



**Oxford**  
International  
ENGLISH SCHOOLS



**Brighton**

# 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 30 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

## Welcome to Brighton

Hello, welcome, and thank you for choosing Oxford International Brighton!

We are a friendly international language school dedicated to providing you with a truly excellent language journey and cultural experience. We put our students at the heart of everything we do and are passionate about working with you as learners and people.

Based in the heart of the city our school is close to the city's various hubs where a diverse range of shopping, café's, restaurants, and activity locations can easily be found while still only being a short walk from the seaside - this is what makes Brighton unique!

A city that brings the rich multicultural buzz of a large city filled with cool creative ideas and combines this with the natural beauty, fun, and relaxed feel of a British seaside town earning its name as 'London by the sea'.

In all our programmes we ensure that you will have plenty of opportunity to experience the city, British life & culture, while developing your language and life skills.

On behalf of the Oxford International Brighton Team, we look forward to working with you.



**Gerrard, School Principal**





# The staff

## 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.

## Director of Studies

Responsible for the academic management of the school and ensuring the teaching and learning component of the programme is delivered to the highest possible standards.

## Senior Teacher

Senior Teachers teach some of the time and spend the remainder providing academic support to the teachers.

## EFL Teachers

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

## Accommodation Coordinator

Responsible for organising the accommodation for students. They are there to support students if there are any problems with their accommodation.

## 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.



**Gerrard**  
Principal



**Sarah**  
Director  
of Studies



**Gemma**  
Senior  
Teacher



**Jack**  
Senior  
Teacher



**Terrie**  
Accommodation  
Coordinator

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

# Local area

Overview and welcome



## Top things to do



### From the airport to Brighton



#### Heathrow Airport

The quickest and easiest way to get to Brighton is by coach. There is a frequent service that runs every 30mins throughout the day and every hour late evening onwards. This service is operated by National Express. [www.nationalexpress.com/en](http://www.nationalexpress.com/en)

Journey Time: 2 hours Approximate cost: £20

#### Gatwick Airport

London Gatwick Airport is very easy to get to and you have the choice of either coach or coach and train.

You can take the train from the airport, which is the quickest way to get into Brighton. Check for the best options here: [www.thetrainline.com/](http://www.thetrainline.com/)

Journey time: 30 mins Approximate cost: £10

There is also a frequent coach service throughout the day. This service is operated by National Express. [www.nationalexpress.com/en](http://www.nationalexpress.com/en)

Journey Time: 1 hour Approximate cost: £6

#### Taxi

You can also take a taxi directly from the airport to your accommodation.

Time: 35 mins Approximate cost: £50

#### Stansted Airport

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

Journey Time: 5 hours Approximate cost: £28



### 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.google.co.uk/maps](http://www.google.co.uk/maps) and enter the school's address.

Oxford International Brighton  
10 Brunswick Place  
Brighton  
BN3 1NA



# Accommodation

## 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.

# Accommodation

- 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 by Oxford International Brighton. 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 but not longer than 45 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 2-week 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

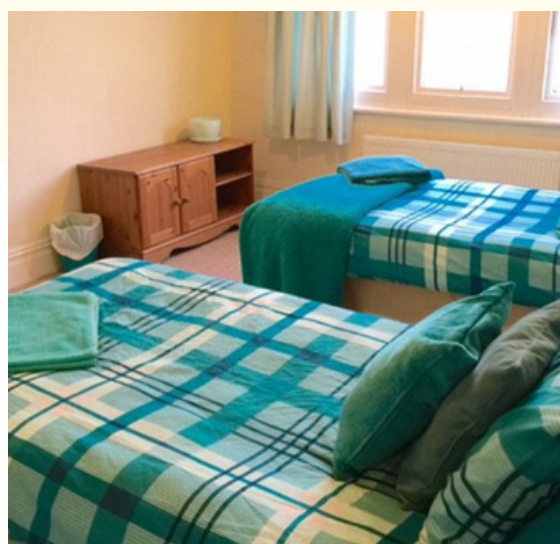
## Residences and shared houses



### Britannia Study Hotel

Britannia Study Hotel is an innercity residence, offering students state of the art living quarters close to the city centre and main shopping area, and only 10 minutes' walk to school.

- Single en-suite rooms
- Free Wi-Fi
- Shared kitchen with utensils provided
- Reception & 24-hour security
- Bed linen provided
- Weekly cleaning of room & common areas
- Mini fridge and safe provided in rooms



### Terrie & Detty's Student House

Terrie & Detty's student house is located in Hove and offers bright and spacious rooms for students. This residence offers a warm and homely atmosphere with only a 20-minute walk to the school.

- Private rooms
- Controlled access entry & live-in warden
- Free Wi-Fi
- Community kitchen & dining
- Communal social space/living room with TV
- Laundry facilities





# Your first day

Before your classes are due to begin, a member of the academic management team in Brighton will be in contact with you. You will be asked to complete a placement test online and attend an online meeting. During this meeting we will assess your level of spoken English. After completing the test and the meeting we will be in touch with your class information.

Please don't worry, you are not on your own. If you need anything in the meantime, please call the school or email them: **[brighton@oxfordinternational.com](mailto:brighton@oxfordinternational.com)**

- 08:45 Arrival and registration
- 09.00 - 10.30 Lesson time
- 10.30 - 10.45 Break time
- 10.45 - 12.15 Lesson time
- 12.30 Welcome induction talk with staff
- 13.00 Walking tour or further lessons

Students will start their course on a Monday (except for Bank Holidays). We advise you to arrive at 08.45 on the first day. On arrival at the school, each student will be asked to complete an Oxford International registration form before being directed to the classroom.

At 12.30 there is an induction talk with the staff at the school. At 13.00 there is a walking tour of Brighton or lessons, depending on the student's timetable.

The first day will end around 15.30 after the walking tour or lessons, when students will be free to go home or explore the city on their own.

Staff are always available to answer any questions!



# Travel to/from school

## Travelling in Brighton

When you arrive, your host family 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.

### Bus services in Brighton

Brighton has an excellent bus service. You will receive a timetable and information in your welcome pack. You can buy a single or return ticket from the driver on the bus or use contactless. Visit the One Stop Travel on North Street for a range of ticket options and prices. Also look on their website to download the phone app and even buy tickets on your phone. You can use your enrolment letter as a form of student ID to get a student discount on bus passes. For more information, please ask the Brighton team.



### Train services in Brighton

You can get a train to anywhere from either Brighton or Hove Railway Stations. It is often cheaper to buy your ticket in advance, or to travel in a group of 4. More information can be found at [www.nationalrail.co.uk](http://www.nationalrail.co.uk) or 0845 484 950

### Taxis

There are many taxi companies in Brighton. If you wish to take a taxi, you can phone and order one or, if you're in the city centre, simply stop one as it drives past. You can also go to the nearest taxi rank. In Brighton there are taxi ranks outside the school, outside the railway station and at Churchill Square. Always call a reliable company (the school office can advise you), sit at the back of the car and fasten your seat belt. You can tip the driver if you want to, usually not more than 10%. If you phone, ask for a quote. Prices change at certain times and for certain destinations, e.g. outside city limits.

Brighton Radio Cabs

01273 204 060

South Coast Taxis

01273 01273 301111

You can also download UBER on your phone and you will be able to request a taxi wherever you are, there are always drivers ready to pick you up.



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 TOEFL 270 - 330/637 - 667 (iBT 110 - 120) TOEIC 910+ IELTS 8.0 - 9.0	9-15 weeks	7-12 weeks	6-9 weeks	Proficient
9	C1 Advanced	CAE - B TOEFL 267/630 (iBT 109) TOEIC 801-910 IELTS 7.0 - 7.5	9-15 weeks	7-12 weeks	6-9 weeks	
8		CAE - C, FCE - A TOEFL 237/580 (iBT 93) TOEIC 721-800 IELTS 6.5 - 7.0	8-13 weeks	6-12 weeks	5-10 weeks	
7	B2 Upper - Intermediate	FCE - B TOEFL 210/547 (iBT 78) TOEIC 641-720 IELTS 6 - 6.5	5-10 weeks	4-9 weeks	3-8 weeks	
6		FCE - C, PET - Distinction TOEFL 170/497 (iBT 60) TOEIC 531-640 IELTS 5.5	5-10 weeks	4-9 weeks	3-8 weeks	Independent
5	B1 Intermediate	PET - Merit TOEFL 143/463 (iBT 49) TOEIC 431-530 IELTS 5.0	5-10 weeks	4-9 weeks	3-6 weeks	
4		PET - Pass KET - Distinction TOEFL 103/413 (iBT 34) TOEIC 381-430 IELTS 4.0	5-10 weeks	4-9 weeks	3-6 weeks	
3	A2 Elementary	KET - Merit IELTS 3.0 TOEIC 246-380	5-9 weeks	4-7 weeks	3-5 weeks	
2		KET - Pass	5-9 weeks	4-7 weeks	3-5 weeks	Basic
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

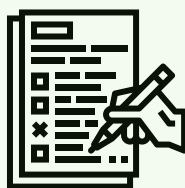
Our academic team has developed a series of English elective subjects to give students the opportunity to specialise their learning, to help them reach their individual language goals.

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:



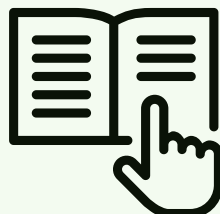
**Confident Speaking**



**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:

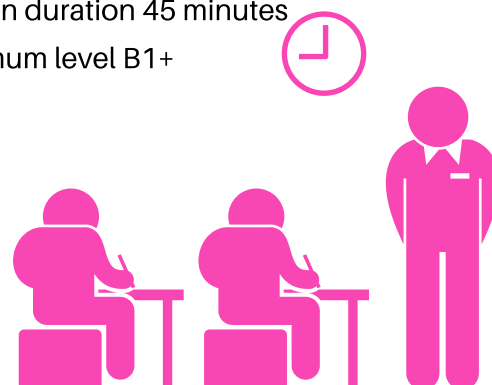
### 20 lessons per week

- 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!

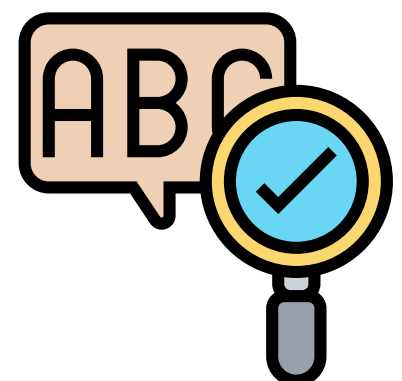
**You don't have to understand every single word to understand the main gist of the story. The more you listen to the radio and TV, the more you will hear words and structures that you will eventually learn when you're ready.**

## 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



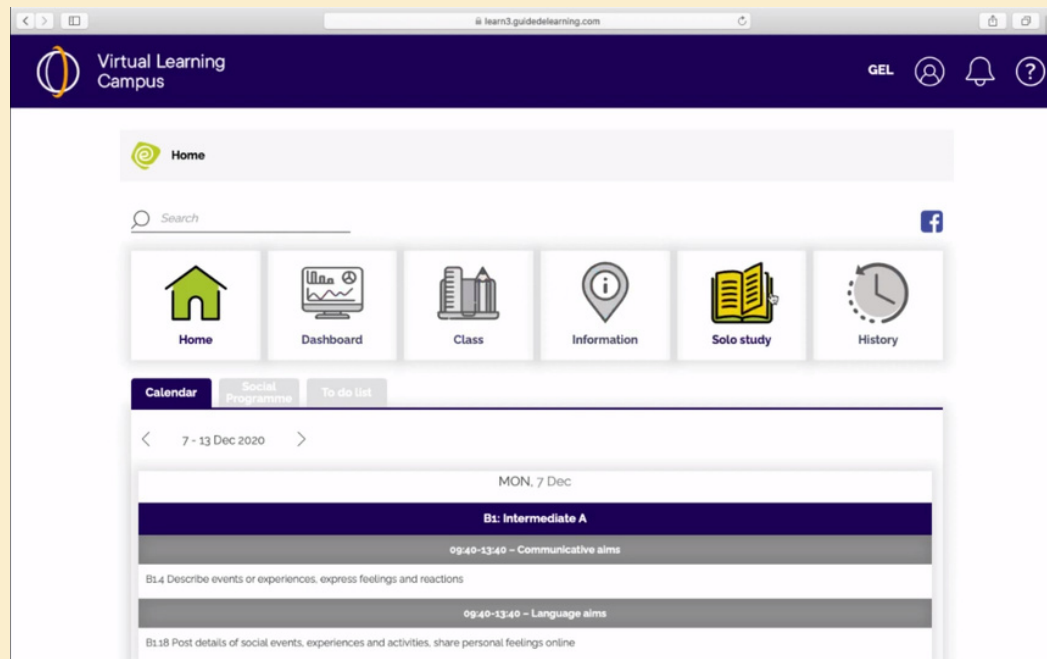
## How can I improve my vocabulary?

- 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

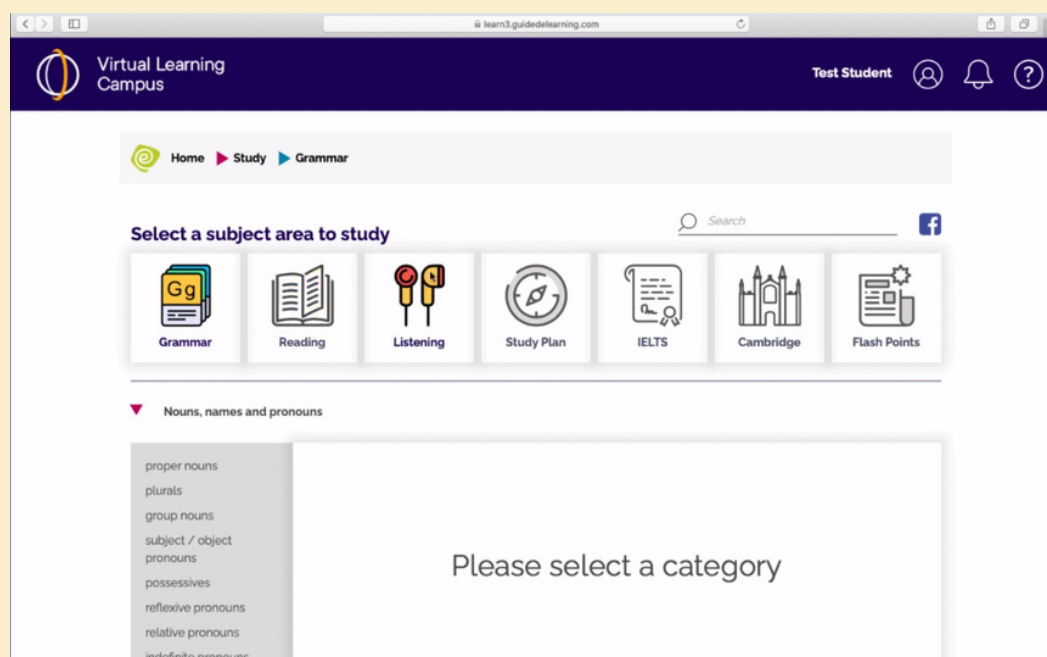


All students who are enrolled in our courses will have access to the Virtual Learning Campus. They will be given an induction at the school by the Director of Studies or the Senior Teacher and will be shown how to use this platform.

## 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 playing volleyball on the beach. You'll be surprised at the wonderful opportunities that Brighton 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.

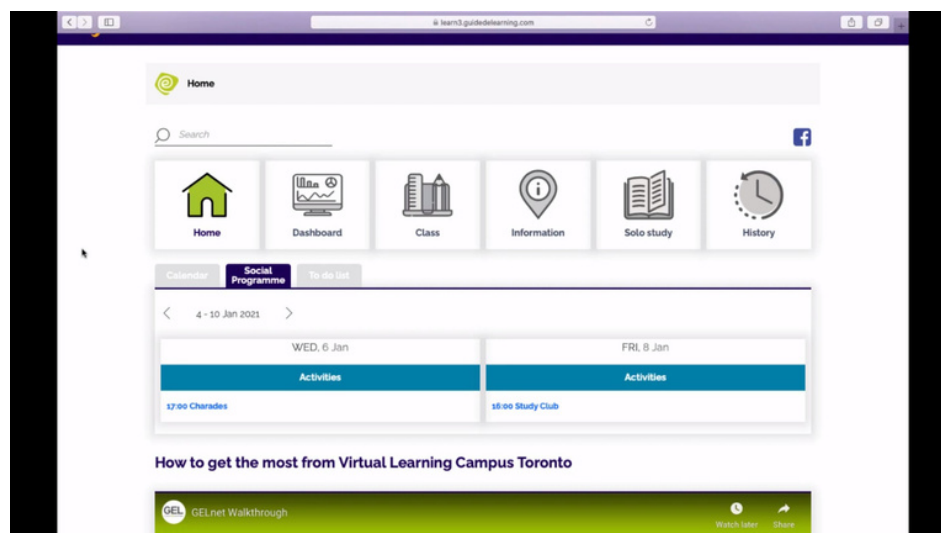
Activities for the week are displayed at reception but please do ask Student Services if you have any questions about the activities, or wish to join them.

Monday 24th Feb	Tuesday 25th Feb	Wednesday 26th Feb	Thursday 27th Feb
<b>BRIGHTON CITY WALKING TOUR</b>	<b>MOVIE NIGHT</b>	<b>LAZER TAG</b>	<b>GAMES NIGHT</b>
 <p><b>BRIGHTON WALKING TOUR!</b> Come and learn about your new city, where to get bus passes and student cards, the best places to hang out and the local meeting points on this exciting, tour guide led walk!</p> 	 <p><b>MOVIE NIGHT</b></p> <p>Improve your English even more with a fun movie night at the school! Come and choose a film with your classmates, enjoy some popcorn and sweets, and watch a film! Perfect for these chilly winter evenings!</p> <p>Have a film suggestion? Let Charlotte in reception know!</p> 	 <p>Go against your friends at this super fun activity! Wearing a light up vest and a lazer gun, you can run around and shoot your friends, the person with the most points wins!</p> <p><b>PAY BY TUESDAY!</b></p>  <p><b>LAZER TAG</b> £5.80!</p>	 <p>Come and play some fun board games! <b>UNO, Snakes and Ladders, or Jenga!</b> Come and have a nice relaxed evening with your class mates, and beat them at some classic board games!</p> 
MEET AT: 1:00 pm WHERE: Student Room	MEET AT: 2:30 pm WHERE: ROOM 5	MEET AT: 4:30 pm WHERE: STUDENT ROOM	MEET AT: 2:30 pm WHERE: ROOM 5

**Sample Programme**

## 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)1273 323220** or emergency number **+44 (0)7775 487550**.

### 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 computer room 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 UKVI 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

### 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:

Gerrard, School Principal

Location: School office, or call (+44) (0)1273 323220

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 see below.

## 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. The Brighton fire assembly point is Brunswick square, opposite the school entrance.**

## **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 a Post Office. They usually offer one of the best rates and are commission free.

**A Post Office is located a short bus ride from school in Churchill Square:**

**WHSmith Post Office  
Unit 2 Churchill Square,  
Brighton, BN1 2TA**

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

The nearest banks to the school are:

**HSBC:**

125 Church Rd, Hove BN3 2AN

**NatWest:**

103 Church Rd, Hove BN3 2BF

**Lloyds:**

74-78 Church Rd, Hove BN3 2EE

**Barclays:**

149 Church Rd, Hove BN3 2AE



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 School Administrator 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.

## **Church of England**

St Peter's, St Peter's Place

01273 682 960

All Saints Parish Church, Eaton  
Road, Hove

01273 733 331

## **Methodist:**

London Road

01273 688 635

Portland Road, Hove

01273 324 600

## **Jewish:**

Hebrew Congregational  
Synagogue, Middle Street

01273 327 785

Brighton and Hove Progressive  
Synagogue Landsdowne Rd

01273 737 223

## **Evangelical:**

Clarendon Church, Clarendon  
Villas, Hove

01273 203 664

## **Roman Catholic**

St John Baptist, Bristol Road

01273 681 587

St Peter's, St Peter's Place

01273 682 960

## **Baptist:**

Ivory Place, Brighton

01273 681 188

Holland Road, Hove

01273 737 111

## **Muslim:**

Islamic Centre, 150 Dyke Road  
01273 505 247

Medina Mosque, 21c Bedford  
Place, Brighton

01273 737 721

## **Greek Orthodox**

Carlton Hill, Brighton

01273 675 396

## **Buddhist**

Brighton Buddhist Centre, 14

Titchbourne Street

01273 772 090



## 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/CrimeAnd Justice/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.

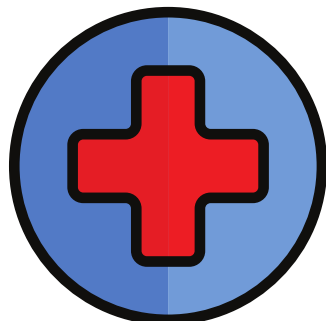
If you are here for less than six months and you do not come from a European country, you will be charged for treatment. However, medical insurance should cover these costs.

For more urgent cases, there is a NHS drop in centre:



### NHS Walk-in Medical Centre

Aspect House, 84-87  
Queens Road,  
Brighton BN1 3XE



## **Nearest Hospital**

Royal Sussex County Hospital  
Eastern Road, Brighton BN2 5BE

## **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)

Brighton Radio Cabs  
01273 204 060

Transport for London (TFL)  
020 7222 1234  
[www.tfl.gov.uk](http://www.tfl.gov.uk)

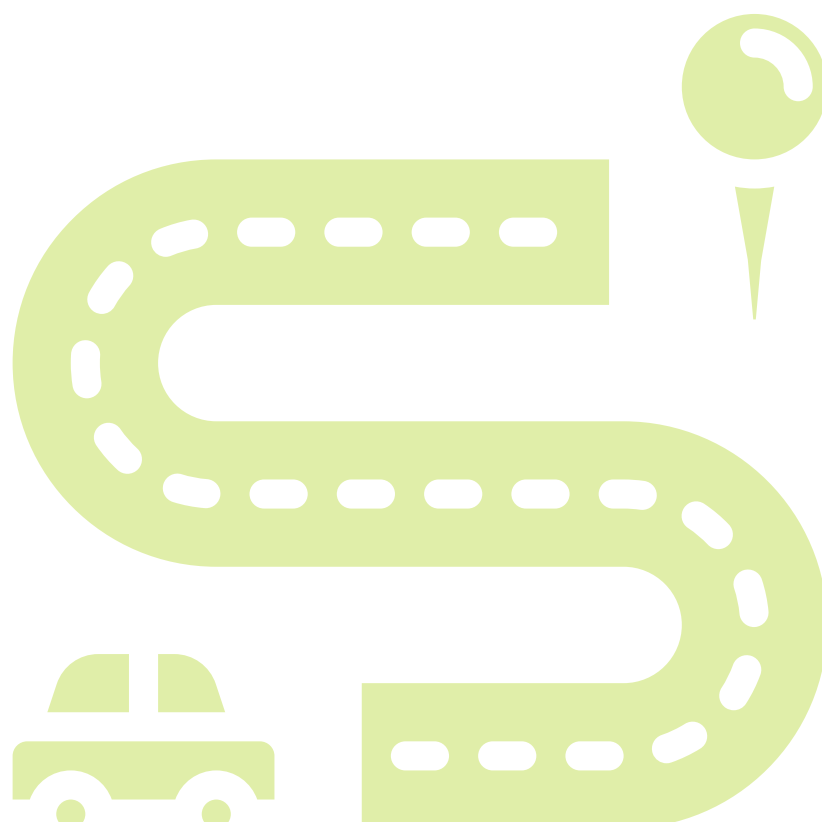
National Rail  
08457 48 49 50  
[www.nationalrail.co.uk](http://www.nationalrail.co.uk)

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

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)

Brighton Taxi - Steamline  
01273 202 020 / 747474



# 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



**Oxford**  
**International**  
**ENGLISH SCHOOLS**