



EDINBURGH

STUDENT HANDBOOK

Your Guide to Learning, Living, and
Thriving at our Edinburgh English
School

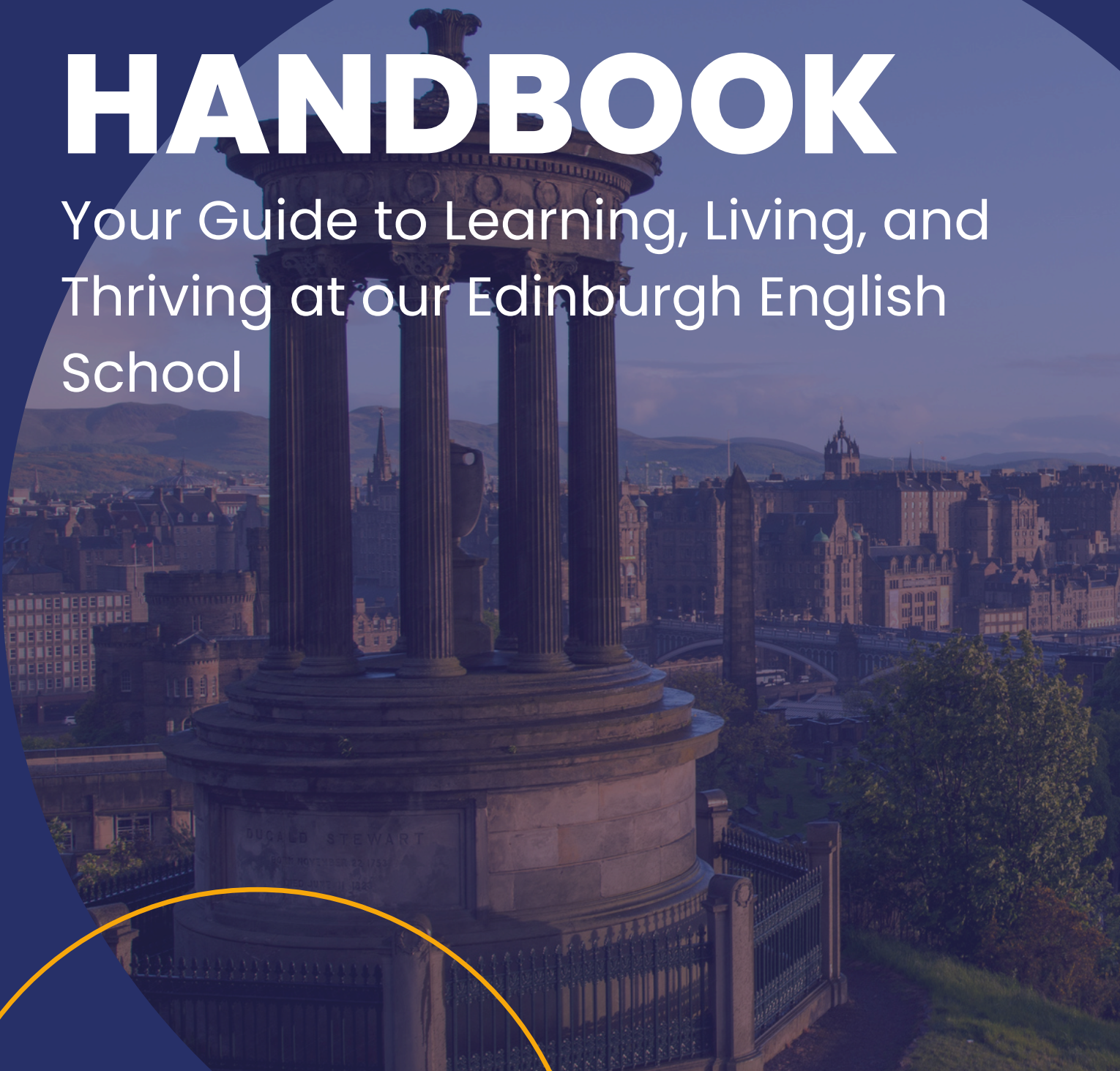


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Welcome

Welcome to Oxford International, where students have been learning English for over 34 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, you will learn everything about our schools and your stay with us.

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

Gary, Managing Director, OIDI & EL UK



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 at our school!

Welcome to Edinburgh

I am delighted and privileged to welcome you to our Edinburgh School in the heart of this historic and vibrant city, where we hope you will enjoy our excellent programmes, make new friends, and experience the best that British culture has to offer.

We know that choosing a language school that suites your individual needs is an important decision to make. We're committed to knowing each of our students as individuals, recognising their unique strengths and needs, so we can support them in achieving their personal goals.

We take pride in offering all our students a warm welcome. Here in Edinburgh, you will discover a friendly, committed, and caring team of staff and teachers ready to make you feel part of the Oxford International family. Edinburgh is a truly international city with 4 universities and a variety of courses. Our social programme is designed to provide something for everyone; from enjoying live music in one of the many pubs to going to the theatre, from visiting museums and art galleries to our famous and energetic Scottish Ceilidh Dancing Nights. You'll be surprised at the wonderful opportunities that Edinburgh has to offer!

Having worked in this field for over 25 years, I have a good understanding of what makes a great school. We believe in setting high standards for both our staff and students, and we aim to provide a professional and supportive learning environment where you develop your skills and achieve your goals. We look forward to welcoming you to our Edinburgh school.



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 standard.

EFL Teachers

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

Student Services

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

Activity Leaders

The Activity Leaders are responsible for running everything outside the lessons! This includes on-site activities, excursions, local outings, and airport transfers.



Roland

Principal



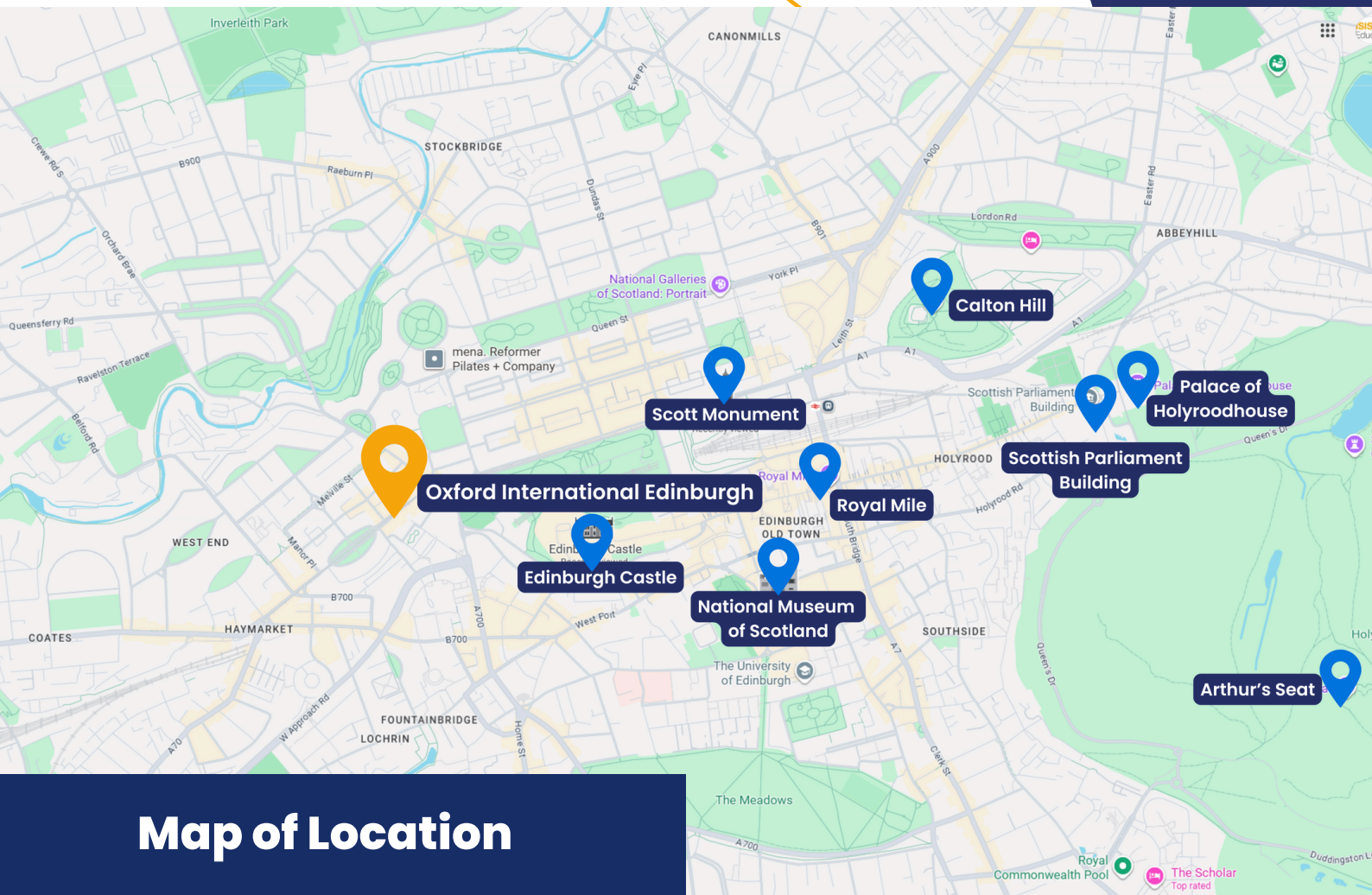
Philip

Director of Studies



Valentina

Student Services &
Group Coordinator



Map of Location

Top Things To Explore in Edinburgh



Edinburgh Castle



Scott Monument



Royal Mile



Arthur's Seat



Palace of Holyroodhouse



Calton Hill

Getting to Edinburgh



Edinburgh Airport

The quickest and easiest way to get in to central Edinburgh is by coach. There are 3 frequent services with varying wait times, none longer than 30 minutes. The **AIRX, 100 Airlink & Airport Express** services from Edinburgh Airport run on average every 15 minutes for a 20 minute journey to **Shandwick Place**, where our school is located.

Journey Time: 15–25 mins



Glasgow Airport

Glasgow Airport is located in Scotland's other major city but is still close and simple to travel from. From **Terminal 1**, you can get on the **First Bus Glasgow** to the **Glasgow Buchanan Bus Station**. From here, the **900** bus will take you to **Shandwick Place** in Edinburgh.

Journey Time: 2hrs

Getting to the School



The school is easy to reach by bus, tram, train, or taxi. The best way to plan your journey is to use the Lothian Buses & Tram App, or go to www.google.co.uk/maps.

Oxford International Edinburgh
3rd Floor, 40 Shandwick Place
West End, Edinburgh, Scotland
EH2 4RT

Accommodation

Homestay

What better way to improve your English than to live with a homestay family? In addition to experiencing family life with a local Scottish family, 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 allergies. Whichever family you are placed with, they will certainly make you feel welcome and happy in their home. However, please do not forget that you are their guest.

Here are some guidelines to follow 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, it is very important that you inform your hosts **EARLY** of this. Please do not leave this until the last minute.
- If you have booked the Half-Board option, then your hosts 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 hosts gives you permission to do so.
- 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 that you should bring 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 hosts if you are allowed to smoke inside or outside their home. It is not usually permitted to smoke inside the house.
- Bathroom times should be discussed and agreed upon between you and your hosts. Your hosts may suggest a specific time for you each day.
- Your host will provide washing facilities for you and will change your bedding once a week. Hosts will not iron clothes, but should make facilities available to you.
- Accidents do happen. If you do break or damage anything, please tell your hosts 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 belong, which is much safer. You will be expected to pay for the loss of your keys, so please keep them safe at all times.
- As you are living in a private home, it is always respectful and polite to not invite guests back without your host's permission first. Permission to do so is at your host's discretion. Overnight guests are not permitted.

Homestay accommodation is carefully selected and inspected by Hosts International, an accommodation provider that works with Oxford International.

Your homestay should be clean, 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 common 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 homestay, 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 at the school reception.



Finding Private Accommodation

If you are thinking about renting private accommodation, there are many different things to consider:

- Always visit the 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!

According to the British Council, the estimated living cost in the UK is between £900 to £1,300 per month, including rent.

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. Rest assured, you are not on your own. If you need anything in the meantime, please call the

Oxford International Edinburgh Emergency Number: +44 (0) 7483 498071

Even if you are on a programme with afternoon lessons, please arrive at the school at 08:45am local time on your first day.



08:45 → Arrival & 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 local time. On arrival at the school, each student will be asked to complete an Oxford International registration form to take a level placement test. After testing, there is a walking tour of Oxford to orient students to the city and give them an opportunity to buy a bus pass.

After the tour, students will have time for lunch.

Following lunch, students have an induction, at which time they are fully informed about the school and our policies. They will also receive presentations from the Principal, Director of Studies, Student Services, and Social Programme Coordinator. Students who have booked a full-day or afternoon course will begin classes that same afternoon. All students who have booked a morning course will begin lessons the next day.



Travel to & from School

Bus Travel in Edinburgh

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 about how to get back home on your first day, please ask reception for help.

Edinburgh has a great public transport system with Lothian Buses and the tram. Buses are frequent and also offer Night Buses throughout the week. Students will be shown how to get a bus card on their first day, and they will also have the option to use contactless payment. If you are travelling every day on the bus, purchasing a bus pass is the cheapest and most flexible option. Students are encouraged (and shown how on their first day) to download the Lothian Bus Company App, which is the best way to purchase a ticket. Staff will also show students where they can purchase a physical card on their first day tour, if necessary.



Taxis

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



Cycling

Cycling is getting better and better and the city has an increasing network of secure cycle paths. Edinburgh is hilly and windy so as long as you know this and are prepared, you will be fine! You can buy or hire bicycles at one of the many bicycle shops nearby. Please remember to also purchase your cycle helmet and lights as well. There are a limited number of bike racks at the corner outside Charlotte Chapel.

Lessons

At Oxford International, we have options for everyone. Whether you want to improve your English level for everyday use, higher education studies, immigration purposes, or to improve your job prospects, we can help you achieve your goals.

Our **Scale of Language Proficiency** is an accurate reference to many other popular language proficiency tests around the world. This framework helps students understand their individual skill levels so they can effectively communicate with their teachers regarding their learning objectives.

Estimated time to pass level at:						
Level	CEFR	Test Equivalences	20/18 lessons/ week	30/27 lessons/ week	40/36 lessons/ week	Learning Stages
10	C2 Mastery	Oxford ELLT 11-12 CAE – A IELTS 8.0 – 9.0	9-15 weeks	7-12 weeks	6-9 weeks	Proficient
9	C1 Advanced	Oxford ELLT 9 – 10 CAE – B IELTS 7.0 – 7.5				
8		Oxford ELLT 8 – 9 CAE – C, FCE – A IELTS 6.5 – 7.0				
7	B2 Upper – Intermediate	Oxford ELLT 6-7 FCE – B IELTS 6 – 6.5	5-10 weeks	4-9 weeks	3-8 weeks	Independent
6		Oxford ELLT 5 – 6 FCE – C, PET – Distinction IELTS 5.5				
5	B1 Intermediate	Oxford ELLT 3 – 4 PET – Merit IELTS 5.0			5-9 weeks	
4		Oxford ELLT 2 – 3 PET – Pass KET – Distinction IELTS 4.0				
3	A2 Pre-Intermediate	Oxford ELLT 0 – 1 KET – Merit IELTS 3.0 TOEIC 246-380	5-9 weeks	4-7 weeks		3-5 weeks
2		KET – Pass				
1	A1 Elementary	Not Applicable				

General English

General English courses are designed for students who want a greater understanding of English for general use, having a conversation, and travelling. The core lessons are paired with specialised electives, providing students with 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 key language functions. Students will then be able to apply their knowledge in the real world. Classes cover the four main English skills: 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

Morning 20

20 x 45-minute lessons of General English
(morning classes only)

30

Intensive 30

20 x 45-minute lessons of General English + 10 x 45-minute lessons of Electives lessons

40

Super Intensive 40

20 x 45-minute lessons of General English + 20 x 45-minute lessons of Electives lessons

Key Facts:

- You can take these courses at our Brighton, Edinburgh, London Greenwich, and Oxford English Schools.
- Levels: A1-C2.
- Courses start every Monday (or on Tuesday if Monday is a Bank Holiday).
- Study for as little as 1 week – as long as you'd like!
- 15 students maximum per class.

Elective Options

Our academic team has developed a series of specialised electives to help students personalise their learning and reach their individual language goals. Electives can be taken in the afternoon sessions as part of our Afternoon 20, Intensive 30, Super Intensive 40 courses.

Electives available across our schools (A1-C2):



21st Century
Business



English for Confident
Speaking



English for Exam
Skills



English for
Customer Service

Additional electives that may be available depending on student demand and schedules:



Global Leadership



English for Creative
Writing



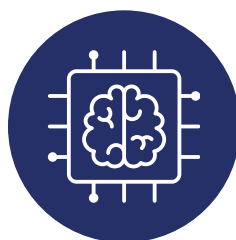
English for
International Law



English for
Journalism



English for Projects &
Cooperation



English for
Robotics



English in a Local
Context

Please contact our Admissions team or the Director of Studies at the school for more information. They will be able to give you details on each elective and which ones will be running during your time with us.

Exam Preparation

At Oxford International, we offer IELTS exam preparation courses at our schools and additional English language tests online through Oxford International Digital Institute. The academic team at the school can advise which test would be better for you, depending on your needs or goals.

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 9,000 organisations recognise it worldwide including universities, immigration authorities, and employers.

OXFORD ELLT

The Oxford ELLT Digital is fully online modularised English language proficiency test, examining a candidate's language level across four components: reading, listening, writing, and speaking. Conducted safely and securely, students can take the **Oxford ELLT Global** at our authorised test centres worldwide. We also have **Oxford ELLT Digital**, which utilises advanced technology and testing protocols, enabling students to verify their English language level from anywhere in the world. Oxford ELLT is the most secure, efficient, and accessible English Language Level Test available at Oxford International.

Visit www.oxfordellt.com to learn more.

Academic Support

At Oxford International, we are committed to helping students reach their learning goals and delivering 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 learners and prepare them for today's world. When students graduate from one of our 9 global Oxford International English Schools, they are ready to put their newly-developed English skills to use!

Your Learning Begins Before you Arrive

All students will receive a login to begin their journey with us. Students will be enrolled into our Virtual Learning Campus (VLC) as soon as their booking is confirmed to begin accessing their course materials.

Personalised Study Plan

Our teachers provide constant feedback and opportunities for students to identify their own strengths and areas for improvement, building student confidence and their ability to become independent learners outside the classroom. Backed by the Virtual Learning Campus, students receive the highest quality of personalised education.

Formal Assessments

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 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

Students have the opportunity to meet with a Senior Teacher one-on-one on a bi-weekly basis to review their progress, learning, and overall performance.



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 improve their language skills in a shorter period 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.
- **Leveraging 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, 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. Consider:

- 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. If you haven't understood, some other students probably haven't either! Try the following:

- 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 speak with you in English 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 – 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 one month.
- 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 one. 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 (i.e. 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 i.e., letters, articles, and essays that you can use as models for your own writing.
- Buy a good learner dictionary i.e., 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, sentences, or whole paragraphs. Re-write the underlined sections, explaining your thoughts on 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 learn to use them correctly. Look at what is used with the word, i.e., 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



Virtual Learning Campus

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

Home page

 Home

 Search

 Home

 Dashboard

 Information

 Solo study

 Result

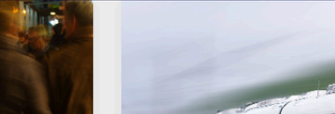
Assignments

Social Programme

To do list







E-Learning Practice

 Home  Study  Grammar

Select a subject area to study

 Search



Grammar



Reading



Listening



Study Plan



IELTS



Cambridge

 Nouns, names and pronouns

 Adjectives and adverbs

Social Programme

Our social programme is designed to provide something for everyone. From enjoying live music in one of the many pubs to exploring castles and palaces, from visiting museums and art galleries to venturing through the Old Town. You'll be surprised at the wonderful opportunities that Edinburgh has to offer!

Social Programme Edinburgh

Monday



Orientation tour

Get to know the school & the city of Edinburgh

Tuesday



Museum of Childhood

Take a walk down memory lane

Wednesday



Scottish Parliament

Visit the building and watch important debates about Scotland's issues and new laws for Scotland

Thursday



Pub Night

Practice your speaking with delicious drinks and quality conversation in a traditional pub

Friday



Edinburgh Dungeons

Immerse yourself on an underground journey through Scotland's dark and grisly history

Weekend



Enjoy your Weekend!

Take in all Edinburgh has to offer this weekend!

As a student at the school, you are welcome to join any of the events. Our staff will make sure that you feel safe and included during activities. If you are under 18, you will not be permitted 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. Please note: there may be a cost for the event, which you can see on the weekly Social Programme displayed at reception.

Social Programme

Places you can visit with us in Edinburgh:

- Arthur's Seat and Holyrood Park
- Edinburgh Castle
- The Scott Monument
- The Real Mary King's Close
- Calton Hill
- The National Museum of Scotland
- Camera Obscura and the World of Illusions
- Palace of Holyroodhouse
- The Scotch Whisky Experience
- The Scottish National Gallery of Modern Art
- Lauriston Castle and Gardens
- Dean Village
- Water of Leith
- Royal Botanic Gardens
- Greyfriars Kirkyard
- Craigmillar Castle
- Portobello Beach
- National Galleries of Scotland
- Grassmarket
- Victoria Street
- Scottish Parliament
- Royal Mile
- St Giles' Cathedral
- Edinburgh Dungeons
- Murrayfield Stadium
- Rosslyn Chapel
- Blackness Castle
- Ceilidh dance

Other cities:



Places you must visit in your free time

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



Welfare & Safeguarding

Student Welfare

Your well-being 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 10:00pm local time.



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

At Oxford International, we have an anti-racism and anti-discrimination policy. All members of the school community must not discriminate against anyone on the basis of colour, belief, culture, gender, 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.

You can also talk to any of our staff at the school or if you prefer, you can ask your family to speak to us. 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) 131 220 5119** or emergency number **+44 (0) 7483 498071**.

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 someone at reception for help.

Before Class

If you are under 18 and not in class by 09:15 local time, we will contact you. If we cannot reach you, we will telephone your homestay host. 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 09:00 local time.

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 local time.

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 & 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 the holiday period.
- If you are sick, phone the school before 09:00 or email vmartinez@oxfordinternational.com.
- If you do not notify the school as described above, your time off will be considered an "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 issues with future visa extensions/renewals. 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.

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 minutes late will not be allowed to attend until the next lesson. See the 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 class.

5-15 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).

Over 15 mins 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 from 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:

Roland, School Principal

Location: School office, or call 0131 220 5119.

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, Managing 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 request the full Student Complaints Policy from reception

Health & Safety

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 Edinburgh fire meeting point is outside Charlotte Chapel on 58 Shandwick Place.

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 & 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.



Living in the UK

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-defense spray. You can carry a personal attack alarm with you.

Theft/Stealing/Shoptlifting: 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 in the UK

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. They usually offer one of the best rates and are commission-free.

Post Office (Commission free)

Waverley Market – Main Office, Waverley Bridge,
Edinburgh EH1 1BQ

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:

- A bank reference letter from the school office.
- Your identification (ID or passport).
- Your 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 good exchange rates and it is easy to create an account. Examples: Monzo or Revolut.

Banks near the school

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

Places of Worship

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. Alternatively, you can ask the Student Services Manager who will be able to help you find a place of worship.

The church in the UK can be a great place to meet other students and often provides social activities and outings for young people to enjoy, whatever your beliefs. Many churches also run Language Exchange events where you can meet other students learning English.

Baptist

Charlotte Chapel, 58 Shandwick Place, Edinburgh EH2 4RT
0131 225 4812

Buddhist

Kagyu Samye Dzong, 4 Walker Street, Edinburgh EH3 7LA
0131 225 8359

Roman Catholic

St Mary's Catholic Cathedral, York Place, Edinburgh EH1 3JD
0131 556 1798

Judaism

Edinburgh Hebrew Congregation, 4A Salisbury Road, Edinburgh EH16 5AB
0131 667 3144

Orthodox Christian

St Andrew's Orthodox Church, 2 Meadow Lane, Edinburgh EH8 9NR
0131 667 0372

Hindu

St Andrew Place, Leith, Edinburgh EH6 7EG
0131 667 0905

Church of England

St John's Episcopal Church, Princes St, Edinburgh EH2 4BJ
0131 229 7565

Orthodox Russian

St Andrew's Orthodox Church, 2 Meadow Lane, Edinburgh EH8 9NR
0131 667 0372

Jehovah's Witness

9 Restalrig Drive, Edinburgh EH7 6JX, 0131 538 3106

Muslim

Edinburgh Central Mosque, Potterrow, Edinburgh EH8 9BT
0131 667 1777

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.

Safety First

A personal Safety Guide for International Students produced by the British Council is available. This can be found on <https://study-uk.britishcouncil.org/>.

Direct.gov (young People; Crime & Justice)

You can find information on keeping safe, types of crime, the law, and going to the police at <https://www.gov.uk/browse/justice/young-people>.

Medical Treatment

If you are ill, ask your host family for the name of their family doctor. Alternatively, you can call NHS Direct on 0845 46 47 and speak to a nurse or doctor. If you are a student in the UK for more than six months then NHS hospital treatment is free. You will need a passport, visa and enrollment letter to prove this. Students from the EU should have a European Health Insurance Card (EHIC) which entitles you to free NHS treatment. If you are here for less than six months and you do not come from a European country, you will be charged for treatment. However, medical insurance should cover these costs.

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

Western General Hospital

Crewe Road South
Edinburgh
EH4 2XU
Phone: 0131 537 1000



Useful Contacts

Walk-in Medical Centre

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

NHS Direct

Call NHS Direct if you want to talk to someone 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 your travel insurance.

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



Travelling Around the UK

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

Edinburgh Turnhouse Airport

0131 357 6337

www.edinburghairport.com

London Heathrow Airport

0844 335 1801

www.heathrowairport.com

Glasgow Airport

0344 481 5555

www.glasgowairport.com

London Gatwick Airport

0844 892 0322

www.gatwickairport.com

London Stansted Airport

0844 335 1803

www.stanstedairport.com

National Express

0990 80 80 80

www.nationalexpress.com

London Luton Airport

01582 405100

www.london-luton.co.uk

Scot Rail

0344 811 0141

www.scotrail.co.uk

Lothian Buses

0131 555 6363

www.lothianbuses.com

Taxi – Central Radio

0131 229 4466



Continue your Journey With Us

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

Higher Education

- International Foundation in Business
- Pre-Masters in Business
- International Foundation in Computing
- Pre-Masters in Computing
- Pre-PhD Preparation Programme
- Online Pre-Sessional English Course

Professional Qualifications

- UK Visa SELT Preparation Course
- English Language Level Test (ELLT)
- Preparation for ELLT
- Preparation Course for the Occupational English Test (OET)

Teacher Training In-Person

- Trinity DipTESOL
- Available in London Greenwich, Brighton & Oxford Schools

Teacher Training Online

- Trinity DipTESOL
- Trinity CertTESOL Full-Time
- Trinity CertTESOL Part-time
- Teaching Young Learners
- Teaching Teenagers

University Pathways in the UK



**International Foundation
Diploma in Business**



**Professional Diploma in
Adult Social Care**



**Oxford Brookes
International Foundation
Year**

Learn more at <https://pathwaycentres.oxfordinternational.com/>

Our UK Schools

Oxford International London Greenwich

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

Oxford International Oxford

36-37 Pembroke St
Oxford
OX1 1BP
+44 (0) 1865 791108

Oxford International Brighton

10 Brunswick Place
Hove, Brighton
Tel: +44 (0) 1273 323 220

Oxford International Edinburgh

3rd Floor, 40 Shandwick Place, West End
Edinburgh, Scotland
EH2 4RT
Tel: +44 (0) 131 220 5119

