the room not done by the host family Washing clothes to be organized with the host family Iron provided upon simple request
- 1 key of the house given upon the first day
- "Kiss and fly" at the school on the first morning class

Meals

- Half-board during weekdays (breakfast + dinner) / Full board during the weekends (breakfast + lunch + dinner) Pic-nic prepared by the host family for excursion days

Criteria for family placement

- Only one student of same mother tongue per family, **14-year-old minimum**
- Age, professional activity, hobbies Special diet, allergies...

*Cf. Prices & Dates

THE RESIDENCES

University Residence



Booking made by the school
Available from March to August
25 to 30 rooms on each floor

12 km from the school (45 min. by bus)

9m2 single room
Private shower and toilet
1 small fridge Wi-Fi included

Shared facilities

6 cooking rings and a microwave oven at each floor
(neither cooking utensils nor dishes are provided)
washing machine, tumble drier, ironing board
study room
bicycle garage
telephone booths
TV rooms

University restaurant nearby, closed in summer

Reception 7/7

The reception is open 7 days a week. The student has to inform the residence for an arrival after 10pm on the first day. If this is the case, a night watchman will meet the student at the reception.

Access

From Brest train station:

Take the bus N° 5 and get off at the stop «Kergoat ».

From Brest airport:

Take the shuttle bus to the tram stop « Portes de Guipavas », take the tram (same ticket) and get off at the stop « Liberté » then take bus n°5 and get off at the stop «Kergoat ».

How to get to Ciel Bretagne

In July & August

A special bus leaves the residence each morning at 08.10 to go to CIEL Bretagne. The journey takes 25-30 minutes.

Low season (March – June):

Take the bus N°5 and get off at the stop «Liberté», take the tram to the stop« Strasbourg » then take bus N°14 from the stop "Strasbourg, route de Quimper" to the stop « Le Passage ».

Appart'City



Appart City Centre-Ville Strasbourg

16-18, rue du Vercors – 29200 BREST

Tél. : +33 (0)2 98 42 62 01

<https://www.appartcity.com/fr/destination/s/bretagne/brest/brest-place-de-strasbourg.html>

Location

in the city centre, at the top of Rue Jean Jaurès and just 50 metres from the Place de Strasbourg tram stop

7.5 km from the school

Period

All year round

Apartments

Studio "double", 2 people, 19 m²

Studio Twin, 2 people, 19 m²

Grand studio double, 3 people, 26 m²

Apartment 2 rooms, 4 people, 35 m²

Apartment "familial" 3 rooms, 6 people, 50 m²

Services & Facilities

General (*paid service)

Accessibilities apartments

Animals, breakfast

Drinks dispenser

Early Check-in / Late Check-out

Family label, Housekeeping

Laundry, Parking

Reception desk, Toilets

Underground parking area

Vending machine

Living room

Free Wi-Fi, Wired internet connection, LCD screen, Satellite TV,

Office space, Storage cupboards

Kitchen

Coffee maker or kettle, Cooking utensils, Glass ceramic hobs,

Dining table, Tableware, Dishwasher, Microwave, Refrigerator,

Extractor hood

Bathroom

Hairdryer, Shower or bath

Prices

From 58 euros/night

Booking

Made by the school or directly by the student

HOTELS

L'Amirauté

41. Rue Branda – 29200 BREST Tél. : +33 (0)2 98 80 84 00

<https://www.oceaniahotels.com/fr/hotel/lamiraute-brest>

Brest Downtown, 9.7 km from the school

Rooms

Room « confort » 22 m², 1-2 adults (from 68€/night per person)

Room « superior » 23.5 m², 1-2 adults (from 86€/night per person)

Family room 44m², 2 adults + 2 children

Services & Facilities

Reception 24/24 – Restaurant – Bar – Laundry

Free Wi-Fi - Lift – Parking – Air conditioning

Breakfast included

Booking

Made directly by the student (except for group leaders)



Le Continental

Square de la Tour d'Auvergne - 29200 BREST

Tel 02 98 80 50 40

<https://www.oceaniahotels.com/fr/hotel/hotel-le-continental-brest>

Art Deco style hotel, downtown Brest

9,5 km from the school

Services & Facilities

Reception 24/24

Free Wi-Fi

Parking – Restaurant- Bar.

Laundry

Booking

Made directly by the student (except for group leaders)



Hôtel de la Paix

32 rue Algésiras – 29200 BREST

Tel : 02 98 80 12 97

<https://www.hoteldelapaix-brest.com>

Brest Downtown - 9,8 km from the school

Comfort Single Room 15 m²; 1 adult (from 80€)

Comfort Double Room 18 m²; 1-2 adults (from 84€)

Grand Comfort Double Room 24 m²; 1-2 adults (from 115€)

All rooms accessible by lift & equipped with:

a private bathroom, television by satellite free of charge, a safe and a desk.

Services & Facilities

Reception 24/24 – Free Wi-Fi – Lift – Air conditioning.

Restaurant – Bar – Laundry



Hotel Vauban

17 avenue Clemenceau – 28200 BREST

Tel : +33 (0)2 98 46 06 88

resa@espacevauban.com

<https://www.hotelvauban.fr>

Brest Downtown - 9,1 km from the school

Chambres classiques (from 73€ per night)
Chambres supérieures (from 91€ per night)
Chambres d'artistes (from 73€ per night)
Suites (from 145€ per night)

Reception 24/24 - Free Wi-Fi – Restaurant – Bar - Laundry
Breakfast: 9€ (in the dining room) / 10€ (in the bedroom)



Hotel Abalys

7 avenue Clemenceau – 29200 BREST

Tel : +33 (0)2 98 44 21 86

reservation@abalys.com

www.abalys.com

Brest downtown near the train station, 9 km from the school

All rooms equipped with free Wi-Fi Internet, TV with international channels, telephone, wake-up service, en-suite bathroom with hairdryer, bath or shower; desk

Standard room - Superior room (1-2 people)
Family room (up to 3 people) - Apartment (up to 6 people)

Booking

Made directly by the student (except for group leaders)



OTHER ACCOMMODATION TYPES

Youth hostel

5, rue Kerbriant – 29200 BREST

Tel : +33 (02) 98 41 90 41

www.aj-brest.org / brest.aj.cis@wanadoo.fr

5,5 km from the school

Close to Oceanopolis

Rooms with 4 beds (2X2 bunk beds), linens provided
contiguous sanitary facilities

Kitchen available in the evening

Large cozy living room, piano, billard, baby-foot, table-tennis and
fireplace.

Facilities

TV room, phone box, laundry, bicycle storage, parking
Accommodation (night, breakfast & linen included) 21,00 €
Lunches & diners possible 12 €
Pic-nic box 9,00 €



Camping St Jean

Plougastel-Daoulas

Lieu-dit Saint Jean – 29470 Plougastel-Daoulas

Tel : +33 (0)2 98 40 32 90

<https://www.campingsaintjean.com>

11km from the school, personal vehicle needed

Open from Mid-April to end of September

Facilities

Laundry room equipped with:
washing machine, tumble dryer, ironing board
iron and vacuum cleaner (upon request at reception)
Barbecue rental (€3/day) for pitches and accommodation rentals
Refrigerator rental for pitches (€5/day)
Electrical adaptors to buy or to borrow (for European plugs)
Internet access with a free Wi-Fi zone
Closed storage room for diving and sailing equipment
Post box to send mail but also to leave your rental keys in case of
early departure
Kayaks, electric bicycles and paddle boards at the disposal of
guests, free of charge

Booking

Made directly by the student



TO DO LIST BEFORE COMING TO FRANCE

Insurance cover necessary to study in France

All students should make sure they have medical insurance and liability insurance before they come to France.

Medical insurance

Students from the European Economic Area (EEA) or Switzerland can benefit from social security cover. They should obtain a European health insurance card. A repatriation insurance is also highly recommended.

Students from countries other than those mentioned above should take out private health and repatriation insurance cover. The necessary formalities for private health cover can be carried out in the country of origin or on arrival in France.

Liability Insurance

All students should have liability insurance which will cover them for all injury or damage to a third party while they are in France. This type of insurance is often included in health and repatriation insurance contracts.

Young people Under the age of 18

Students under the age of 18 must provide written permission to go out unaccompanied and authorisation for admission to hospital signed and sent by the parents before their stay.

Authorization for admission to hospital

In the case of a medical emergency, admission of under 18s to a French hospital requires the permission of the parents or legal representatives. The student should provide the host family with signed authorisation for admission to hospital and a copy of the parents' passports.

Permission to go out unaccompanied

A student under the age of 18 will be allowed out on the condition that they provide the host family with written permission from their parents or legal representatives.

Visas to come to France

Non-European nationals who intend coming to France to learn French must apply for a visa before leaving. There exist several types of visa depending on the length of the stay and the purpose of the visit.

– Short stay visa, « visa Schengen »: a stay of less than or equal to 90 days (3 months). The short stay visa permits residence in France and in any of the other countries covered by the Schengen agreement

– Long stay visa: a stay of more than 90 days. This visa is necessary if you intend to study French for more than 3 months.

We strongly advise to begin the application procedure at least two months before departure date and to contact the visa service of the French consulate in the country of residence.

Direct link to check if visa is required: <https://france-visas.gouv.fr/web/france-visas/ai-je-besoin-d-un-visa>

TERMS & CONDITIONS

Enrolment

Courses at CIEL Bretagne are open to young people and adults aged 16 and over. The minimum age requirement for school group courses is 14. Your enrolment will only become effective on payment of a deposit of €153. For an enrolment made within less than 30 days from the starting date of the course, payment must be made in full at the time of enrolment. CIEL Bretagne will send confirmation of your enrolment along with the address and telephone number of your accommodation if CIEL Bretagne has been requested to make these arrangements for you.

Individual lessons are open to children from the age of 6. Accommodation is the responsibility of the parents.

The CIEL BRETAGNE can accept no responsibility for children under the age of 18. Signed parental authorisation and proof of insurance for the duration of the stay must be sent along with the enrolment form.

Payment

For reasons of safety and to avoid excessive banking fees, we strongly recommend that you pay by credit card for your deposit or settlement of your enrolment fees.

-Deposit

For all types of course, a deposit of €153 is payable by credit card, bank transfer or bank cheque in Euros. Payment should be made in Euros to the order of **CCIMBO – CIEL Bretagne**

IMPORTANT: you should indicate the name of the person enrolling for the course.

Enrolment will only be confirmed on receipt of your deposit.

-Settlement

The balance due for your stay must be paid 30 days before your arrival date at CIEL Bretagne.

For all enrolments made 30 days before the starting date, the full sum must be paid.

Bank details of the CCI Métropolitaine Bretagne Ouest

IBAN : FR76 1380 7005 6109 3194 8805 465

BIC : CCBPFRPPNAN

Bank : BPO Banque Populaire de l'Ouest

8 rue Saint-Saëns – 29200 Brest

In view of bank processing times, we ask you to please send a copy of the transfer order by email.

Transfer

If you have chosen accommodation in a host family, your family can meet you on arrival at Brest station or airport, provided you let them know your time and place of arrival two weeks ahead of time. They can also accompany you to the station or airport when you leave.

For other types of accommodation, you are responsible for transport arrangements.

Accommodation

- In a host family, as all our courses start on Monday morning (except public holidays), your family will meet you on Sunday evening at Brest station or airport. On the Saturday morning of your departure, your family will drive you to Brest station or airport. The students should let the family know their dates and times of arrival at least two weeks prior to their arrival. Arrivals before Sunday evening or any extension of the stay will incur a supplemental fee.

Homestay accommodation is based on:

- half board from Monday to Friday: breakfast, evening meal, single room;
- full board at weekend.

No refund can be given for any part of the accommodation fees. The full fee is charged for a week started. Other accommodation: the CIEL Bretagne can make any other booking for you on request. In this case payment must be made directly to the provider.

Your level in French

When you enrol you will be asked to do a written placement test. This test should be completed without help of any kind in order to give your real level in French. The CIEL BRETAGNE reserves the right to refuse your enrolment if there is no group which corresponds to your level.

On your arrival, if there is not a group, which corresponds to your level we reserve the right to change your group course into individual lessons.

Absences/public holidays

The centre is closed during official public holidays. Only individual lessons will be recovered.

Interruption of a course/absenteeism

In the event of interruption or early departure, fees cannot be reimbursed.

Student absences, (any hour, day or part of a course unattended by the student) will neither be refunded nor carried over.

Young people under the age of 18

1° For groups of minors in host families, a declaration must be made by CIEL BRETAGNE to the Departmental Directorate of Social Cohesion and Population Protection (DDCSPP). Therefore, confirmation of the group's arrival is required at least 2 months before the start of the stay.

2° Minors under the age of 18 are systematically housed in a half-board foster home. Lunch is taken at CIEL BRETAGNE

3° Supervision of minors: It must consist of at least 2 persons (ADULTS over 18), then the number of activity leaders must be 1 for every 12 minors.

Cancellation

Any cancellation must be made in writing:

- if it is made more than 10 days before the course begins, all fees will be reimbursed;
- if it is made within the 10 days before the course begins, the deposit will be retained by the centre.

The full fee is due for any course started and cannot be reimbursed.

In the event of an insufficient number of students in a group, the CIEL Bretagne reserves the right to postpone the course or reduce the number of hours.

If the cancellation is due to the refusal of a visa, we will reimburse the sum paid only on presentation of the letter of refusal from the French embassy at least 5 days before the start of the course.

Personal insurance

We strongly recommend that you take out *a personal insurance policy*, whenever possible, if allowed by your country's legislation, to cover any problems which may arise during your stay, in particular illness and hospitalisation, loss of money, valuables or luggage, theft, interruption of the course for personal or health reasons, and *a liability insurance*.

Copyright

Unless otherwise stated by the participant on enrolment, the CIEL Bretagne may take photos or videos of the students to be used for communication and marketing purposes.

Data protection

In accordance with the law n° 2018-493 of June 20th, 2018 relative to the protection of the personal data:

"The information collected about you is used for the following purposes: registration, educational and administrative follow-up and commercial purpose."

The recipients of this data are: the staff of the French Foreign Language Department at CIEL BRETAGNE

The data retention period is 5 years.

You have the right to access, rectify and delete data concerning yourself that you can exercise by writing to us by mail addressed to CIEL BRETAGNE Rue du Gué Fleuri - BP 35 - 29480 Le Relecq Kerhuon - France, mentioning your surname, first name, full address, and possibly, your customer number should you have one.

Claims

Any claim should be addressed in a detailed letter to the CIEL Bretagne who undertakes to give the issue its full attention. In the case of dispute, the two parties shall undertake to find a mutual agreement before taking legal action.



Exclusion

If a student's behaviour is liable to have a disruptive effect on the class or other activities (course, accommodation, leisure activities) organised by the school or be damaging to the reputation of the Ciel Bretagne, the student in question will be immediately expelled without prior notice and will not be entitled to a refund of the paid fees.

Liability

Le CIEL Bretagne cannot be held responsible for personal or material loss, damage or harm incurred whatever the cause except in cases where its responsibility is clearly defined by French law.

The student is liable for any damage caused to other persons or property.

Force Majeure

Neither of the parties shall be liable vis-à-vis the other, nor shall be considered as having committed an infraction, if it is prevented or delayed in the performance of its obligations (with the exception of payments of all debts at due dates) because of Force Majeure, including, but not limited to, natural disasters such as floods, storms, fire, earthquakes; human acts such as strikes, riots, war, sabotage, terrorism; government restrictions; computer or electronic hacking or malfunction and/or any other cause beyond the reasonable control of the parties whose performance is affected.

In such event, the parties shall meet to determine the conditions of the contract continuation, or to decide on early cancellation.

Disputes

Any dispute arising from the present case, if it cannot be settled out of court, will be submitted to a competent court in Brest.



DOCUMENTS REQUESTED 1 MONTH MINIMUM BEFORE THE STARTING DATE

The underage students form for all students under 18 :

<https://www.ciel.fr/wp-content/uploads/2019/05/Autorisation-parentale-pour-mineur-Parental-consent-for-underage-students.pdf>

DOCUMENTS REQUESTED TO ORGANIZE THE COURSE

The level test (direct link to give your clients):

<https://www.ciel.fr/fr/test-de-positionnement/>

The Needs Analysis training for all one-to-one-courses (direct links to give your clients):

General French <https://www.ciel.fr/training-needs-analysis-general-french/>

Exam preparation <https://www.ciel.fr/training-needs-analysis-exam-preparation/>

French for Tourism <https://www.ciel.fr/training-needs-analysis-french-for-tourism/>

French for Hotel trade &
Catering <https://www.ciel.fr/training-needs-analysis-french-for-hotel-trade/>

Diplomatic French <https://www.ciel.fr/training-needs-analysis-diplomatic-french/>

Business French <https://www.ciel.fr/training-needs-analysis-business-french/>

Scientific French <https://www.ciel.fr/training-needs-analysis-scientific-french/>

Medical French <https://www.ciel.fr/training-needs-analysis-medical-french/>