



EDINBURGH

# STUDENT HANDBOOK

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



# Table of Contents

Welcome to Oxford International.....	p.2
Welcome to Edinburgh.....	p.3
The Staff.....	p.4
City of Edinburgh.....	p.5
Accommodation.....	p.6
Your First Day at Oxford International.....	p.7
Travel to and from School.....	p.8
Travelling Around the UK.....	p.9
Lessons.....	p.10
Courses.....	p.11
Academic Support.....	p.14
Virtual Learning Campus.....	p.15
Improving English Skills.....	p.16
Social Programme.....	p.19
Welfare & Safeguarding.....	p.21
Expectations in Class.....	p.26
Health & Safety.....	p.28
Money & Banks.....	p.30
Places of Worship.....	p.31
Emergencies & Staying Safe.....	p.32
Continue your Journey with Us.....	p.35

# Welcome

Welcome to Oxford International, where students have been learning English for over 34 years. We truly believe that no matter your level or learning goals, we have the best courses 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 you need to know about your studies and stay with us.

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

**Gary Palmer, Managing Director, OIDI & EFL 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, and leisure activities. It also tells you different aspects on living in the UK, welfare, healthcare and how to stay safe and happy during your stay 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 Oxford International Edinburgh English School!

# Welcome to Oxford International 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 suits 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 very 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 with us at OI. 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

Responsible for the overall leadership and smooth running of the school. Our Principals are selected for their experience, professionalism, and dedication to providing the best possible environment for learning and personal development. The Principal plays an active role in ensuring high standards across the school and are always available to support students when needed.

## Director of Studies

Responsible for the academic management of the school and supporting students in their learning journey. Directors of Studies work closely with teachers and students to ensure high-quality teaching and effective progress. They are the main point of contact for students regarding lessons, study support, and academic development, and will meet with students regularly to provide guidance and encouragement.

## EFL Teachers

Responsible for planning and delivering English lessons during your stay.

## Student Services

Responsible for supporting students in all aspects of their non-academic life. They provide assistance with living arrangements, social programmes, making appointments, and offering general care and guidance to help students settle in and feel supported.

## Activity Leaders

Responsible for doing the social programme. They create opportunities for students to enjoy cultural visits, sports, and social events, helping them make friends and experience life outside the classroom. Activity Leaders ensure activities are safe, engaging, and fun, while supporting students in getting the most out of their time at the college.



**Roland**

School Principal



**Philip**

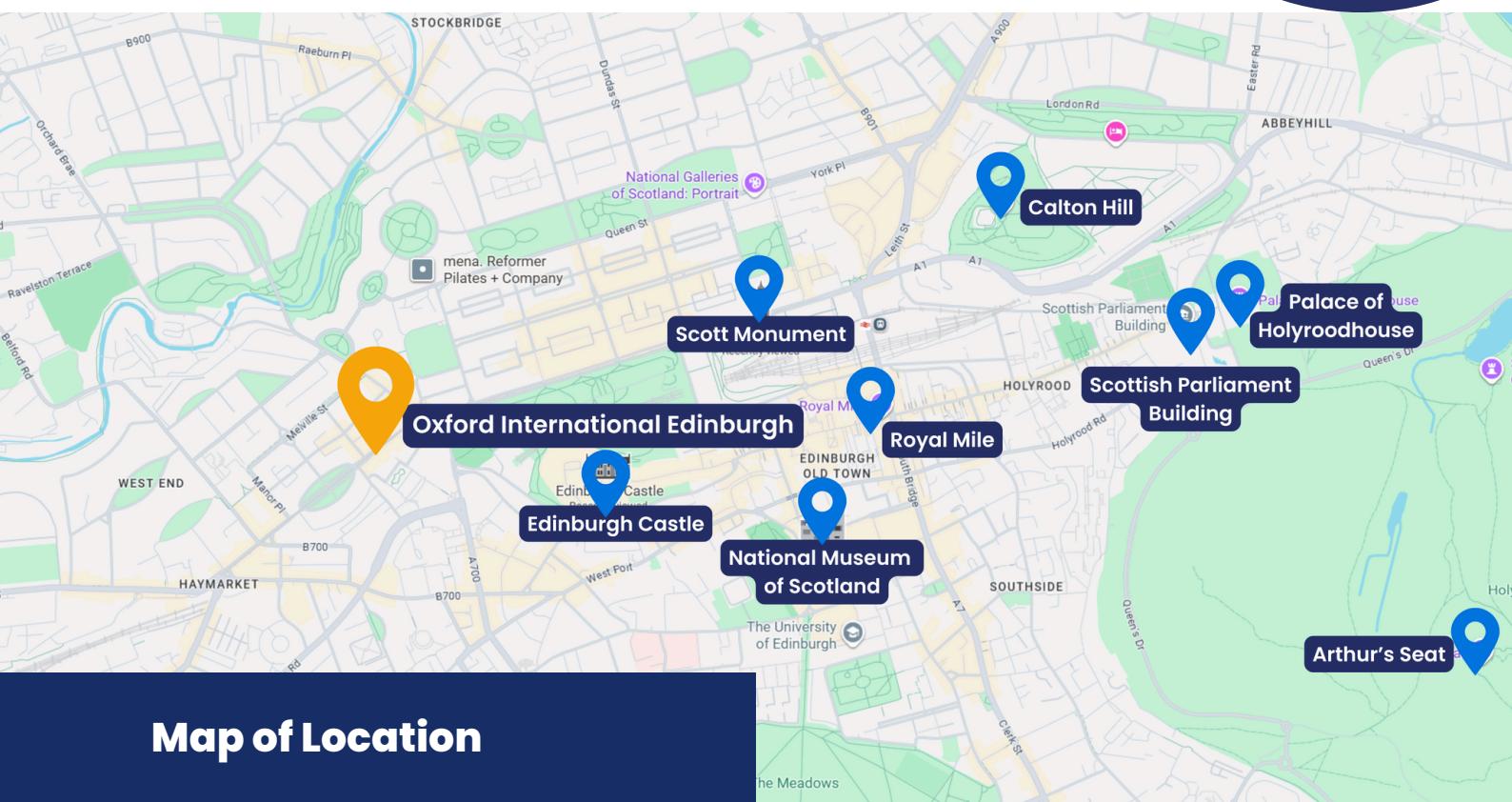
Director of Studies



**Valentina**

Student Services &  
Group Coordinator

# City of Edinburgh



## Map of Location

## Top Things To Explore in Edinburgh



**Edinburgh Castle**



**Scott Monument**



**Royal Mile**



**Arthur's Seat**



**Palace of Holyroodhouse**



**Calton Hill**

# Accommodation



## Homestay

- 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.



View OI  
Accommodation  
in the UK

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 on average 45–60 minutes. If you have any reason to wish to move from your allocated homestay, you can discuss this with the Student Services 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 £1,500 per month, including rent.\*

\*Living costs are an average across the UK, and can vary from city to city.

# Your First Day at Oxford International

⌚ Your course will always start on a Monday (unless it's a Bank Holiday). On your first morning, please arrive at 08:45 am local time.

📝 When you arrive, we'll ask you to fill in a short registration form and complete a placement test, so we can make sure you're in the class that's right for your level.

👤 Afterwards, you'll join our induction, where you'll get to know the school, how everything works, and meet some of the key people who will support you during your time here – including our Principal, Director of Studies, and the friendly Student Services team.

🚶 Next, we'll take you on a walking tour of Edinburgh. This is a great chance to explore the city, find your way around, and pick up a bus pass if you need one. After the tour, you'll have some free time for lunch before classes begin.

- If you're on an **Afternoon** course, your first lessons will be that afternoon.
- If you're on a **Morning** course, you'll start your classes on Tuesday.

## First Day Schedule



- 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

# Travel To & From School

## Getting to School by Bus 🚍

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.

## Bus Travel in Edinburgh 🚎

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.



## Travel by Taxi 🚕

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. There's also a new e-bike scheme between Voi and Edinburgh Council. Hire from anywhere in town and pay per minute/hour.



# Travelling Around the

## UK



Service	Contact Number
<b>City Cabs (Edinburgh)</b>	0131 228 1211
<b>Capital Cars (Edinburgh)</b>	0131 777 7777
<b>Central Cars</b>	0131 229 2468
<b>Lothian Buses</b>	0131 555 6363
<b>National Rail Enquiries</b>	03457 48 49 50
<b>Edinburgh Airport</b>	0131 357 6337
<b>Glasgow Airport</b>	0344 481 5555



# Lessons



At Oxford International, we have a course to suit every learner. Whether you want to improve your English for future studies, boost your skills for a job, or simply build confidence in everyday life, we can help you achieve your goals. Not sure which course is right for you? Take a look at the different levels and programmes we offer below – there's something for everyone.

Level	CEFR	Test Equivalences	Estimated time to pass level at 23/26 lessons/week	Estimated time to pass level at 27/30 lessons/week	Estimated time to pass level at 36/40 lessons/week	Learning Stages
9	C1 Advanced	CAE – B TOEFL 267/630 (iBT 109) TOEIC 801-910 IELTS 7.0 – 7.5 CAE – C, FCE – A	9-15 weeks	7-12 weeks	6-9 weeks	Independent
		TOEFL 237/580 (iBT 93) TOEIC 721-800 IELTS 6.5 – 7.0 FCE – B	8-13 weeks	6-12 weeks	5-10 weeks	
7	B2 Upper – Intermediate	TOEFL 210/547 (iBT 78) TOEIC 641-720 IELTS 6 – 6.5 FCE – C, PET – Distinction	5-10 weeks	4-9 weeks	3-8 weeks	Independent
		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	Independent
		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 Pre-Intermediate	KET – Merit IELTS 3.0 TOEIC 246-380	5-9 weeks	4-7 weeks	3-5 weeks	Basic
		KET – Pass	5-9 weeks	4-7 weeks	3-5 weeks	
1	A1 Elementary	Not Applicable	5-9 weeks	4-7 weeks	3-5 weeks	

# General English



Our **General English** courses are designed for students who want to feel more confident using English in everyday life – from conversations with friends to travelling abroad.

Core lessons focus on grammar, vocabulary, and language functions, while also developing all four key skills: **speaking, listening, reading, and writing**.

To progress quickly, you can add extra lessons through our Specialised Electives, which allow you to personalise your learning – please see below for further information.

## 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 Elective lessons

**40**

### **Super Intensive 40**

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

## Key Facts

- You can take these courses at our London Greenwich, Oxford, Brighton, and Edinburgh English Schools.
- Levels: A1–C1.
- Courses start every Monday (or on Tuesday if Monday is a Bank Holiday).
- Study for as little as 1 week or as long as you'd like!
- 15 students maximum per class.



# Elective Options

Our academic team has created a wide range of **Electives** so you can personalise your learning and work towards your **individual language goals**. Electives are available in the **afternoon sessions** as part of our **Intensive 30, Super-Intensive 40, and Afternoon 20 courses**.

Electives are great for focusing on an area you find challenging or exploring a subject you're passionate about. By the end of the course, you'll have the tools and confidence to use your English in the real world

Here are some of the exciting options you can choose from: 21st Century Business, English for Confident Speaking, English for Exam Skills, and English for Customer Service. Depending on student demand and availability, there may be additional electives to choose from!

👉 For more details, just ask our **Admissions Team** or the **Director of Studies** – they'll be happy to guide you through the best options for your goals.

## 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

# Exam Preparation



## IELTS Preparation

At Oxford International, we offer an **IELTS Exam Preparation course** to help you achieve the results you need for your future studies, career, or immigration goals.

Our academic team will help you decide whether IELTS is the right choice for you, based on your needs and ambitions.

### What is IELTS?

**IELTS** is the world's most recognised English proficiency test, trusted by many different **organisations worldwide**, including universities, immigration authorities, and employers. It assesses your ability in all four key skills: **listening, reading, writing, and speaking** – giving you an internationally accepted qualification that opens doors to study, work, and life in English-speaking environments.

IELTS allows you to get ready for university or college study in English-speaking countries worldwide. It will help you improve your academic skills such as essay writing, note-taking, presentations, and critical thinking.

This course will help focus on the strategies, skills, and practice you need to achieve your target score. With regular mock tests and teacher feedback, you'll feel confident and ready for exam day.

## OxfordELLT Preparation & Testing

We also offer **OxfordELLT preparation courses** through the **Oxford International Digital Institute (OIDI)**, in addition to **OxfordELLT testing**.

# 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](http://www.oxfordellt.com) to learn more.

# Academic Support at Oxford International



At Oxford International, we're here to help you reach your goals – whether you're studying English for work, study, or everyday life. From the moment you book your course until the day you graduate, you'll have the tools, guidance, and support you need to succeed.

One of the things that makes our Edinburgh school special is the chance to have 1:1 sessions with our Academic Manager. This gives you personalised support from someone who knows your learning journey inside out, helping us to shape the course around your needs. We believe this is one of our unique strengths in Edinburgh – and something our students value highly.

## 21<sup>st</sup> Century Skills – English for Today's World

In all of our courses, we want you to feel confident and ready to use English in the real world. By the time you leave one of our schools, you'll be prepared to use your skills in your studies, your career, or your daily life.

## Your Learning Starts Before You Arrive

As soon as your booking is confirmed, you'll receive a login to our **Virtual Learning Campus**. This means you can start practising your English and get ready for your first day even before you set foot in Edinburgh.

## Personalised Study Plans

Your teachers will give you regular feedback and help you understand your strengths and areas to improve. The Virtual Learning Campus adapts to you, offering exercises and tests that fit your personal progress. Our aim is to help you become a confident, independent learner inside and outside the classroom.

## Weekly Assessments

You'll take part in weekly tests covering grammar, vocabulary, and all four skills – **speaking, listening, reading, and writing**. These assessments help both you and your teachers see how you're doing and decide when you're ready to move up to the next level.

## One-to-One Tutorials

Every two weeks, you'll have a personal tutorial with your Teacher. This is your chance to talk about your progress, share your experiences, and set new goals together.

# Virtual Learning Campus (VLC)



At Oxford International, your learning continues even after class. With our VLC, you can practise English anytime, anywhere – on your phone, tablet, or computer.

## What You Can Do on the VLC

- 💻 Practise all 4 skills – listening, reading, writing & speaking.
- ✍ Access extra grammar and vocabulary exercises at your level.
- 🎯 Take progress tests that adapt to your learning.
- 📊 Get instant results and track your progress over time.
- 🕒 Study at your own pace, whenever it suits you.

## Why It Helps You

Your teachers can see your activity and results on the VLC. This means they can give you personalised feedback and help you focus on the areas where you need the most support.

### Tip: ✨

Use the VLC for **20 minutes a day** outside class and you'll notice your English improve faster!

The screenshot shows the VLC interface with the following elements:

- Top Bar:** Home icon, Home link, Search bar.
- Main Navigation:** Home (green house icon), Dashboard (monitor icon), Information (location pin icon), Solo study (book icon), Results and History (checklist icon).
- Bottom Navigation:** Assignments, Social Programme, To do list.
- Collage:** A collage of words related to media and entertainment, including biography, horror, humor, reality, motion, art, drama, documents, animation, indie, and film.
- Background Images:** A blurred night street scene and a high-speed train.

# Improving English Skills



Your teachers will help you improve your English, but the fastest progress happens when you take responsibility for your own learning.

👉 **Be proactive** – don't wait for the language to come to you, go and look for it.

👉 **Take part in social programme events** – practise English while exploring new activities and making friends.

👉 **Join a club or activity you enjoy** – whether it's sport, music, volunteering, or a hobby, it's a great way to meet people and use English in real-life situations.

👉 **Use Student Support Services** – the Student Support Officer can give extra help (see info boards for details).

**Some ideas for practising outside the classroom are below:**

## How Can I Improve My Listening?

📺 Watch TV shows or films you enjoy – try Netflix with English subtitles.

🎧 Use apps like Spotify or Apple Podcasts to follow news, music, or debates.

🎭 Act it out! Use YouTube clips or TikToks – copy the dialogue and practise with a friend.

🔊 Use speech shadowing apps (e.g., ELSA Speak, Speechling) to copy pronunciation, stress, and intonation.

💡 Don't worry about every word – focus on the main idea.

## How Can I Improve My Reading?

💻 Read short English articles online – BBC News, The Guardian, or News in Levels.

⌚ Time yourself with a reading speed app (Spreeder, ReadLang).

🔍 Follow English news on Instagram or Twitter/X and guess the vocabulary before reading comments.

🎧 Listen to a podcast or news story, then compare it to the written version.

📝 Compare two reports online – or a news article + TikTok summary – note new info.

📘 Download a news or reading app (BBC, Flipboard, Medium).

## How Can I Improve My Writing?

- 📝 Keep a diary in English – or start a blog or Instagram caption challenge.
- 📝 Collect model texts – or use Quillbot / Grammarly to analyse writing styles.
- 📘 Use a learner's dictionary app (Cambridge, Oxford, Longman).
- 🎬 Leave a review on Google, TripAdvisor, or Letterboxd in English – then edit and improve it.
- 💻 Use online platforms like Lang-8 or Reddit's r/EnglishLearning to share your writing and get feedback.

## How Can I Improve My Speaking?

- ✓ Make mistakes! That's how you learn.
- 🎵 Sing along with Spotify lyrics or YouTube karaoke.
- 🎤 Use voice recording apps or even WhatsApp voice notes to practise.
- 🎥 Video chat with friends in English (Zoom, Teams, WhatsApp, Discord).
- 🗣 Use AI speaking partners or language apps (e.g., HelloTalk, Tandem, Duolingo Speaking).
- 🚫 Avoid your first language with friends – set up an “English-only challenge” for a day.
- 📍 Join meet-ups or online clubs to practise with new people.

## How Can I Improve My Grammar?

- ✍ Pick a grammar point – then search for a YouTube explainer or TikTok teacher on it.
- 🤔 Test yourself with Quizlet flashcards or Kahoot quizzes.
- 📘 Use free grammar tools (Perfect English Grammar, Grammarly explanations).
- 📝 Keep a “grammar goals” list in Notion, Google Keep, or Trello – tick off as you master each one.



## How Can I Improve My Vocabulary?

- Keep a notebook – or use Quizlet/Anki flashcards on your phone.
- Save words on LingQ or ReadLang while reading online.
- Post a daily “new word sentence” on Instagram, TikTok, or Twitter/X.
- Collect collocations with tools like SkELL or YouGlish.
- Use online dictionaries with audio pronunciation.
- Review words with spaced repetition apps like Anki or Memrise.



# Social Programme



Our Social Programme is all about helping you make friends, explore Edinburgh, and enjoy new experiences. There's something for everyone – whether you love live music in cosy bars, exciting trips to the theatre, visits to museums and art galleries, or the classic Edinburgh experience of walking up Arthur's Seat.

Edinburgh is full of surprises, and our social activities are the perfect way to discover the city, practise your English outside the classroom, and create unforgettable memories.



The graphic is a dark blue rectangular card titled 'Social Programme Edinburgh'. It features a yellow curved line on the right side. The card is divided into seven boxes representing the days of the week: Monday, Tuesday, Wednesday, Thursday, Friday, and a larger 'Weekend' box. Each box contains an image, the activity name, and a brief description.

Day	Activity	Description
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	Practise 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!

## Joining Social Activities



As a student at our school, you're always welcome to join the social programme events. Our staff are there to make sure you feel safe and comfortable during every activity.

**⚠️** If you are under 18, please remember you cannot go to pubs or nightclubs. These events will always be clearly marked as 18+ on the Social Programme calendar.

**📅** Each week's activities are displayed at Reception, but if you have any questions – or want to sign up – just ask our Student Services team.

**💷** Some activities may have a small cost, which will be shown on the weekly Social Programme schedule.

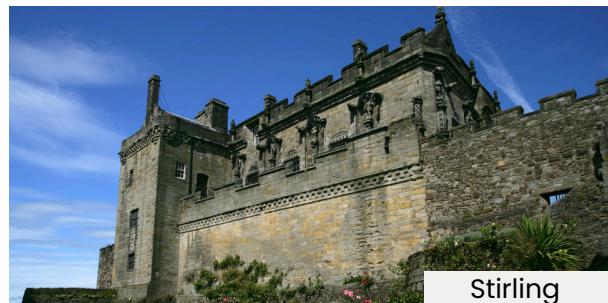
# Social Programme

## 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 dancing



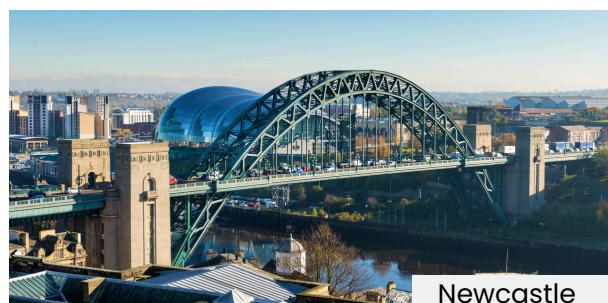
Glasgow



Stirling



St Andrews



Newcastle

## 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!



Paris



Dublin



London

# Welfare & Safeguarding

Your wellbeing and safety are our top priority. Our Student Support team are always here for you.

## Come and talk to us if you:

-  Find life in the UK difficult.
-  Feel worried, homesick, or upset.
-  Have a personal/private issue you'd like to talk about.

## Student Welfare & keeping you safe

-  You have the right to feel safe at school.
-  You also have the responsibility not to harm others.
-  If you ever feel unsafe or worried about someone else, please speak to the Principal or Student Support team.

## Personal Safety Tips

### The UK is generally safe, but please take care:

-  Don't walk home alone late at night.
-  Stay in well-lit areas, avoid empty parks at night.
-  Take a taxi after evening activities if needed.
-  Keep personal belongings safe; don't carry too much money.
-  Always look both ways before crossing the road.



# Anti-Discrimination & Bullying Policy

At Oxford International, we do not tolerate bullying or discrimination. Everyone should be treated with respect.

## Bullying Can Be:

-  **Physical:** hitting, pushing, tripping, stealing, pulling hair, or damaging someone's belongings.
-  **Verbal:** sexual comments, threats, name-calling, teasing, or offensive remarks about someone's race, religion, gender, or political beliefs.
-  **Social:** ignoring someone, spreading rumours, excluding them from groups, or telling others not to be friends with them.
-  **Cyber:** sending nasty texts or emails, posting rude comments on social media, sharing inappropriate photos, or making prank calls.

## Anti-Discrimination Policy

At Oxford International, we have a zero-tolerance policy towards racism, bullying, and discrimination. Everyone in our school community – staff and students – must treat each other with equal respect, no matter their colour, culture, beliefs, gender, sexual orientation, or background.

## What to Do if You Experience Bullying or Harassment

Bullying or harassment is when someone makes you feel threatened, insulted, or humiliated. If this happens:

-  Tell someone immediately – don't suffer in silence.
-  Speak to either a: Teacher, Student Support, Academic Manager, or Principal.
-  Be proud of who you are – you deserve respect.
-  Try not to show fear – bullies often look for a reaction.
-  Don't pretend to be friends with a bully or racist.

## Our School Culture

We celebrate diversity – our students come from many nationalities and cultures. This is something we are proud of. Please always show respect and kindness to both staff and other students. Below are the core values all staff at Oxford International strive to live by, and you should to!



# Students Under 18



## UK Laws

If you are under 18, you must not:

Buy or smoke cigarettes.

Buy or drink alcohol.

## Students Under 18

We take extra care of under-18 students. For your safety:

You must follow your curfew.

You cannot buy alcohol, cigarettes, or go to pubs/clubs.

A Parental Consent form must be provided before arrival.

If you miss class and we can't reach you, we will contact your homestay and parents.

## Curfew Times

If you are 16–17 years old, you must be back at your homestay by 10:00pm.

## If You Have a Problem

**Big or small, at school or in your accommodation, please talk to us.**

The Principal is the Designated Lead for under-18 Welfare & Safeguarding.

You can also talk to any staff member, or ask your family to contact us if that feels easier.

The most important thing is: **don't keep problems to yourself.**

## Emergencies

During school hours → speak to staff immediately.

Outside of school → call us on:

School number: **+44 (0) 131 220 5119**

Emergency number: **+44 (0) 7483 498071**

## Travelling To and From School

- 🏡 Your homestay host will show you where to get on/off the bus.
- ❓ If you are unsure how to get home on your first day, please ask at Reception.

## Attendance Rules for Under-18s

- 📅 You must attend all classes.
- ⌚ If you are not in class by 9:15am, we will try to contact you.
  1. If we cannot reach you, we will call your homestay.
  2. If your homestay does not know where you are, we will contact your parents.
- 🤒 If you are sick, you must call the school before 9:00am to let us know.

## After Class

- ✓ You are welcome to stay at school until 17:30 to study, use the school laptops, socialise, or relax.

## Social Programme

You are welcome to join most social activities.

- 👷 Staff will make sure you feel safe during events.
- ⚠️ If you are under 18, you cannot join pub or nightclub activities. These will always be clearly marked as 18+ only on the Social Programme calendar.

## Attendance Rules & UKVI

### Rules and Regulations – Attendance

At Oxford International, we expect all students to attend 100% of their classes. To successfully complete your course and receive your certificate of completion, you must attend at least 80% of your classes.

Attendance is not only important for your progress, but also a legal requirement for many students on visas. If your attendance falls below 80%, you may not receive your certificate, and it could affect your visa or sponsorship.

## Authorised Absences

Sometimes, you may need to miss class. An absence is only authorised if:

- 🤒 If you are sick, you must phone the school before 9:00am or email: [edinburgh@oxfordinternational.com](mailto:edinburgh@oxfordinternational.com) or [vmartinez@oxfordinternational.com](mailto:vmartinez@oxfordinternational.com)
- 📅 You ask Student Services for permission at least 2 weeks before a holiday or planned absence.

# Unauthorised Absences

If you miss class without permission, it will be marked as an unauthorised absence.

- This will lower your attendance percentage.
- Regular unauthorised absences may result in a formal warning.
- Continued unauthorised absences could mean you are asked to leave the school with no refund.

## Consequences of Low Attendance

- Any student with less than 80% attendance will not receive an end-of-course certificate.
- The UKVI (UK Visa and Immigration) will be informed if your attendance is too low (for visa students).
- This may cause problems with visa extensions or renewals in the future.

## Attendance Process for Visa & Sponsored Students

UKVI requires all students in language schools, colleges, and universities to attend classes with a minimum of 80% attendance. If your attendance falls, the following process applies:

- 1. Friendly reminder** – we'll speak to you if your attendance starts dropping.
- 2. Verbal warning** – added to your record.
- 3. First written warning** – meeting with the Principal, recorded on file.
- 4. Second written warning** – another meeting, your agent/parents notified, and you are put on your final warning.
- 5. Attendance Agreement** – signed document setting conditions for improvement.
- 6. Expulsion** – if you still fail to attend without permission, you will be removed from the school, no refund given, and UKVI informed.

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

# Expectations in Class



## Punctuality & Lateness Policy

Being on time is a key part of your learning. Arriving late disrupts the class, makes it harder for you to follow the lesson, and affects your classmates' learning. That's why we expect all students to arrive on time for every class.

## What Happens if You're Late

- **0–5 minutes late** → Go directly to class. Please enter quietly and without disturbing others.
- **5–15 minutes late** → Report to Reception first. You will need to explain why you are late and collect a late slip before joining your class.
- **Over 15 minutes late** → You cannot enter the class until after the next break. You may wait in the student common area until the lesson resumes.

## Repeated Lateness



We understand that sometimes things happen — traffic, buses, or unexpected delays. If this happens occasionally, you will still be allowed into class. However:

- If you are late more than **twice in one week**, you may not be given a late slip and will need to wait until the next lesson.
- Frequent lateness will be recorded and may lead to a meeting with the Principal.
- **No refunds** will be given for lessons missed because of lateness.

If you know that you may often arrive late (for example due to long travel distance), please speak to the **Principal** so we can discuss alternative arrangements.

## Code of Conduct in Class



Our classrooms are designed to be positive, supportive spaces for learning. To help everyone enjoy their lessons and make progress, we ask all students to follow these rules:

- 📱 Keep your phone on silent during class.
- 🚫 No food or drink in class (water only).
- 🗣 Try to speak English at all times – it's the fastest way to improve.
- 👂 Listen respectfully to your teacher and classmates.
- 💡 Actively participate in activities and discussions.
- 🌟 Show a positive attitude and willingness to learn.



# Complaints and Problems



At Oxford International, we want all students and staff to feel happy, safe, and respected. Everyone has the right to study and work in a positive environment.

## Respect and Behaviour



- All staff and students must act politely and respectfully at all times.
- The school will not accept rude, abusive, or disrespectful behaviour.
  - Staff who act in this way will be dealt with by the Principal.
  - Students who act in this way may be cautioned or asked to leave the school without a refund.
- By enrolling at the school, you accept this policy as part of our school rules.

## If You Have a Problem or Complaint



### 1 - Talk to the School Principal

**Roland Becker, School Principal**

Location: Edinburgh School

Phone: 0131 220 5119

Email: [rbecker@oxfordinternational.com](mailto:rbecker@oxfordinternational.com)

### 2 - If you are still not satisfied, contact our Managing Director:

**Gary Palmer, Managing Director, OIDI & EL UK**

Location: Greenwich Head Office

Phone: 0208 293 1188

Email: [gpalmer@oxfordinternational.com](mailto:gpalmer@oxfordinternational.com)

### 3 - If you booked with an agent

- Always speak to the School Principal first, so we can try to resolve the issue with you directly.
- If you are still not satisfied after also contacting the Managing Director, you may then ask your agent to act on your behalf.

### 4 - Independent Complaints

If the problem cannot be resolved, you can contact English UK, an independent body who will investigate:

📍 **English UK, 219 St John Street, London, EC1V 4LY**

☎ +44 (0)20 7608 7960

✉ [info@englishuk.com](mailto:info@englishuk.com)

## Complaints Procedure



- If you wish to make a formal complaint, you must do so within one month of the event with the School Principal.
- Please ask at Reception for a copy of the full Student Complaints Policy.

# Health & Safety



Your safety is very important to us. Please take a moment to familiarise yourself with the following:

## First Aid



- If you need first aid, go straight to Reception or ask your teacher who is the nearest first aider.
- Signs around the school show who the trained First Aiders are.

## Hazards



- A hazard means anything that could cause harm (for example, water spilled on the floor).
- If you see a hazard, please tell Reception immediately so it can be made safe.
- Please also notify reception if you have spilled anything yourself, so it can be cleaned up immediately.

## Accidents



- If you or another student have an accident, report it to Reception straight away.
- We will make sure you get the help you need.

## Fire Safety



- The fire alarm is a continuous sound. If you hear it:
  - Leave the building immediately by the nearest exit.
  - Do not stop to collect your belongings.
  - Follow the Green Exit signs around the school.
- Fire exit maps are displayed in every classroom.
- At Edinburgh, the fire meeting point is **Charlotte's Chapel**, where your teacher or a designated fire warden will guide you to safety.



# Living in the UK – Know the Law



Life in the UK may feel different from what you're used to. To help you stay safe and avoid problems, here are some important laws you must follow:

## Alcohol

- You must be 18 or over to buy or drink alcohol.
- If you look under 25, you may be asked for ID.

## Tobacco

- You must be 18 or over to buy cigarettes or tobacco.
- Always use an ashtray – dropping cigarette ends in the street can lead to a fine.

## Illegal Drugs

- It is against the law to carry or use drugs of any kind.

## Sexual Relationships

- It is illegal to have sex with anyone under 16.

## Weapons

- You must not carry weapons (knives, guns, sprays, etc.).
- You may carry a personal safety alarm.

## Theft / Shoplifting

- Taking anything you haven't paid for is theft.
- If caught, you may be arrested.

## False Reports

- It is illegal to falsely report theft or damage.

## Stolen Goods

- Do not buy anything that could be stolen property.

## Public Transport

- You must always have a valid ticket.
- Travelling without one could lead to a fine or prosecution.

# Money & Banks

In the UK, most people use debit or credit cards for everyday payments, but cash is still accepted in most places. When you arrive, it's a good idea to open a UK bank account so you can easily receive money, pay bills, and avoid international transaction fees.

## Changing Money

- You can exchange money at most **banks, post offices, or bureaux de change**.
- Be aware: exchange rates and commission fees can be **different in each place**.
- Try to avoid **£50 notes** – some shops don't like accepting them.
- We recommend the **Post Office** – it usually has good rates and no commission.

### Post Office (Commission free)

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

## Banks in the UK

- Opening hours: **Monday–Friday 09:30–17:00** and **Saturday mornings**.
- It's usually **not possible for short-stay students** to open an account.
- For long-stay students, you will normally need:
  -  A bank reference letter (from the school office).
  -  Your ID or passport.
  -  Proof of address (tenancy agreement/utility bill if you live independently).

## Online Banks

It can be much easier to open an account with an online bank such as:

- Monzo
- Revolut

These often give good exchange rates and are easy to set up from your phone.

## Cards

- Visa, Mastercard and most credit/debit cards are accepted in shops and restaurants across the UK.

# Places of Worship



Oxford International is part of a multicultural and multi-faith community. Whatever your beliefs, there are many places of worship in and around the city.

- 💡 Your homestay family can often guide you to the nearest place of worship for your faith.
- 💡 You can also ask Student Services, who will be happy to help you find the right place.

## Why Visit? ☀️

- ⛪ Churches, mosques, temples, and other faith centres can be a welcoming space to meet new people.
- 🎉 Many offer social activities, youth groups, and outings that are open to everyone, no matter your background.
- 💬 Some also run Language Exchange events, where you can practise English and make new friends.

## Local Places of Worship in Edinburgh



### 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

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 & Staying Safe



## Emergency Calls

Dial **999** (or **112** from a mobile) if there is a **crime, fire, accident, or danger to life**.

## Non-Emergency Calls

**111** – Non-urgent medical advice (speak to a nurse or doctor).

**101** – Non-urgent police matters (e.g. reporting a minor crime).

## Safety First



The British Council Personal Safety Guide for international students gives useful tips:

- British Council Personal Safety Guide:  
[https://www.britishcouncil.org/sites/default/files/k071\\_02\\_study\\_uk\\_creating\\_confidence\\_a5\\_final\\_web.pdf](https://www.britishcouncil.org/sites/default/files/k071_02_study_uk_creating_confidence_a5_final_web.pdf)
- More info on safety, crime, and UK law: <https://www.gov.uk/browse/justice>

## Medical Treatment in the UK



- If you feel unwell, ask your **homestay family** for the name of their doctor, or call **NHS 111** for advice.
- If you are in the UK for **6 months or more**, NHS hospital treatment is usually free. Bring your **passport, visa, and enrolment letter** as proof.
- Students from the **EU** should carry a **European Health Insurance Card (EHIC)** for free NHS care, or if expired a **UK Global Health Insurance Card (GHIC)**.
- If you are in the UK for **less than 6 months** and not from the EU, you will need to **pay for treatment** – your **medical insurance** should cover these costs.

## A&E (Accident & Emergency)



✗ Do **not go to A&E** (hospital emergency department) for **minor symptoms** such as colds, headaches, or small injuries.

⌚ You may have to **wait for hours** and you won't be seen faster than at other services.

✓ Instead, use:

- **111** – for urgent medical advice.
- **Pharmacies** – for common medicines and health advice.
- **Your GP (doctor)** – for ongoing health issues.



## YOUR PERSONAL SAFETY GUIDE

Make the most of your time in the UK by downloading  
our FREE personal safety guide *Creating Confidence*

Download it FREE by scanning the QR code or from  
[study-uk.britishcouncil.org /planning /advice-support](http://study-uk.britishcouncil.org/planning/advice-support)

STUDY UK  
DISCOVER YOU

**GREAT**

BRITAIN & NORTHERN IRELAND



# Useful Health & Support Contacts

## Walk-in Medical Centre

- If you haven't registered with a local doctor (GP), you can visit a walk-in centre.
- Ask Reception for the nearest location and opening times & support in signing up at your local doctors

## NHS 111 – Medical Advice

- Call 111 if you want to speak to a nurse or doctor about your symptoms.
- They will tell you whether you need a pharmacy, GP, or hospital.

## Medical Emergency

- Dial 999 for an ambulance if there is a serious emergency or danger to life.

## Dental Treatment

- Most dental treatment in the UK must be paid for.
- Always ask for a receipt so you can claim the cost back on your travel insurance.

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

### Edinburgh Royal Infirmary

51 Little France Crescent,  
Old Dalkeith Road,  
Edinburgh  
EH16 4SA



## Other Helpful Numbers

### Citizens Advice Scotland

 0800 028 1456  
 <https://www.citizensadvice.org.uk/>

### Drinkline Scotland

 0800 7314 314  
 <https://patient.info/support/drinkline>

### Equality and Human Rights Commission

 0808 800 0082  
 [www.equalityhumanrights.com](http://www.equalityhumanrights.com)

### FRANK (Drugs Helpline)

 0300 123 6600  
 <https://talktofrank.com/contact-frank>

### HIV & AIDS Helpline

 0300 123 7123  
 <https://hth.org.uk/get-help/support-services/tth-direct-helpline>

### Rape Crisis Scotland (confidential support)

 08088 010302  
 <https://rapecrisis.org.uk>

### Refuge

 0808 2000 247  
 [www.refuge.org.uk](http://www.refuge.org.uk)

### Samaritans (24/7 emotional support)

 116 123  
 <https://www.samaritans.org>

### Student Accommodation

 <https://www.accommodationforstudents.com>  
 <https://www.accommodationforstudents.com/edinburgh>

### Victim Support Scotland (help for victims of crime)

 0800 160 1985  
 [www.victimsupport.or.uk](http://www.victimsupport.or.uk)

# Continue Your Journey With Us



In addition to our English language schools, we provide high-quality education through our **Oxford International Digital Institute (OIDI)** 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)
- English for Care Online

## 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

Learn more about  
OIDI programmes



## University Pathways in the UK



**International Foundation  
Diploma in Business**

**Professional Diploma in  
Adult Social Care**

**Oxford Brookes  
International Foundation  
Year**

Learn more about  
Pathway programmes





## Our UK Schools

### **Oxford International London Greenwich**

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

### **Oxford International Oxford**

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

### **Oxford International Brighton**

10 Brunswick Place  
Brighton  
East Sussex  
BN3 1NA  
Tel: +44 (0) 1273 323 220

### **Oxford International Edinburgh**

40 Shandwick Place  
Edinburgh  
Scotland  
EH2 4RT  
Tel: +44 (0) 131 220 5119