



**Oxford**  
International  
ENGLISH SCHOOLS



**Oxford**

# Student Handbook and guide pack

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**Gary, EFL Managing Director**

### **Oxford International Education Group**

Welcome to Oxford International, where students have been learning English for over 29 years. We truly believe that whatever your level or learning goals, we have the best course possible to help you make real progress in your language skills.

Our students are always looking for new and exciting ways to study English, and throughout this handbook they will learn everything about the schools and their stay with us.

We look forward to meeting you, supporting your journey to success and welcoming you to the family!

### **The handbook**

This handbook will give you all the information you need to make the most of your stay with us.

It will tell you about the school, the courses, your accommodation, travel in the UK, healthcare and leisure activities. It also tells you about your welfare and how to stay safe and happy during your time with Oxford International.

If you have any questions, our friendly staff will be happy to help.

Whether you are here for a week or one year, we hope you have a fantastic time in our school!



### Welcome to Oxford

I am delighted and privileged to welcome you to our Oxford school in the heart of this historic city, where we hope you will enjoy our excellent programmes, make new friends and experience the best that British culture has to offer. We know that choosing a language school which suites your individual needs is an important decision to make. We strive to get to know all our students as individuals, recognising their personal strengths and needs to help you reach your own individual goal.



**Clare, School Principal**

We take pride in offering all our students a warm welcome. Here at our Oxford you will discover a friendly, committed and caring team of staff and teachers ready to make you feel part of the Oxford International family. Oxford is home to over 26,000 students and there is always plenty to do. Our social programme is designed to provide something for everyone: from enjoying live music in one of the many bars to going to the theatre, from visiting museums and art galleries to punting down the river. You'll be surprised at the wonderful opportunities that Oxford has to offer!

Every weekend our full day excursions give you the chance to explore other parts of the UK, with trips to places like London, Brighton, Stratford-upon-Avon and Bath. Having worked in this field for over 20 years I have a good understanding of what makes a great school. We believe in setting high standards for both our staff and students and we aim to provide a professional and supportive learning environment where you can develop your skills and achieve your goals. We look forward to welcoming you to our Oxford family.





### Principal

The Principal is responsible for the smooth running of the School. Our Principals are chosen for their experience, professionalism and personalities, and you will have daily contact with them.

### Senior Teacher

Senior Teachers teach some of the time and spend the remainder providing academic support to the teachers. Responsible for the academic management of the school and ensuring the academic programme is delivered to the highest possible standards.

### EFL Teachers

Teaching staff are responsible for planning and delivering lessons during your stay.

### Student Services

Responsible for guiding students in independent learning. They will help you get around the school and will have information regarding all non-academic activities.

### Activity Leaders

The Activity Leaders are responsible for running everything outside the lessons! This includes onsite activities, local and national excursions and airport transfers.



**Clare, Principal**



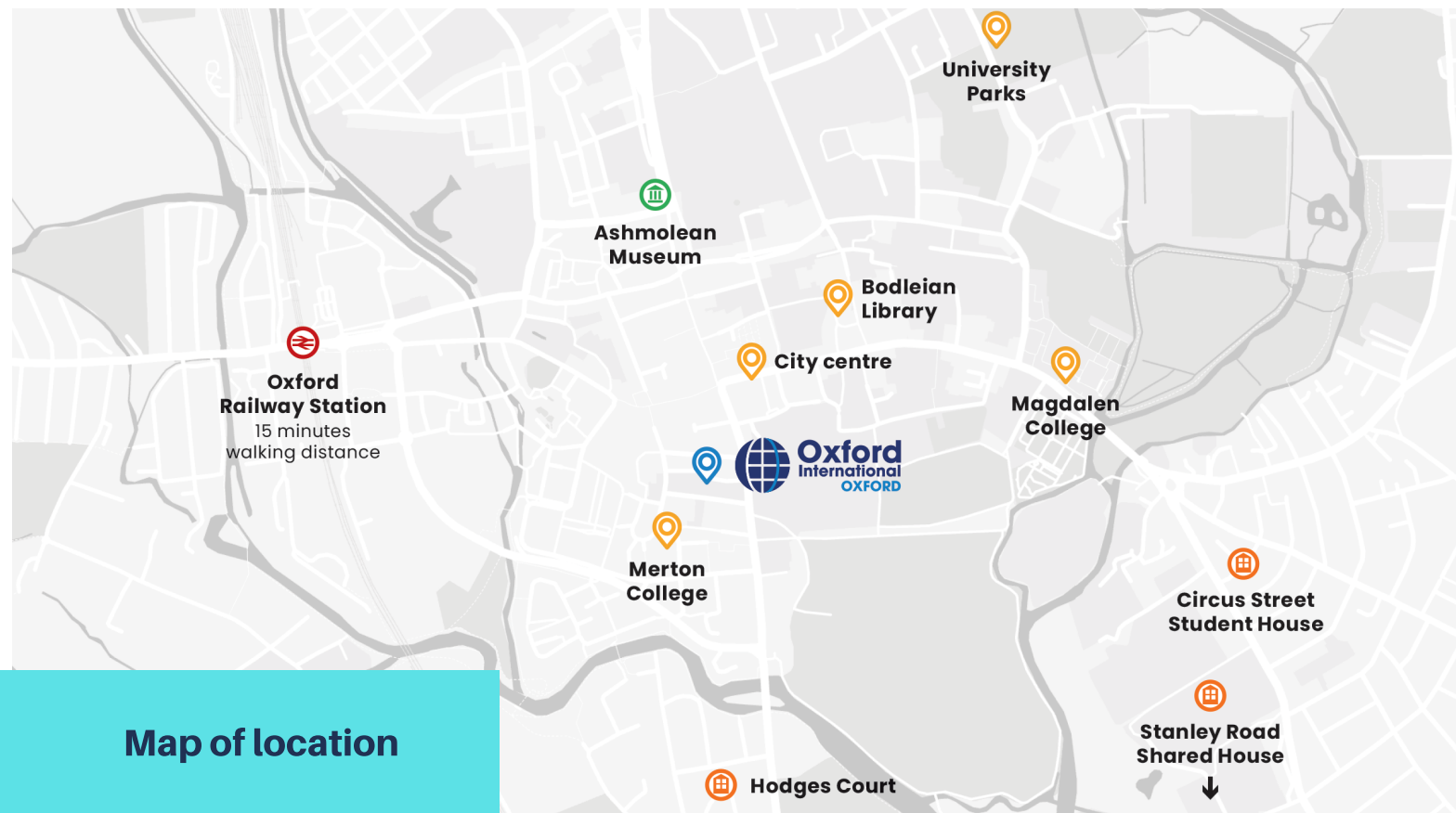
**Beatrice, Senior  
Teacher**



**Ella, Operations &  
Student Services  
Manager**

**We are looking forward to welcoming you soon!**

# Local area



Map of location

## Top things to do





### From the airport to Oxford

#### Heathrow Airport

The quickest and easiest way to get to Oxford is by coach. There is a frequent service that runs every 30mins throughout the day and every hour late evening onwards. This service is **The Arline X70** service which is operated by **The Oxford Bus Company**.

Journey Time: 80mins approximately

#### Gatwick Airport

London Gatwick Airport is very easy to get to and you have the choice of either coach or coach and train. There is a frequent coach service every hour throughout the day and every 2 hours late evening onwards. This service is **The Airline X80** service which is operated by **The Oxford Bus Company**.

Journey Time: 2-2 ½ hours

#### Stansted Airport

From Oxford, the quickest and easiest way to travel to Stansted Airport is by coach. The **National Express 737 Jet link** service runs throughout the day. This service is direct and there are also other services available with one change in London Victoria.

Journey Time: 3 ½ - 4 ½ hours

#### Luton Airport

From Oxford, the quickest and easiest way to travel to Luton Airport is by coach. The **National Express 737 Jet link** service runs throughout the day. This service is direct and there are also other services available with one change in London Victoria.

Journey time: 2-3 ½ hours

More information can be obtained from the bus and coach station at Gloucester Green in the city centre or from our admissions team.



### Getting to the school

The school is easy to reach by bus, train or taxi. The best way to plan your journey is to visit [www.tfl.gov.uk/](http://www.tfl.gov.uk/) and enter Oxford as your destination, or go to [www.google.co.uk/maps](http://www.google.co.uk/maps)

Oxford International Oxford  
Pembroke House  
36-37 Pembroke Street  
Oxford OX1 1BP

## Homestay

What better way to improve your English than to live with a homestay family? As well as experiencing family life, it is a great opportunity to practise your communication skills in a friendly and comfortable environment. Families in Britain may range from single parent families, couples with no children, or the more traditional idea of a family consisting of both parents and children. Home pets like dogs and cats are also very common in the UK so do let us know if you have any medical allergies. Whichever family you are placed with, they will certainly make you feel welcome and happy in their home. Do not forget, however, that you are their guest.

There are some guidelines on the rules of living with a homestay family in the UK:

- Meal times are usually at the same time each day. If you do NOT want an evening meal that night or you are going to be late then it is very important you telephone your hosts EARLY to tell them. Please do not leave this until the last minute.
  - If you have booked the Half Board option then your host will provide you with breakfast and an evening meal each day. Breakfast usually consists of toasts or cereals, juice and tea or coffee. Please inform your hosts of any likes and dislikes you may have with your food and any allergies or special requests. i.e. vegetarian.
- 
- Cooking in the homestay is not allowed unless the host gives you permission.
  - Please do not take any food from the kitchen without asking. Your hosts will tell you what you can have. Tea, coffee and water should be available to you.
  - Toiletries are personal items and you should bring those with you. These include toothpaste, toothbrush, shower gel/soap, shampoo and conditioner.
  - If you are 18 or over and you smoke, you will need to ask your host if you are allowed to smoke in or outside their home. It is not usually permitted to smoke inside the house.
  - Bathroom times should be discussed and agreed between you and your host. Your host may suggest a specific time for you each day.
  - Your host will provide washing facilities for you and change your bedding once a week. Hosts will not iron clothes but should make facilities available to you.
  - Accidents do happen and if you do break or damage anything, please tell your host immediately and offer to replace or compensate them for the item.



- Please keep your keys safe at all times and avoid putting the address of your homestay on them. If they are lost then no one will know where the keys are for, which is much safer. You will be expected to pay for the loss of your keys, so please keep them safe at all times.
- As you are living in a private home, it is always respectful and polite to not invite guests back without your host's permission first. Permission to do so is at your host's discretion. Overnight guests are not permitted.

Homestay accommodation is carefully selected and inspected by Hosts International, an accommodation provider who works for Oxford International. Your home should be clean and tidy and welcoming for you at all times and your hosts will treat you as a friend or as part of their family. It is usual that you will travel to school by public transport which can take approximately 30 minutes. If you have any reason to wish to move from your allocated home stay then you can discuss this with the Accommodation Team at the school. A certain notice period is required. (Please refer to the terms and conditions which can be found on the website or available from Reception).



## Finding private accommodation

- If you are thinking about renting private accommodation there are many different things to consider - not just the monthly cost!
- Always visit accommodation with a friend - do not go alone
- Never pay any money in advance of signing a contract with your landlord
- Remember to read your contract thoroughly before signing it and paying a deposit - it may be for a specific time period or include some hidden costs
- If you would like someone from the school to double check your contract you can ask at reception
- As well as your rent there may be extra costs to consider. For example council tax, TV license and other bills
- Meet your flatmates before you sign a contract if you can - this could make the difference between a good or bad stay!

The estimated living cost in the UK - according to the UKVI - is a minimum of £1,023 per month (including rent)

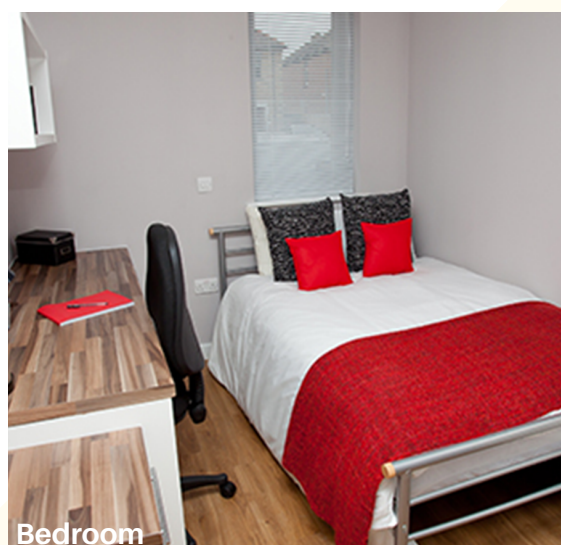
# Accommodation



## Residences and shared houses

A deposit of £100 is required to cover the cost of any potential damage and/or breakages. Please bring this on your first day at school. Please make sure you read the rules and regulations in the information booklet provided.

The residence available in Oxford is the following:



Bedroom

### The Mews

The Mews is a recently refurbished property in apartments of 4, 5 or 6 bedrooms. It is located in a residential area but still only a short bus-ride from the school.

- Single en-suite bathroom
- Shared kitchen
- Bed linen provided
- Free Wi-Fi
- Bedrooms cleaned before arrival only
- Weekly cleaning of communal areas
- Laundry facilities



Social Area



The Mews building



Social Area



Kitchen





# Your first day

Depending on your arrival day and time, it may be a couple of days before we actually meet you at the school for your first lesson.

But rest assured, you are not on your own. If you need anything in the meantime, please call the Oxford International **Emergency number (+44) (0) 7787 415594**

Even if you are on a programme with afternoon lessons, please arrive at the school at 08.45am on your first day.

- 08:45 Arrival and registration
- 09.00 - 10.30 Testing
- 10.30 - 10.45 Break
- 10.45 - 12.15 Orientation walking tour
- 12.15 - 13.00 Lunch break
- 13.00 - 14.30 Induction and meet the staff

Students will start their course on a Monday (except for Bank Holidays). The first day starts at 08.45am.

On arrival at the school, each student will be asked to complete an Oxford International registration form to take a level placement test. After testing, there is a walking tour of Oxford, to orientate students to the city and give them an opportunity to buy a bus pass.

After the tour, students will have time for lunch. Following lunch the students have an induction, in which they are fully informed about the school and our policies, as well as receiving presentations by the Principal, DoS, Student Services and Social Programme Coordinator. Students who have booked a Full Day or Afternoon course will have classes in the afternoon. All students who have booked a Morning course will begin lessons on the second day.



WELCOME  
ABOARD



# Travel to/from school

## Travel in Oxford

When you arrive, your Homestay hosts should show you where to get on and off the bus to travel to school. If you feel unsure on your first day about how to get back home, please ask in reception for help.

Oxford city prohibits general traffic through the heart of the town centre only allowing buses and bicycles. There is an excellent bus system which operates frequent services to all areas of the city making it quick and easy to travel. Students will get shown how to get a bus card on their first day, and they will also have the option to use contactless. If you are travelling every day on the bus then purchasing a bus pass is the cheapest and most flexible option. You can purchase these from the driver or in the city centre at a department store called Debenhams in Magdalen Street, just a few minutes walk away from the school.

The approximate cost of a 1-week bus pass is £12.50 for students.



## Taxis

Taking taxis is a fast way to get around the city but you should call and book a taxi if you can. Black cabs can be stopped on the road but they will cost more than taxi companies that can be booked by phone.



## Cycling

Bicycles are commonly used and are a traditional sight in Oxford. You can buy or hire bicycles at one of the many bicycle shops near by.

Please remember to also purchase your cycle helmet and lights too.

There are bike racks at the school to store your bike, but these are limited.

At Oxford International we have options for everyone, whether you want to improve your English level for your future studies or for a job, we can help you achieve your goals. If you have not decided or don't know what you need, have a read at the following levels and courses that we have on offer:

### PROGRESS CHART

| Level | CEFR                    | Test Equivalences  | Estimated time to pass level 26 lessons/week | Estimated time to pass level 30 lessons/week | Estimated time to pass level 40 lessons/week | Learning Stages |
|-------|-------------------------|--|--|--|--|-----------------|
| 10    | C2 Mastery              | CPE A-C, CAE - A<br>TOEFL 270 - 330/637 - 667 (IBT 110 - 120)<br>TOEIC 910+<br>IELTS 8.0 - 9.0 | 9-15 weeks                                   | 7-12 weeks                                   | 6-9 weeks                                    | Proficient      |
| 9     | C1 Advanced             | CAE - B<br>TOEFL 267/630 (IBT 109)<br>TOEIC 801-910<br>IELTS 7.0 - 7.5                         | 9-15 weeks                                   | 7-12 weeks                                   | 6-9 weeks                                    |                 |
| 8     |                         | CAE - C, FCE - A<br>TOEFL 237/580 (IBT 93)<br>TOEIC 721-800<br>IELTS 6.5 - 7.0                 | 8-13 weeks                                   | 6-12 weeks                                   | 5-10 weeks                                   |                 |
| 7     | B2 Upper - Intermediate | FCE - B<br>TOEFL 210/547 (IBT 78)<br>TOEIC 641-720<br>IELTS 6 - 6.5                            | 5-10 weeks                                   | 4-9 weeks                                    | 3-8 weeks                                    |                 |
| 6     |                         | FCE - C, PET - Distinction<br>TOEFL 170/497 (IBT 60)<br>TOEIC 531-640<br>IELTS 5.5             | 5-10 weeks                                   | 4-9 weeks                                    | 3-8 weeks                                    | Independent     |
| 5     | B1 Intermediate         | PET - Merit<br>TOEFL 143/463 (IBT 49)<br>TOEIC 431-530<br>IELTS 5.0                            | 5-10 weeks                                   | 4-9 weeks                                    | 3-6 weeks                                    |                 |
| 4     |                         | PET - Pass<br>KET - Distinction<br>TOEFL 103/413 (IBT 34)<br>TOEIC 381-430<br>IELTS 4.0        | 5-10 weeks                                   | 4-9 weeks                                    | 3-6 weeks                                    | Basic           |
| 3     | A2 Elementary           | KET - Merit<br>IELTS 3.0<br>TOEIC 246-380  | 5-9 weeks                                    | 4-7 weeks                                    | 3-5 weeks                                    |                 |
| 2     |                         | KET - Pass   | 5-9 weeks                                    | 4-7 weeks                                    | 3-5 weeks                                    |                 |
| 1     | A1 Beginner             | Not Applicable   | 5-9 weeks                                    | 4-7 weeks                                    | 3-5 weeks                                    |                 |



General English courses are designed for students who want a greater understanding of English for general use, including reading, having a conversation and travelling. The core lessons are paired with electives, providing students the opportunity to explore a particular area of interest, or to address an area of challenge.

Students will develop their English by learning grammar, vocabulary and language functions. Students will then be able to apply their knowledge in the real world. Classes cover the main English skills including speaking, listening, reading and writing.

You can also add additional lessons to your General English course to further develop your language skills.

## Course options:

20

### General English 20

- 20 x 45-minute lessons  
(in either morning or afternoon classes)

30

### Intensive English 30

- 20 x 45-minute lessons of General English
- 10 x 45-minute lessons of Skills classes

40

### Super-Intensive 40

- 30 x 45-minute lessons of General English
- 10 x 45-minute lessons of Skills classes

## Key facts:

- You can take these courses at Brighton, London and Oxford
- Levels: A0-C1
- Courses start every Monday (or on Tuesday if Monday is a bank holiday)
- From 1 to 52 weeks
- 15 students maximum per class

# Elective options

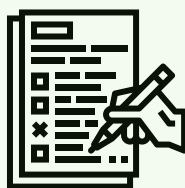
Our academic team has developed a series of English elective subjects to give students the opportunity to specialise their learning, to help them reach their individual language goals.

Electives can be taken in the afternoon sessions as part of our intensive 30, Super-Intensive 40 and afternoon 20 courses.

The following options are available to take at the schools:



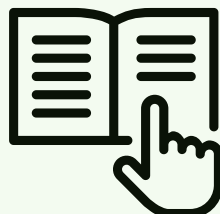
**Confident Speaking**



**Exam Skills**



**21st Century Business**



**Academic reading  
and writing**



**Academic speaking  
and writing**



**English for academic  
purposes**



**English for customer  
service**



**Debate, presentation  
and public speaking**



**Global leadership**



**English for journalism**



**English through literature**



**Pronunciation and fluency**

For more information please ask our admissions team or the Director of Studies at the school. They will be able to give you more information on each course.



At Oxford International we offer a series of exams for students to officially prove their level of English. The academic team at the school can advise which test would be better for the student, depending on your needs or goals. We offer the following exams at the school:

## Oxford Test of English

The Oxford Test of English is the only English Language proficiency test certified by the University of Oxford, which means it is quality assured by one of the leading educational institutes in the world.

The exam covers the 4 language components: speaking, listening, reading & writing, and the test covers levels from A2 to B2.

Once you complete your exam, this certificate will be valid for life, meaning you can use it in the future if applying for a job or university.

## IELTS

IELTS is a test developed by the world's leading experts in language assessment on four key English language skills: listening, reading, writing and speaking. It is designed to assess the language ability of people who aim to study, work, immigrate and integrate in an English-speaking environment. It is the world's most popular English proficiency test and over 9000 organisations recognise it worldwide, including universities, immigration authorities and employers.



## Other exams

If you are still unsure about which exam to take, speak to our team prior to arrival, or to the academic team once you arrive to the UK, they will help you choose the best option for you.

At Oxford International we also offer the following options:

### EALT

The English for Aviation Language Test for people willing to access the aviation sector and prove their required level of English to access their desired career.

### ELLT

The English Language Level Test is recognised by many universities in the UK. If you are applying to university in the UK, this is what you are looking for.



## The English for Aviation Language Test preparation course

This course will help students prepare for The English for Aviation Language Test (EALT), a multi-level testing system designed to assess the English language proficiency of air traffic controllers, commercial flight crew and recreational pilots across all levels of the International Civil Aviation Organisation's (ICAO) Language Proficiency Rating Scale; from Pre-Elementary Level 1 to Expert Level 6.

## Occupational English Test preparation course

OET (Occupational English Test) is a highly regarded English test to assess healthcare professionals in their English language skills. Choose between Medicine or Nursing focused learning and let us help you prepare for your OET.

Our one week 25-hour intensive exam preparation course will start on Monday 10th May 2021 and repeat every week after that.

## Oxford Test of English preparation course

This course will help students prepare for the Oxford Test of English (OTE) over four sessions. The course covers the four components of the exam: speaking, reading, writing & listening, and equips students with the techniques and strategies to succeed in the exam.

### Key information

- The course starts every Monday
- Sessions start at 13.00pm UK time
- Minimum level A2 required
- Students taking the course will take the OTE on Friday or the week after, depending on availability.

## IELTS Exam preparation

Our IELTS preparation course helps students develop key skills tested in the IELTS test. Students are prepared for the test through a combination of language skills training and test practice. Students can choose between:

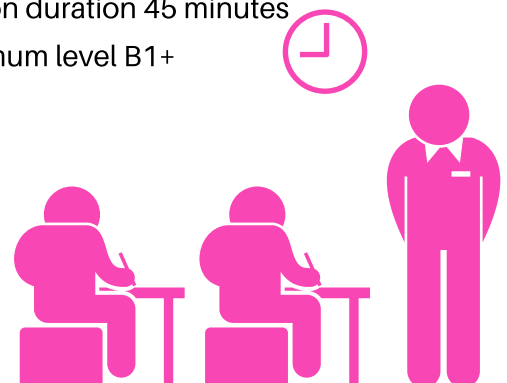
### 20 lessons per week

- 15 hours of lessons per week
- Lesson duration 45 minutes
- Minimum level B1+

### 30 lessons per week

- 22.5 hours of lessons per week
- Lesson duration 45 minutes
- Minimum level B1+

IELTS is recognised by many government agencies for visa and immigration applications. It is also a widely recognised exam for admission into universities and colleges in North America and by many employers as the English benchmark.



# Academic support

At Oxford International, we are committed to helping students reach their learning goals, whether they are with us to study for business, life or academic purposes we can provide them with the right tools and support to help them progress.

Once your English programme begins, you will be immersed in a diverse and varied learning environment. Both inside and outside the classroom, you will benefit from the numerous ways that we support each of our students.

## 21st Century Skills - English for today's world

In all of our courses, we aim to empower the learner and prepare them for today's world. When students graduate from one of our six Oxford International Schools, they are ready to use the English they have learnt in their place of work or study.

## Your learning begins before you arrive

All students will receive a login to begin their journey with us, they will be enrolled onto our new Virtual Learning Campus as soon as their booking is confirmed.

## Personalised study plan

Our teachers provide constant feedback and opportunities to identify student strengths and weaknesses and to build student confidence to not only take advantage of learning in the classroom, but also to be independent learners outside the classroom. The Virtual Learning Campus adapts to each student according to the tests and study they do.

## Formal assessments

Our students benefit from ongoing assessments as well as formal assessments every week and cover the 4 different skills as well as vocabulary and grammar. These tests enable the students and teachers to identify any areas in which the students are struggling and work as one element of overall progress monitoring to support teachers in deciding when a student is ready to move up to a class of a higher level.

## Collaborative course review

Every two weeks, each student is given a one-to-one tutorial with a Senior Teacher in which they have the opportunity to discuss their own perception of their progress and learning.



Your teachers will help you improve your English language and skills, but students who work in their own time, as well as in class, will increase their language in a shorter space of time than those who don't.

Think about:

- **Taking responsibility for your learning.** If you want to improve, make it happen. Do not wait for the language to come to you, go and look for it. Do the most you can, not the least.
- **Joining a study group.** Find other students who have the same schedule of classes as you and meet with them to study and practise your English together.
- **The Student Support Service.** The Student Support Teacher will be happy to help you. Either make an appointment or pop along in their open hours (see information boards in the school).

**Some ideas for practising your English outside the classroom are suggested below.**

## How can I improve my listening?

- Find something interesting to watch on TV
- Find a radio station you like, preferably one that has a good mix of music, news and discussions and debate.
- Try being an actor. Find a DVD that you like. Choose a scene that you like with a short dialogue. Watch the scene a few times and make a note of some phrases that the characters use (you don't need to get the whole dialogue). Think about what the phrases might mean – how are they used in the dialogue / how does the other character respond? Watch again and think about pronunciation/ stress/intonation. Try acting out the dialogue with a friend – it doesn't need to be exactly the same as in the film, but try to use the phrases that you've learnt. This would be a good activity to do with a friend or in a study group!

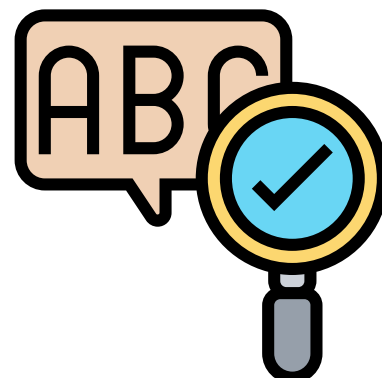
**You don't have to understand every single word to understand the main gist of the story. The more you listen to the radio and TV, the more you will hear words and structures that you will eventually learn when you're ready.**

## How can I improve my grammar?

Think of some grammar that you want to work on. What do you already know? See how much you can remember then check any notes that you have made in class.

- the form (how it is made)
- the meaning
- when it is used
- pronunciation

Look again at your goals – what you wanted to know. Do you still have questions? Write down the questions so that you can ask a teacher or another student.





## How can I improve my speaking?

Don't be afraid of making mistakes. If you don't make mistakes you don't need a teacher! As long as you learn from them, you're making progress. Be adventurous and don't use 'safe' language (language you already know) all the time. Instead, try language you're unsure about.

Don't be afraid to ask your teacher if you haven't completely understood - you won't look stupid. If you haven't understood, some other students probably haven't either!

- Read a short text in your own language or in English then report it to a friend in English
- Learn to sing your favourite pop songs
- Record yourself speaking and notice where the hesitations and any mistakes occur. Re-record until you are satisfied
- Persuade a friend to talk in English to you for 15 minutes every day. Increase the length of time as you become more fluent and confident
- Think in English! As you go to class or work each day, put your thoughts into words in English
- Try not to speak your first language with your friends. Be strong!
- Try to make them speak English and they will eventually thank you!
- Sit next to different people in class

**Don't worry if you make mistakes when speaking in class.**

**Everyone makes mistakes and it's an important part of learning another language!**



## How can I improve my reading?

- Read a short article in an English newspaper or journal every day
- Try to increase your reading speed. Time yourself daily over texts of similar lengths and difficulty. Aim for 70% comprehension. Try to increase the speed daily. You should see results after a month
- Try to work out new words from the context (that's how you learned as a child). Use a dictionary only when essential
- Look at a headline and try to guess vocabulary, tenses etc. Read and see if you are correct
- Find a news report, then find another report on the same topic and compare it to the first. Make a note of any new information or differences
- See if you can find a podcast of a news story or listen to it on a news programme (see: the online study guide) and compare it to a written news report of the same story. Make a note of any new information or differences
- Download a News App to your phone (for example BBC News)

## How can I improve my writing?

- Keep a diary in English. Your teacher may give you a similar task every Friday
- Collect model texts e.g., letters, articles and essays that you can use as models for your own writing
- Buy a good learner dictionary e.g., Cambridge Advanced Learner's Dictionary, Oxford Advanced Learner's Dictionary or Longman Contemporary English. Most dictionaries come with a CD-ROM. You can also borrow these from the Self-study room
- Buy a good thesaurus. Your teachers can advise you
- Edit a review. Cut and paste the review into a word document. Underline anything that you disagree with - it could be single words (adjectives?), sentences or whole paragraphs. Re-write the underlined sections saying what you thought of the film. Try to use similar language to the review



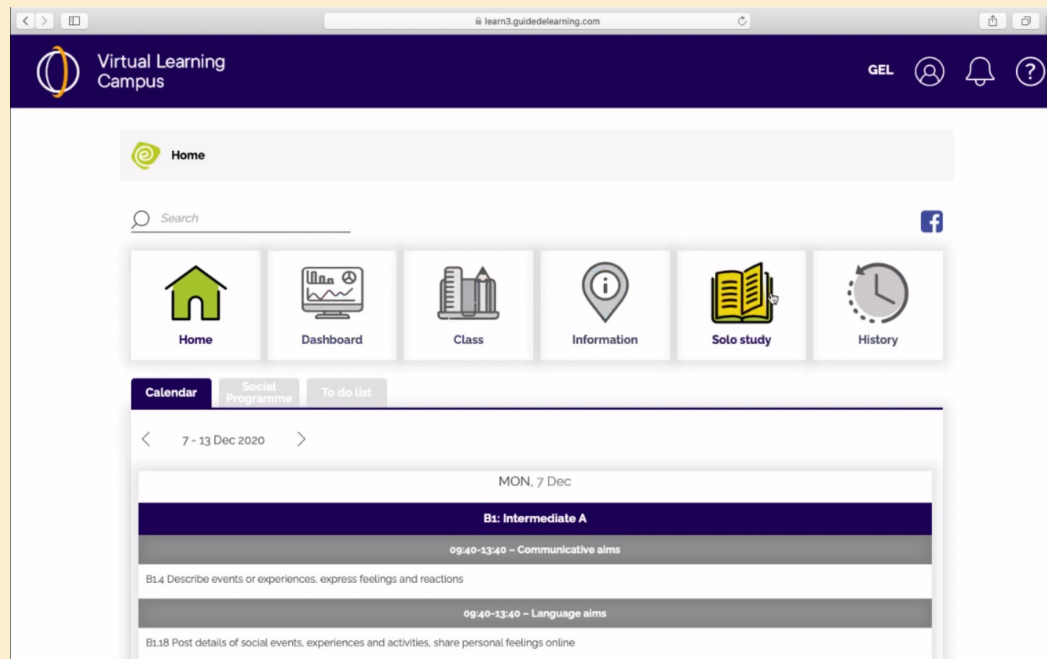
## How can I improve my vocabulary?

- Keep a notebook for new words, verbs, expressions etc.
- Have a special section for phrasal verbs, grammar, irregular verbs, idioms/proverbs, collocations and synonyms/antonyms
- Don't record everything in the same notebook or use file separators if you are using a folder
- Structure how you record new items.
- Try to make a sentence using the word, or even write a paragraph using 5 new words. This will help you to use them correctly. Look at what is used with the word, e.g. prepositions (interested in London), adjectives (deep sleep), verbs (do some cleaning/ make a good impression)
- It is useful to record these phrases and words that are often used together
- Make sure you know how to pronounce the word, in learner dictionaries the phonemic script will be next to the word and the stress will be marked. If you have a problem, ask your teacher
- Look again at the new words that you learn at the end of each day and again at the end of the week

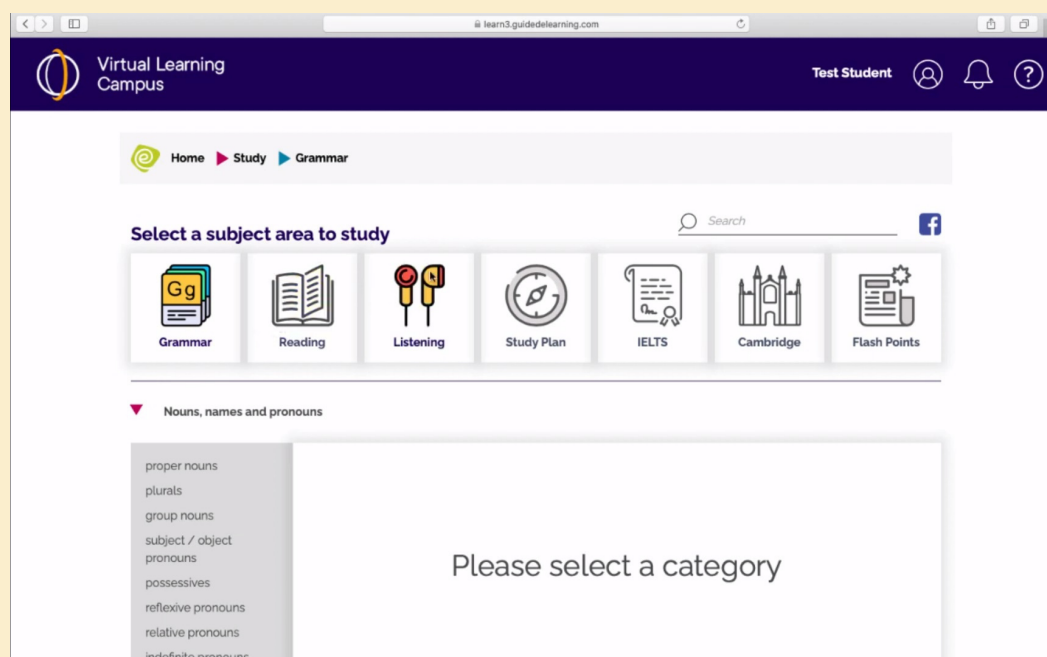


All students who are enrolled in our courses will have access to the Virtual Learning Campus. They will be given an induction at the school by the Director of Studies or the Senior Teacher and will be shown how to use this platform.

## Home Page



## E-learning practise





# Social Programme



Our social programme is designed to provide something for everyone: from enjoying live music in one of the many bars to going to the theatre, from visiting museums and art galleries to punting down the river. You'll be surprised at the wonderful opportunities that Oxford has to offer!

As a student at the school, you are welcome to join any events and our staff will make sure that you feel safe during activities. If you are under 18, you will not be able to go to pubs or nightclubs. These events are clearly marked as 18+ only on the social programme calendar.

## Social Programme

29.04.19 - 03.05.19



|  |   |  |  |                       |  |
|--|---|--|--|-----------------------|--|
| Monday   | 10.45<br><b>New Student Tour</b><br>Meet Robbie at school |  | 4.30 PM<br><b>Pub Games</b><br>£2/3<br><b>18+</b>                              | Meet Robbie at school |  |
| Tuesday  |   | <b>MERTON COLLEGE OXFORD</b>   | 5.45 PM<br><b>Evensong at Merton College</b><br>Free!<br>Meet Robbie at school |                       |  |
| Wednesday  |   |  | 5.30 AM<br><b>Mayday Celebrations</b><br>Free!<br>Meet Robbie at school        |                       |  |
| Thursday   |   | <b>Activity Suggestion (No Activity Leader)</b><br><b>Covered Market</b><br>(Open until 5 PM)<br>Free! |  |                       |  |
| Friday   | 2.30 PM<br><b>Graduation</b><br>Meet Robbie at school     |  | 2.45 PM<br><b>Saxon Tower of St. Michael</b><br>£3<br>Meet Robbie at school    |                       |  |
| <b>Weekend Excursions</b><br><b>UK Study Tours Trips</b><br>Weekend trip to Paris and Disneyland—£225<br>Saturday Day Trip Cardiff and Wales—£44<br>Sunday Day Trip Windsor and Winchester—£35 |   |  |  |                       |  |
| Please sign up in the computer room if you would like to join an activity!   |   |  |  |                       |  |

**Social Media**

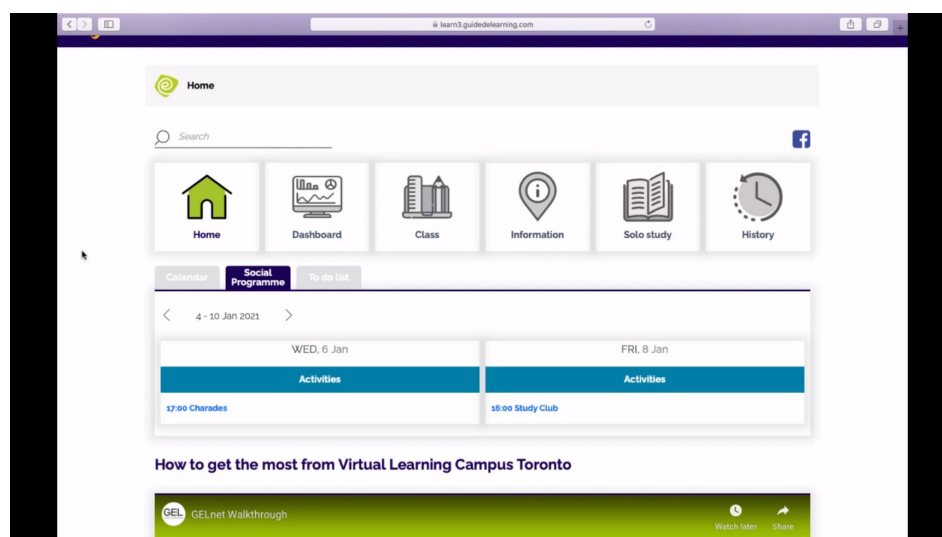
Like our profile on Facebook and follow us on Instagram (@ieogxford) for photos & updates about the school!

**Sample Programme**

Activities for the week are displayed at reception but please do ask Student Services if you have any questions about the activities, or wish to join them.

## VLC Bookings

Students are able to book activities on the social programme through the Virtual Campus. They will be able to see which activities are available and can sign up in advance.



# Welfare & Safeguarding

## Student Welfare

Your wellbeing is important to us. Our reception staff and student support will always be happy to talk to you. Come and speak to us if you:

- Find life in the UK difficult
- Feel worried or upset about something
- Have a personal or private issue that you would like to talk about



## Keeping you safe at school

- You have the right to be safe while at school
- You have a responsibility not to harm others
- If you do not feel safe or you have a concern about someone else, come and speak to the Principal or student support

## Personal Safety

The UK is generally safe, but please take extra care, especially at night.

- Do not walk home alone late at night
- Do not walk in places that do not have lights at night
- Do not walk through parks or to places where there are no other people, and if you return home from a social activity in the evening, it is best to take a taxi home
- Be careful with your personal possessions and do not carry too much money with you
- Take special care when crossing the road - remember to look both ways!

## Curfew times

- Students aged 16-17 must be at their homestay by 10pm



# Anti discrimination & bullying policy

Bullying is when someone does or says something to have power over another person. Bullying makes you feel sad. At Oxford International we do not accept bullying.



## Physical

- Hitting
- Pushing
- Stealing
- Tripping
- Hair pulling
- Breaking someone's things

## Social

- Ignoring
- Telling lies about someone
- Excluding others
- Spreading rumours
- Telling other people not to be friends with someone

## Verbal

- Sexual comments
- Putting someone down
- Threats
- Hurtful comments
- Teasing
- Name-calling
- Making offensive comments about someone's religion, gender, appearance or sexuality

## Cyber

- Nasty texts
- Posting inappropriate photos
- Prank calls
- Rude comments on social media
- Sending nasty emails

## Anti Discrimination Policy

Oxford International have an anti-racism and antidiscrimination policy. All members of the school community must not discriminate against anyone on the basis of colour, belief, culture, sex, sexual orientation or background. All staff and students must treat each other with equal respect.

## What can you do if you are being bullied or harassed?

Bullying and harassment is when you feel threatened, insulted or humiliated by someone's behaviour towards you.

- Don't suffer in silence - tell someone immediately
- Tell someone that you trust - your teacher, student support, Director of Studies or principal
- Be proud of who you are
- Try not to show you are upset. It's difficult, but bullies enjoy someone's fear
- Don't be, or pretend to be, friends with a bully or racist

**We celebrate the diversity of nationalities and cultures at Oxford International. Please respect both staff and other students.**



The school takes care of students under the age of 18 very seriously. You must provide the school with a Parental Consent form before arrival.

While in the UK, you **MUST** follow the curfew set for your own safety.

### Do you have any problems?

If you are having a problem, big or small, either at the school or with your accommodation, please tell someone at the school. The school Principal is our Designated Lead for under-18 Welfare & Safeguarding and they are always happy to talk to you.

You can also talk to any of our staff at the school or you can ask your family to speak to us, if you prefer. The important thing is to talk to us.

If you are not at the school and you have a serious problem or emergency, please call the school number +44(0)1865 791108 or emergency number +44 (0) 7787 415594. These can also be found on your student card.

### UK Laws

If you are under 18 you must not:

- Buy or consume cigarettes
- Buy or consume alcohol



### Travelling to and from the school

When you arrive, your homestay hosts should show you where to get on and off the bus to travel to school. If you feel unsure on your first day about how to get back home, please ask in reception for help.

### Before class

If you are under 18 and not in class by 9.15, we will contact you. If we cannot reach you, we will telephone your homestay host and if they do not know where you are, we will contact your parents. If you are sick and cannot come to school, please phone to let us know. You must call before 9.00am.

### After class

When your classes have finished, you are very welcome to stay at school and use the computer room or to study, use the internet, to socialise or eat. Please note the school will close at 17:30.

### Social Programme

Activities for the week are displayed in the relax area in front of the school reception and on the Virtual Learning Campus. You are welcome to join any events and our staff will make sure that you feel safe during activities. If you are under 18, you will not be able to go to pubs or nightclubs. These events are clearly marked as 18+ only on the social programme calendar.

# Attendance rules and UKVI

## Rules and regulations

All students are expected to attend 100% of their classes with a minimum of 80% to receive a certificate of completion. The procedure for unauthorised absences will be as follows:

### Authorised Absence:

- If you want time off, you must ask Student Services or Reception up to 2 weeks prior to holiday period
- If you are sick, phone the school before 9.00am or email [brighton@oxfordinternational.com](mailto:brighton@oxfordinternational.com)
- If you do not notify the school as described above, your time off will be considered "unauthorised absence" and will lower your attendance
- Regular unauthorised absences may result in a formal warning and you may be asked to leave the school\*
- Any student who has less than 80% attendance will not receive an end of course certificate and no refunds will be given. The UKVI will be notified where applicable.

For **all visa students and sponsored students** please refer to the table below.

The UK Border agency requires all students on course in language schools, colleges and universities to attend 100% of their classes with the minimum of 80%. If you do not attend at least 80% of your course, you will not be able to get a final certificate or report and may have problems with future visa extension/renewal. The process is as follows:

|  |  |
|--|--|
| If your attendance starts to fall close to 80%   | We will have a friendly word with you to make sure your attendance does not keep dropping  |
| If your attendance falls below 80% (without permission)  | You will be given a verbal warning. This will be kept on your record   |
| If your attendance is below 80% and has continued to drop since your verbal warning OR you miss 3 days in a row (without permission)                                       | You will be issued a 1st Written Warning and you will be given an appointment to go and see the School Principal to explain your unauthorised absence. This will be added to your record.  |
| If your attendance is below 80% since your 1st written warning and it has continued to drop OR you miss a further 3 days in a row (without permission)                     | You will be issued with a 2nd Written Warning and you will be given an appointment to go and see the School Principal to explain your continued unauthorised absence. This will be added to your record and your agent/parent notified you are on your final warning. This is your last chance to improve. |
| <b>FINAL WARNING.</b> If your attendance is below 80% since your 2nd written warning and it has continued to drop OR you have missed 10 days in a row (without permission) | You will be issued an Attendance Agreement by the School Principal. This will explain the terms and conditions of your course and the attendance policy. If you continue to fail to come to school without permission you will be expelled from the school without refund.                                 |
| <b>EXPULSION</b>   | You will be asked to leave the school and we will inform the UKVI and your parent and/or agent. If you are on a Tier 4 visa, you will be asked to leave the country immediately.   |

\*Please read the terms and conditions for further details

# Expectations in class

## Punctuality

Please be on time for your classes. Students who arrive more than 5 minutes late will have to report to reception on arrival to explain why they are late. Students who arrive more than 20 mins late will not be allowed to attend until the next lesson.

See lateness policy below:

**All students need to attend classes on time. Late arrivals disturb the class and make the job of the teacher more difficult.**

**0 - 5 mins late** Go directly to your class

**5 - 20 mins late** Report to the office before going to class. Explain why you are late. Get a late slip (needed to enter the class late).

**20 mins or more late** You cannot enter the class until after the break.

**After a break, students MUST arrive on time.**

- We know that sometimes you will have trouble arriving on time. You will be allowed to enter the class only if this happens occasionally. If it happens more than twice in a week, you will not be given a late slip and will have to wait until your next lesson.
- If you think you will be late frequently, please speak to the Principal so different arrangements can be made.
- No refund will be made for late arrival at the school.



## Conduct in class

- Put your phone on silent
- No eating or drinking in the classroom (except water)
- Try to speak English at all times
- Listen to your teacher
- Listen to your classmates
- Actively participate in class activities
- Contribute to class discussions
- Show a positive attitude to learning

# Complaints procedure

## Complaints and problems

We want our students and staff to be happy and to study and work in a pleasant environment at all times.

To achieve this:

- All staff and students have a responsibility to act in a polite manner at all times.
- Everyone should treat each other with respect.
- The school will not accept staff that are rude or abusive to students.
- Please speak to the School Principal to stop this happening again.
- The school will not accept students who are rude or abusive to other students or school staff.
- The student will be cautioned or asked to leave the school without refund of their fees.

This statement is part of our promise to all students and our staff. Acceptance of school policy and enrollment means acceptance of these rules as well.

If you have any problems with the school, the services we provide or other students' behaviour, please speak to the principal:

Clare Ahern, School Principal

Location: School office, or call 01865 791108

If you are still not satisfied after talking to the school Principal then please direct your complaint to the English Language director below;

Gary Palmer, Director

Location: Greenwich, Head Office.

Call 0208 2931188

## Do you have an agent at home?

If you bought your course from an agent in your own country, please contact the School Principal and then contact your agent if you so wish. Your agent can act on your behalf.

If you are still not happy with the School Principal or Director's decision, please contact:

## Independent body:

An independent ombudsman is available to make judgements on cases that cannot be resolved through this process. We are a member of English UK and complaints that cannot be resolved by this process can be brought to them at the following address for them to investigate:

English UK, 219 St John Street,

London, EC1V 4LY

Tel: +44 (0)20 7608 7960

Fax: +44 (0)20 7608 7961

E-mail: [info@englishuk.com](mailto:info@englishuk.com)

If the student wishes to make a formal complaint under these procedures, they must raise the complaint with the School Principal within one month of the event concerned.

**Please ask for full Student Complaints Policy at reception**



## **First Aid:**

Please go to reception or your teacher if you need first aid. There are also signs up around the school notifying you of who is/are the First Aider(s).

## **Hazards:**

A Hazard means a chance of being harmed or injured. If there is a hazard such as any water or spillage on the floor, please notify reception as soon as possible.

## **Accidents:**

If you or another student have an accident in the school, please go to reception immediately.

## **Fire:**

Evacuation of the building if the fire alarm sounds. The fire alarm is one continuous sound. If you hear this, you need to leave the building immediately. Do NOT take your belongings with you. Fire Exit route maps are displayed in each classroom.



**You should leave the building by the nearest exit following the Green Exit signs around the school.**

## **Who can I talk to if I have a question?**

### **Student Services/ Reception**

Everyday queries, problems, advice or support. Any homestay or residential accommodation questions.

### **Director of studies**

Any questions about classes, academic queries or teacher training courses.

### **Social Programme Manager**

Activities and excursions.

### **Principal**

Student welfare, safeguarding, any questions or problems with any aspect of the school.

### **Student support**

Guiding students in independent learning

### **Teachers**

Your lessons and your level.



Life in the UK may be very different from what you are used to in your country of residence, therefore, we want to make sure you understand how people live in the UK and which rules they have to follow.



### UK Law

**Alcohol:** You must be 18 or over to buy or drink alcohol. If you are fortunate enough to look under 25 you may be asked to show ID when buying alcohol

**Illegal drugs:** You must not carry or use any illegal drugs.

**Tobacco:** You must be 18 or over to buy tobacco. Please find an ashtray to put your cigarette end in and do not drop it on the streets. You will be fined a penalty if caught.

**Sexual relationships:** It is illegal to have sex with someone under the age of 16

**Weapons:** It is illegal to carry any sort of weapon, including knives, guns or self-defence spray. You can carry a personal attack alarm with you.

**Theft/Stealing/Shop lifting:** Theft is taking something that does not belong to you or you have not paid for. Don't do it. You will be arrested if you are caught.

**False reports:** It is illegal to falsely report the theft or property.

**Stolen Goods:** Do not buy anything you think might be stolen.

**Travelling without a valid ticket:** You must have a valid ticket for all public transport. You will be fined if caught and risk being prosecuted.

### Banks and changing money

You can change money at most bank branches as well as the post office or bureau de change. You must remember that money changers often give different exchange rates and charge different levels of commission. Try to avoid receiving £50 notes as they are sometimes difficult to change.

If you want to change money, we recommend you go to the Post Office next to the school. They usually offer one of the best rates and are commission free.

#### **Post Office (Comission free)**

102-104 St Aldate's, Oxford OX1 1ZZ

Monday - Saturday 9.00 - 5.30

Visa, Mastercard and other credit cards are accepted in many shops and restaurants.

Most British banks are open from 09.30 to 17.00 Monday to Friday and on Saturday mornings. It is almost impossible for short-stay students to open a bank account - and difficult for many long-stay students. If you want to open your own account in a bank, you need to take:

- Bank reference letter from the school office
- Your identification (ID or passport)
- Tenancy agreement and/or utility bill as proof of your address if you live on your own and not with a host family.

There are also online banks that offer a good exchange rates and it is easy to create an account, for example Monzo or Revolut.

#### **Banks near the school**

There are many banks in the city centre, please ask at reception and they will give you directions.



The school is part of a multicultural and multi faith society. Your family should be able to direct you to the nearest place of worship for your denomination. Or, ask the Student Services Manager who will be able to help you to find a place of worship.

The church in Britain can be a great place to meet other students and it often provides social activities and outings for young people to enjoy, whatever your beliefs.

Many churches also run Language Exchange events where you can meet other students learning English.

## **Baptist**

Woodstock Road Baptist Church.  
198 Woodstock Road OX2 7NQ  
01865 515 569

## **Roman Catholic**

St Aloysius Gonzaga,  
The Catholic Parish Church of Oxford,  
Woodstock Road  
01865 315800

## **Orthodox Christian**

Orthodox Church of the Holy Trinity and  
the Annunciation  
1 Canterbury Road, Oxford OX2 6LU  
01865 864805

## **Church of England**

Christ Church Cathedral  
St. Aldates OX1 1DP  
01865 276154

## **Jehovah's Witness**

Kingdom Hall of Jehovah's Witness  
13-15 Temple Street, Oxford OX4 1JS  
01865 377272

## **Buddhist**

Thrangu House, 42 Magdalen Road  
Oxford's Tibetan Buddhist centre.  
01865 241555

## **Judaism**

The David Slager Chabad  
Jewish Centre  
61 George St, OX1 2BQ  
01865 204757

## **Hindu**

Oxford Centre for Hindu Studies.  
15 Magdalen Street,  
Oxford OX1 3AE  
01865 304300

## **Orthodox Russian**

St Nicholas Orthodox Church  
34 Ferry Road, Marston OX3 0EU  
01865 511823

## **Muslim**

Central Oxford Mosque  
Manzil Way (off Cowley Road)  
OX4 1DJ  
01865 245547



## Emergency call

If you need the police, ambulance or fire service and there is a crime or danger to life call 999 or **112** from mobile phones.



## Non-emergency call

Call 111 if it is a non-urgent medical issue

Call 101 if it is a non-urgent issue for the police

## Safety First

A personal Safety Guide for International Students produced by the British Council. This can be found on [www.education.uk.org](http://www.education.uk.org)

## Direct.gov (young People; Crime & Justice)

You can find information on keeping safe, types of crime, the law and going to the police. [www.direct.gov.uk/en/YoungPeople/CrimeAndJustice/index.htm](http://www.direct.gov.uk/en/YoungPeople/CrimeAndJustice/index.htm)

## Medical Treatment

If you are ill, ask your host family for the name of their family doctor. Alternatively, you can call **NHS Direct** on **0845 46 47** and speak to a nurse or doctor.

If you are a student in the UK for more than six months then NHS hospital treatment is free. You will need a passport, visa and enrollment letter to prove this.

Students from the EU should have a European Health Insurance Card (EHIC) which entitles you to free NHS treatment.

If you are here for less than six months and you do not come from a European country, you will be charged for treatment. However, medical insurance should cover these costs.

For more urgent cases, you can go to The Accident and Emergency department at the:

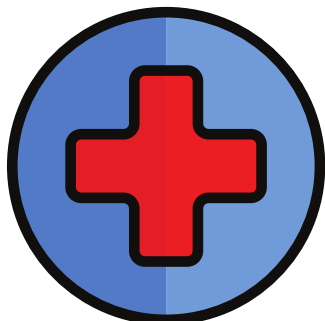


### John Radcliffe Hospital

Headley Way,

Oxford OX3 9DU

Phone: 01865 741166



## Walk-in Medical centre

If you have not enrolled at a doctors then you can go to a walk in centre. Ask at reception for details.

## NHS Direct

Call NHS Direct if you want to talk to somebody about your symptoms. Call 111

## Medical Emergency

If you need an ambulance, the emergency telephone number is 999.

## Dental treatment

Most dental treatment has to be paid for. Please make sure you ask for a receipt so you can claim back on the travel insurance.

Please ask at reception for the closest dentist to your home or school.



## Other useful telephone numbers

- The Samaritans  
0345 909090
- Rape Crisis Centre  
0207 837 1600
- Victim Support (for victims of crime)  
0845 303 0900
- National Drugs Helpline  
0800 776600
- HIV & AIDS Helpline  
01202 311166



## Young person's railcard

This is available to people under 30 years of age or full-time students (someone who studies at least 15 hours per week). The card entitles you to a 33% reduction on standard rail fares. It is only worth buying if you intend to travel a lot.

## Useful numbers and web addresses

London Stansted Airport  
0844 335 1803  
[www.stanstedairport.com](http://www.stanstedairport.com)

London Luton Airport  
01582 405100  
[www.london-luton.co.uk](http://www.london-luton.co.uk)

National Rail  
08457 48 49 50  
[www.nationalrail.co.uk](http://www.nationalrail.co.uk)

Oxford Bus Company  
01865 785400  
[www.oxfordbus.co.uk](http://www.oxfordbus.co.uk)

Taxi - Royal Cars  
01865 777333

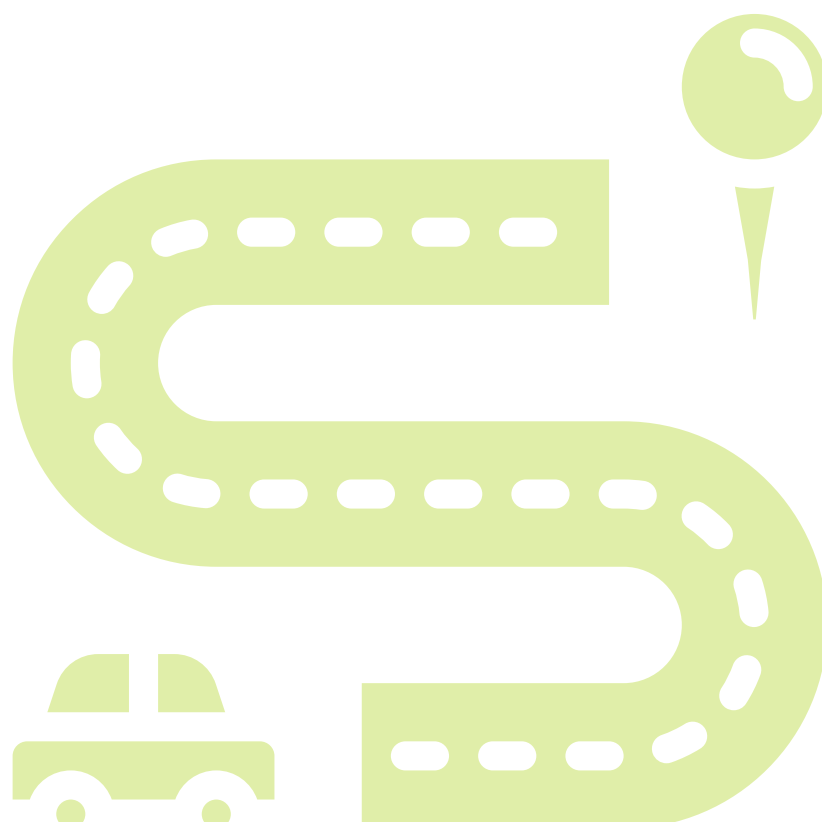
Taxi - Radio Taxi's  
01865 242424

Taxi - 001 Taxi's  
01865 241641

London Heathrow Airport information  
0844 335 1801  
[www.heathrowairport.com](http://www.heathrowairport.com)

London Gatwick Airport information  
0844 892 0322  
[www.gatwickairport.com](http://www.gatwickairport.com)

National Express  
0990 80 80 80  
[www.nationalexpress.com](http://www.nationalexpress.com)



# Continue your journey with us



In addition to our English language schools, we provide high-quality education through our Digital institute and our university pathway programmes. Each year our programmes help more than 25,000 students achieve academic success.



The Oxford International Digital Institute offers a range of courses across all levels to give students the opportunity to achieve their true potential. Here are some of the courses offered by ODI:

## Higher Education

- Pre-Masters-Business
- Pre PhD Preparation Programme
- Online Pre-Sessional English course
- Language Booster Course
- In-Sessional English Skills Support
- In-Sessional Academic English Support

## Professional qualifications

- UK Visa SELT Preparation course
- English Language Level Test (ELLT)
- Preparation for ELLT
- Preparation Course for the Occupational English Test (OET)
- IELTS & Cambridge Exam preparation

## Teacher Training Courses

- Trinity DipTESOL
- Trinity CertTESOL
- Trinity CertTESOL Part time
- Teaching Young Learners
- Teaching Teenagers
- Teacher Training Short Courses

## University Pathways in the UK



The chance for international students to study at a UK university. With our University partners, we establish on-campus embedded colleges where students study integrated undergraduate and postgraduate degrees in a range of subjects.

[www.oxfordinternational.com/academic-studies/university-pathways/](http://www.oxfordinternational.com/academic-studies/university-pathways/)



## The Schools:

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Oxford International Greenwich  
259 Greenwich High Road  
Greenwich  
London  
SE10 8NB  
Tel: +44 (0)20 8293 1444

Oxford International Oxford  
Pembroke House  
36-37 Pembroke Street  
Oxford  
OX1 1BP  
Tel: +44 (0)1865 791108

Oxford International Brighton  
10 Brunswick Place  
Brighton  
East Sussex  
BN3 1NA  
Tel: +44 (0)1273 323220

