Oxford International ENGLISH SCHOOLS



Greenwich

Student Handbook and guide pack

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Gary, Managing Director, OIDI & EL UK

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 Greenwich

Hello

My name is Nic and I'm the Principal of the Greenwich school. On behalf of everybody at the school, let me wish you a warm welcome.

You have decided to study at Oxford International English London Greenwich – a fantastic decision!

We cannot wait to meet you and help you to enjoy your time living and studying here in London.

We want you to feel welcome and valued from the day you arrive, and we want to maximise your experience by involving you as much as possible.

Please read the information in this handbook thoroughly and check all the details carefully.



Nic, School Principal

If you have any questions, please talk to us on your first day at the school or email admissions@oxfordinternational.com

Looking forward to meeting you soon!

All the best,

The Oxford International London Greenwich Team



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.

Responsible for guiding students in independent learning. They will help yo
will have information regarding all non-academic activities.

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.

EFL Teachers

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

Student Services

Activity Leaders

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



Nic, Principal



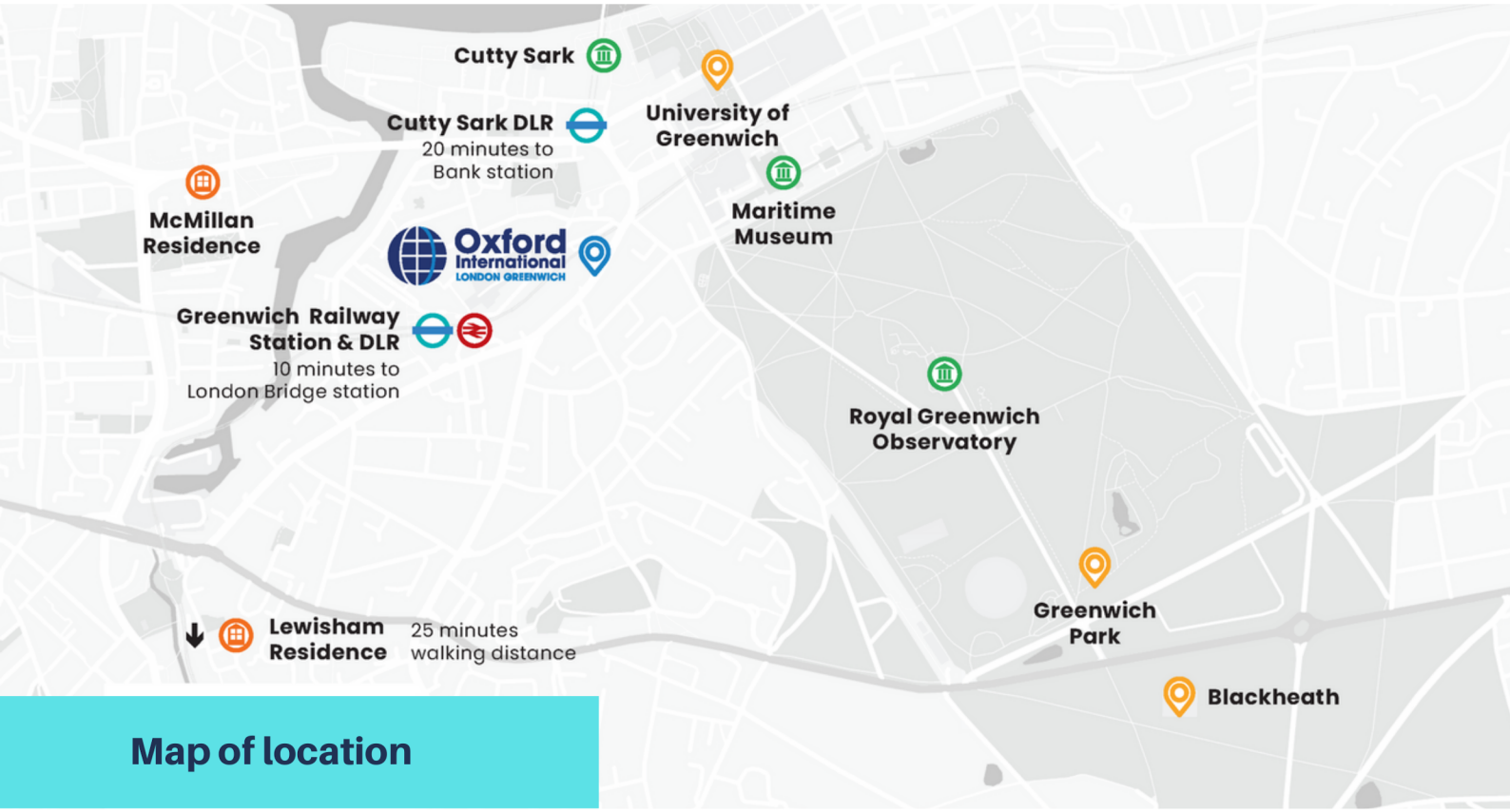
Elaine, Director of Studies



Éabha, Student Support Manager

We are looking forward to welcoming you soon!

Local area



Map of location

Top things to do


National Maritime Museum


The Cutty Sark


Greenwich Park


Royal Observatory


The Queen's House


Greenwich
Market

What to expect



Iconic attractions on your doorstep

You'll find yourself surrounded by world-famous sights every day. London is home to historical landmarks, unique architecture and incredible shows that you simply cannot see anywhere else in the world.

There's no such thing as bad weather, only unsuitable clothing

Each season in London showcases the city in a different way. You have probably heard that London is a very windy and rainy city, make sure you pack waterproof clothing, an umbrella and don't forget to bring awesome outfits for the sunny days.





Cultural exposure

There are over 300 languages spoken in London, more than in any other city in the world! This will allow you to have a much more international experience in the city, school and homestay.

Afternoon Tea

Get ready to enjoy lots of Tea, biscuits and scones!

Traditional afternoon tea consists of a selection of dainty sandwiches (including of course thinly sliced cucumber sandwiches), scones served with clotted cream and preserves. Cakes and pastries are also served.



Getting to Greenwich

From the airport to London

Train

There are regular trains from all of the main airports to Central London.
Visit www.nationalrail.co.uk for more information.
Time: 25mins - 1 hour

Coach

Heathrow, Gatwick and Stansted have regular coaches to Central London.
Visit www.nationalexpress.com for more information.
Time: 90 mins - 2 hours

Underground

The Piccadilly line runs from Heathrow airport only to Central London.
Visit www.tfl.gov.uk for more details.
Time: 1 hour

Taxi

You can take a taxi directly from the airport to your accommodation.
Time: 1 - 2 hours



https://tfl.gov.uk/maps/track/tube

Getting to the school

The school is easy to reach by bus, train or DLR. The best way to plan your journey is to visit:
www.tfl.gov.uk/ and enter Greenwich as your destination
or go to https://www.google.com/maps

The address of the school is:
Oxford International Greenwich
259 Greenwich High Road
London, SE10 8NB

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 familly 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 it 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 London - according to the UKVI - is a minimum of £1,334 per month (including rent)

Residences and shared houses

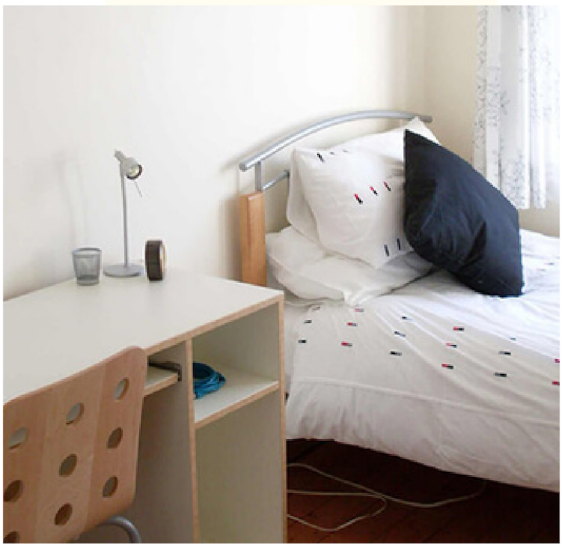
Residences available nearby are the following:



VITA

Vita residence is a brand new residence, opened in 2021 and is located just a 15-minute walk from the school.

- Single room with private bathroom and shared kitchen
- Study desk and chair provided in bedroom
- 24 hour reception/security
- Free grab-and-go breakfasts each weekday
- Free-to-use bikes - great for exploring!
- Shared kitchen facilities for self-catering
- Free Wi-Fi access and Smart TVs
- Laundry facilities on-site
- Free tea and coffee facilities in communal areas



Superior shared houses

Superior Shared Homes are cosy and comfortable shared houses, which are spread across 2-3 floors and each property has 5-7 bedrooms

- Single standard & single en-suite rooms
- 25-35 mins journey on public transport to school
- Free Wi-Fi
- Bed linen provided
- Shared kitchen with utensils provided
- Laundry facilities

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 **24 hour Emergency number:** (+44) **7501 935 809**

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 Greenwich, to orientate students to the city and give them an opportunity to buy a travel card.



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.



Travel in Greenwich

London has one of the most extensive, integrated travel systems in Europe comprising of the Underground (the Tube), bus, train, DLR (Docklands Light Railway), Tramlink, boat and taxi. Greenwich is well linked to transport services for easy access to Central London. There are direct trains from Greenwich station into Central London every 10 mins or so. You can catch the DLR to Canary Wharf and change to the Jubilee Line for an easy journey into the West End. Or stay on the DLR into Bank if you need to get into the City of London. The approximate cost of a 1-week Travel card zones 1-4 is £53.00.

Bus services in Greenwich

There are a variety of bus services in the Greenwich area and there are frequent buses to all local destinations. In central London you must buy your ticket before boarding the bus, otherwise you can also use a contactless debit/credit card. Bus passes are a cheap and flexible way of travelling but are only valid on buses. Travelcards can be used on the bus, train, tube, DLR and tram. Either of these types of tickets can be loaded onto your oyster card. You can also use a contactless debit card while in London, all methods of transport will accept it. All the following buses go through Greenwich on their way to somewhere else:



129 North Greenwich (for O2) to Greenwich
177 Thamesmead to Peckham
180 Belvedere to Lewisham
188 North Greenwich (for O2) to Russell Square (West End)
199 Canada Water to Catford
286 Sidcup to Greenwich
386 Woolwich to Blackheath Village
N1 Thamesmead to Tottenham Court Road (Night Bus)

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.

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.

APPS for TFL

Oxford International ENGLISH SCHOOLS

Travel & Accommodation

We know that the transport in London can be very different from the one we have at home. These are some free apps we recommend you download before traveling to the UK as they can be very helpful during your stay.

Tube Map

The simplest way to navigate the Underground. Prepares you for the journey ahead with line status updates, real-time routing to anywhere in London

Citymapper

An app that shows you all the possible ways of getting there and selects the best and cheapest route for you! Ideal if you're looking to travel in a more unique way, using the Thames boat, cycling or by scooter.

Tfl Oyster

Transport in London is contactless, remember to get a smart card that you add money to and you can pay as you go, weekly or monthly.

Google Maps

Web mapping that offers you transport routes, quickest routes, bus schedules, and searches for restaurants or shops near you!

Santander CYCLES

Getting started is easy: simply hire a bike, ride it where you like, then return it to any of the hundreds of docking stations across the city. Tfl has created cool bike rides around London, don't forget to research them!



**London is divided into 9 zones, make sure you always know the zones you are traveling to and from and have a valid ticket.
** Greenwich is in Tfl zone 2/3

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	Independent
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	
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	Basic
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

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

Key facts:

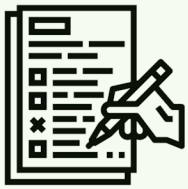
- You can take these courses at Brighton, London and Oxford
- Levels: A0-C1
- Courses start every Monday (or on Tuesday if Monday is a bank holiday)
- From 1 to 52 weeks
- 15 students maximum per class

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 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.

Exams at the school

Oxford International ENGLISH SCHOOLS

Exams and courses

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.

Preparation courses

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:

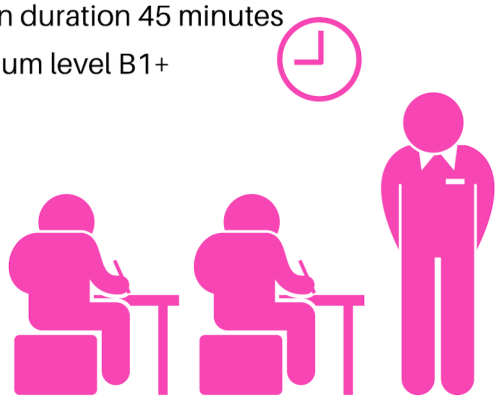
20 lessons per week

- 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

Academic development

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.

Improving skills

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?

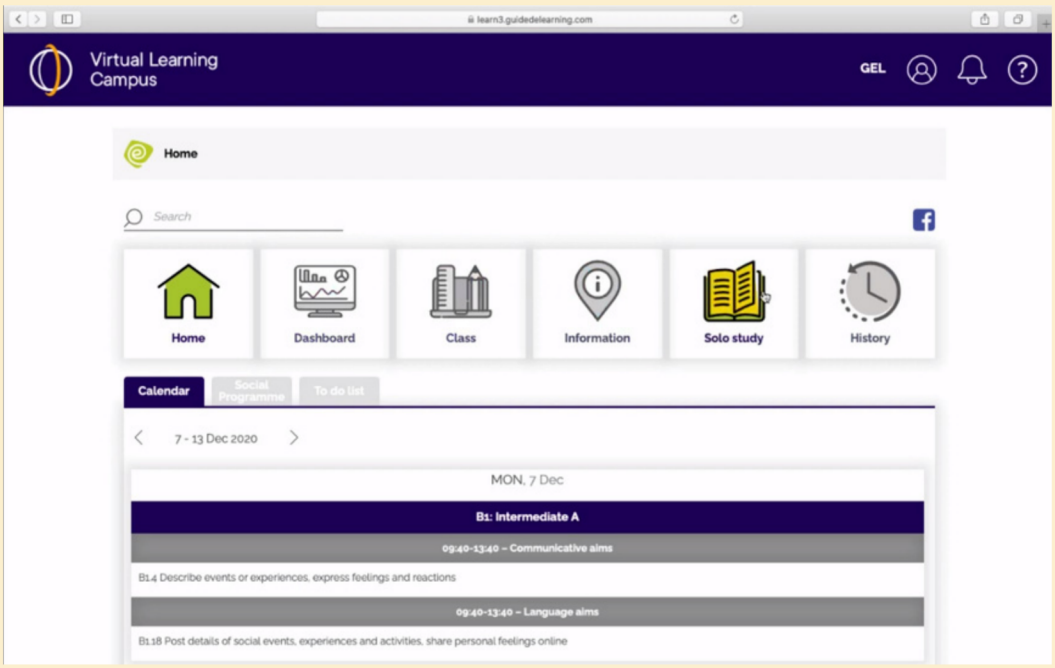
- Keep a notebook for new words, verbs, expressions etc.
- Have a special section for phrasal verbs, grammar, irregular verbs, idioms/proverbs, collocations and synonyms/antonyms
- Don't record everything in the same notebook or use file separators if you are using a folder
- Structure how you record 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)



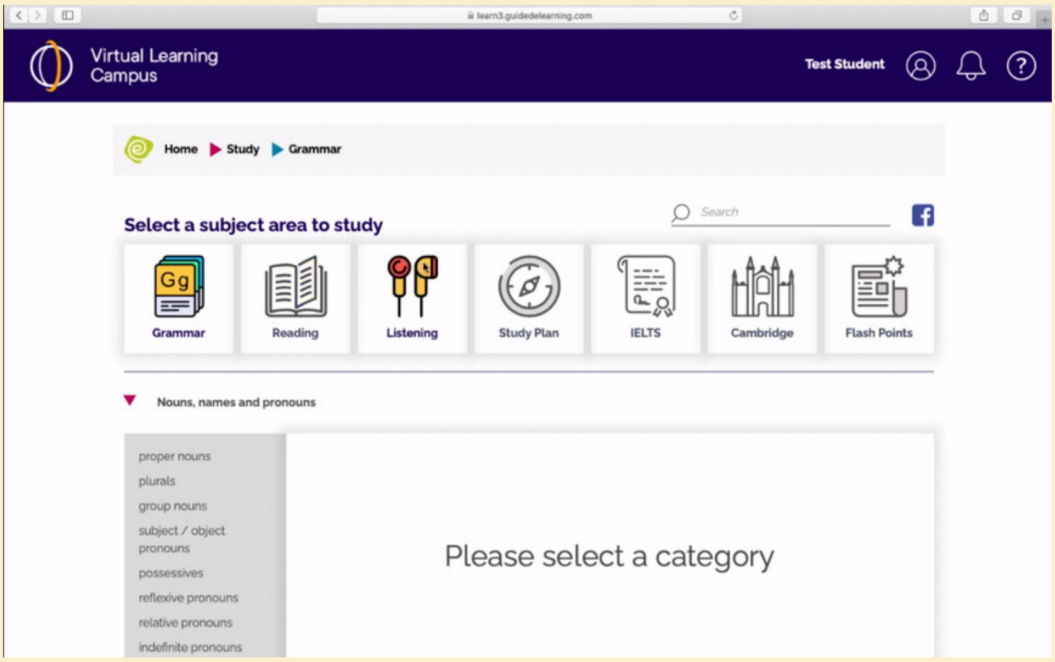
- It is useful to record these phrases and words that are often used together
- Make sure you know how to pronounce the word, in learner dictionaries the phonemic script will be next to the word and the stress will be marked. If you have a problem, ask your teacher
- Look again at the new words that 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 London has to offer!

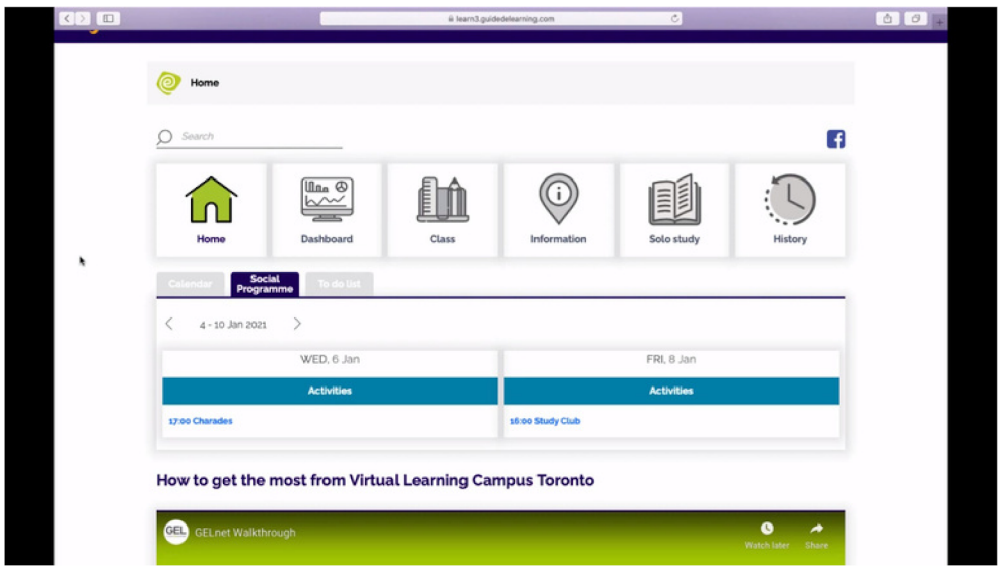






As a student at the school, you are welcome to join any events and our staff will make sure that you feel safe during activities. If you are under 18, you will not be able to go to pubs or nightclubs. These events are clearly marked as 18+ only on the social programme calendar.

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.



VLC Bookings

Students must book activities for the social programme through the Virtual Campus.

They will be able to see which activities are available and sign up in advance.

Places you can visit wit us in London

- British Museum
- Tower of London
- London Eye
- Buckingham Palace
- Houses of parliament
- National Gallery
- Shard
- Westminster Abbey
- Natural History Museum
- Camden Market
- Tate Modern
- Churchill War Rooms
- Kensington Palace
- Science Museum
- Royal Observatory
- St Pauls Cathedral
- Tower Bridge
- Sky Garden
- Trafalgar Square
- Borough Market
- St. James Park
- Admiralty Arch
- Hyde Park

and more...



Other Cities



Windsor



Brighton



Cambridge



Oxford



Edinburgh



Paris

Places you must visit on your free time

*If this is your first time in Europe, don't forget to visit other cities and enhance your experience



Glasgow



Amsterdam

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.

Students under 18

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.

UK Laws

If you are under 18 you must not:

- Buy or consume cigarettes
- Buy or consume alcohol

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 **+44 208 293 11 88** or emergency number **+44 7501 935 809**. These can also be found on your student card.



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

School Policy

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
- 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.
FINAL WARNING. 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.
EXPULSION	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:

Nic, School Principal
Location: School office, or call 0208 293 1444

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

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 Greenwich fire meeting point is the car park outside 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.

Principal

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

Director of studies

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

Student support

Guiding students in independent learning

Social Programme Manager

Activities and excursions.

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.

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:

NatWest Bank plc

2 Greenwich Church St (Mon-Fri 09.00-16.30, Sat 09.30-13.30)

Lloyds TSB plc

6 Crescent Arcade (Mon-Fri 09.00-17.00, Sat 09.30-13.30)

Barclays Bank plc

93 Lewisham High Street (Mon-Fri 09.00-17.00, Sat 09.00-15.00)

Places of worship

Greenwich is a very culturally diverse place. It is part of a multicultural and multi-faith society here in Britain. Your family or the staff at the school should be able to direct you to the nearest place worship for your denomination. Listed below are some religion's closest place of worship to the school:

Baptist
South Street Baptist Church
Greenwich South Street,
SE10 8UN
020 8691 1270

Buddhist
Kagyu Samye Dzong
Tibetan Buddhist Centre
33 Manor Place,
SE17 3BD
020 7708 8969

Church of England
St Alfege Church
Greenwich Church Street,
SE10 9JS
020 8853 0687

Greek Orthodox
St Mary's Greek Orthodox Church
305 Camberwell New Road,
SE5 0TF
020 7703 0137

Hindu
Sri Murugan Temple
78 Church Road,
E12 6AF
020 8478 8433

Jehovah's Witness
Kingdom Hall of Jehovah's Witness
Whiteley Road,
SE19 1JT
020 8670 5376

Jewish
Catford Synagogue
6 Crantock Road,
SE6 2YA
020 8698 9496

Muslim
Charlton Mosque
32 Ransom Road,
SE7 8AY
020 8858 4479

Roman Catholic
St Saviour's Catholic Church
175 Lewisham High Street,
SE13 6AA
020 8852 2490

Russian Orthodox
Cathedral of the Dormition and All Saints
67 Ennismore Gardens,
SW7 1NH
020 7584 0096

Emergencies

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

Saftey First

A personal Safety Guide for International Students produced by the British Council. This can be found on 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

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 in New Cross:



NHS Walk-in Medical Centre
Suite 3, Waldron Health Centre
Amersham Vale, SE14 6LD
020 3049 2370

How to get there:

Number **177 bus** from opposite the school and get off at New Cross gate station

Useful contacts

What to do in a medical emergency

If you need emergency treatment whilst in London you can go to the Accident and Emergency departments of the following hospitals:

South East - University Hospital Lewisham
Lewisham High Street SE13 6LH
020 8333 3000

South East - Guy's Hospital
Great Maze Pond SE1 9RT
020 7188 7188

Central - University College Hospital
235 Euston Road NW1 2BU
0845 155 5000 x 70001

Central - St Thomas's Hospital
Westminster Bridge Road SE1 7EH
020 7188 7188

The Greenwich Dental Practice
207 Greenwich High Road
020 8858 1055

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

London Luton Airport
01582 405100
www.london-luton.co.uk

Taxis - Greenwich
020 8858 6661
www.greenwichcars.co.uk

Transport for London (TFL)
020 7222 1234
www.tfl.gov.uk

National Rail
08457 48 49 50
www.nationalrail.co.uk

National Express
0990 80 80 80
www.nationalexpress.com

London Heathrow Airport information
0844 335 1801
www.heathrowairport.com

London Gatwick Airport information
0844 892 0322
www.gatwickairport.com

Taxis - Greenwich
020 8318 5431/5432
www.blackheath-car-services.co.uk

Continue your journey with us

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

OI Digital Institute

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 OIDI:

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

Prifysgol Bangor University – Coleg Rhyngwladol International College

De Montfort University International College

University of Dundee

University of Greenwich International College

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/

The Schools:

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