

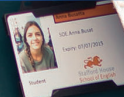


# STAFFORD HOUSE INTERNATIONAL

Explore your English



# STUDENT HANDBOOK





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# A BIG HELLO AND WELCOME TO STAFFORD HOUSE!

Coming to England to improve your English language skills is a big challenge in itself and that is why we are here to help you every step of the way. This handbook has some useful information that will help you on your first day and throughout your time at Stafford House. Keep it with you for future reference. It contains information about your school and about the city in which you are living. If you have any problems or queries please feel free to ask us questions; we're here to help.

## WHAT TO EXPECT ON YOUR FIRST DAY

Whether you're studying at our school in London, Brighton or Canterbury there will be lots of people to help you settle in and to answer any questions that you have. You will meet some of these people during your orientation on your first morning, and you will be able to see photographs of most of the staff in the reception area to help you remember their names.

When you arrive at the school (at around 8.30am) you will be greeted by our receptionist who will provide you with a welcome pack and an ID badge. Please wear your ID badge at all times. Your first day will follow a programme similar to the following:

- 09.00 English level test
- 10.30 Break
- 11.00 Orientation and a tour of the school
- 12.20 Lunch (end of day for students on Standard AM courses)
- 13.20 English classes (for students on Intensive courses)
- 14.20 Break
- 15.30 Social programme

Please note that we are open on public holidays, except for two weeks over Christmas and the New Year.

Please take some time on your first day to read this handbook and to ask any questions that you have.

We hope you enjoy your time with us!

## STUDENT SAFETY INDUCTION

### FIRE PROCEDURES

During your orientation on your first day you will be shown the fire exits. Please listen carefully so that you know what to do in the event of a fire.

Read the fire evacuation procedure sign in the school. If there is a fire, raise the alarm and then leave the building – don't run!

Check the escape routes in your building (look for the green signs).

Know where to meet if there is a fire.

### IMPORTANT TELEPHONE NUMBERS

Here are some important numbers to note down:

Your school	
School Emergency Phone	
Emergency (Police/Ambulance/Fire)	

### ROAD SAFETY

In the UK, cars drive on the left side of the road. Be careful to look in both directions before crossing the road. Always wear a seat belt if you are travelling by car, and if you are driving a car make sure you are aware of the UK road laws.



# WELFARE

There is a Welfare Officer in each school who is trained to help you with any concerns or problems. At Stafford House we understand that you may need help and support while you're in the UK and we are here to offer you that support. Please talk to us if you have any concerns.

## EMERGENCY PHONE

We have a 24 hour emergency phone which is answered by a member of staff at times when the school is closed. The number is on your student ID card. If you have a problem and need help urgently, please call this number. Remember, this is only for emergencies, so if your question is not urgent please wait until the school is open and ask a member of staff then.

## UNDER 18S

If you are under 18 years old you are legally still considered a child and we are responsible for you. This means that there are some extra rules that apply to you.

- You should always return home in the evenings by 22.30.
- If you want to have a holiday or to stay away from home overnight we will need to see written permission from your parents.
- Under 18s cannot move into private accommodation or a school residence that is designated for over 18s. Please speak to a member of staff if you have any questions about your accommodation.

It is illegal for anyone under the age of 18 to drink alcohol.

It is illegal for anyone under the age of 18 to purchase cigarettes or other tobacco products.

## BULLYING OR ABUSIVE BEHAVIOUR

Everybody at Stafford House has the right to feel safe and secure at all times. If you feel

that you are being bullied (physically, verbally or socially), or if you experience any kind of abusive behaviour please talk to a member of staff immediately. Bullying or abusive behaviour is not accepted at Stafford House.

## UNACCEPTABLE BEHAVIOUR

If any student behaves in a manner that is considered unacceptable by the school, the school has the right to send the student home. Unacceptable behaviour can include bullying, violence and any form of discrimination or sexual harassment. If any of the School Rules above are broken on a regular basis this may also be considered as unacceptable behaviour.

## LAWS IN THE UK

Please note that it is illegal for anyone under the age of 18 to drink alcohol or buy tobacco products. Smoking is illegal in public buildings, including in your accommodation and in the the school. Drug use of any kind is illegal at any age. The legal age of consent in the UK is 16.

## PROBLEMS

If you have any personal problems or need to talk to someone please speak to any member of staff who will help you in any way they can.

Each of the schools has a designated welfare officer who will be available for you to talk to.

## SCHOOL RULES

Students and staff at Stafford House are all asked to follow the following simple rules and to respect each other.

- Come to school every day and attend every lesson
- Try to speak as much English as possible outside of your lessons
- Be punctual – make sure you arrive on time for every class

- Always wear your student ID when you are at school
- Don't take any food or drink (except water) into the classrooms
- Turn your mobile phone off during lessons

## ATTENDANCE POLICY

Students at Stafford House School of English are expected to attend all of their lessons unless they are ill or have been given an authorised absence.

## ILLNESS & AUTHORISED ABSENCES

If you are unwell you should telephone the school before 9.00am to let us know that you will not be attending that day. If you need to see a doctor we can give you advice on where to go and can help you make an appointment.

Students who are in the UK for 6 months or more can register with a local doctor – this means that you won't need to pay for medical care if you are sick. Students who are here for less than 6 months are not able to register with a doctor and will need to pay for medical care. If you have medical insurance this will usually be covered, but please check first. If you are ill for longer than three days we may ask you for a doctor's certificate for our records.

If you want to request a day off for a reason other than illness you will need to collect an authorised absence form from Reception. Please complete this and then ask your teacher to sign it. You will then need to return it to Reception or to the Director of Studies to be authorised. Occasional absences will be authorised for things such as interviews, appointments or visits from home.

## UNAUTHORISED ABSENCES

Attendance is checked every day and a register is taken in every lesson. If you are absent without permission it is an unauthorised absence. On the second day of unauthorised absence a member of the school staff will phone you to find out why you are absent. Any students under the age of 18 will be phoned on the first day of unauthorised absence.

If a student is persistently absent they will be given a verbal warning from a member of staff. If their level of attendance does not improve they will receive a warning letter, a copy of which will be sent to their parents / agent / sponsor as appropriate. If there is still no improvement they will be given a final warning stating that they will be expelled from the school if their attendance does not improve. As a Tier 4 sponsor we have an obligation to report to the UKBA any student who is in the UK on a Tier 4 Student Visa who has 10 consecutive unauthorised absences or an unacceptably low attendance level.

Please note that students who attend less than 85% of their course may not receive a certificate at the end of their course.

## SCHOOL ADMINISTRATION

### CONTACT DETAILS

On your first day we will ask you for your contact details while you're in the UK. Please advise us immediately if any of these details change so that we can contact you in an emergency.

### POLICE REGISTRATION

Some students are required to register with the police when they come to the UK – it will be stamped in your passport if you need to do this. You will need your passport and two passport-sized photographs, and you will need to pay a fee for this at the police station. Please ask at Reception for more information about where to go and how to do this.

### HOLIDAYS

During your course you may be entitled to take some time off for a holiday. If you would like to book a holiday you will need to give us at least one week's notice and then complete a holiday request form – please ask at Reception for the form. Please note that you may be charged for your course when you are not here if you do not complete a holiday request form. You will normally be charged for your accommodation during holiday time.

## MOVING ACCOMMODATION

If Stafford House have arranged your accommodation for you there will be certain fees to be paid in the case of cancellation. If you are not happy with your accommodation or you would like to move to a different place please speak to the Accommodation officers in the school to discuss your plans. You will normally have to give two weeks' notice to move, but sometimes you will need to give four weeks. You will always have to pay for your accommodation in advance. Please see our terms and conditions for further information.

If you do move to alternative accommodation before your course ends, please inform us of your new address.

## MAKING CHANGES TO YOUR COURSE

If you would like to make any changes to your course please speak to your teacher or the Director of Studies. If you are extending your course or adding classes to your timetable please give us as much notice as possible so that we can arrange this for you.

## LIVING IN HOMESTAY ACCOMMODATION

### SETTLING IN

During your first few days in England you may need to adapt to a different way of living. The food, habits and daily routine may be very different from life in your country. Staying with a host is an excellent way of maximising your English language learning opportunities at the same time as experiencing an English lifestyle.

### WHAT TO EXPECT

We expect our Homestays to provide you with good accommodation, good food, to be friendly and helpful and to make you feel comfortable in their home. You will be treated as a member of the family and should treat your hosts with consideration. This means that you should follow the household rules, such as being on time for meals, not smoking in the house etc. Host 'families' can vary a

great deal – you may live with a single person or with an older couple or a family with young children. Each home is different and will have their own routine. Your hosts will be happy to explain things to you and if you are not clear about something please ask for help. If you have not booked a single room, you may be sharing with a student from another country. We hope you get on well together!

### FOOD

For most students, homestay accommodation includes breakfast and evening meal during the week, and in some cases all meals at weekends. It is important to try different food, but if there are certain things you really like or dislike, please let your hosts know. They won't be upset or offended!

Most households in Britain don't have a cooked breakfast every day; a typical breakfast will be cereal, toast, and tea or coffee, so you will be offered the same. If you are going to be late or miss a meal you must tell your host. If you like to eat lots of fruit or other snacks you should buy them yourself. Some families allow students to prepare their own food in the kitchen, but you should always check with your hosts before you do so, and of course you must clean up afterwards. Breakfast is often not served, but your hosts will show you where the food and drinks are and you will be able to help yourself in the morning.

### THE BATHROOM

You will be able to use the bath or shower at least once a day, but will need to fit in with the household routine as most houses in the UK only have one bathroom. Some hosts ask that you use the bathroom at certain times and not at others (for example not late at night). The host will give you a towel, but you need to provide your own soap, toothpaste, shampoo etc.

### LAUNDRY

Your host will do your laundry for you, usually once a week. They will tell you where you should leave your laundry and when it will be

washed. Towels and bed linen are provided by the host and will be changed every week.

### TELEPHONE

We understand that when you are a long way from home it is very important to keep in touch with your family and for them to be able to contact you. However, you must never use the host family's telephone without permission. If you have a phone card or can charge your calls to a credit card, some hosts will allow you to use their phone. Usually it is ok for you to receive calls on the household phone, but please be considerate and don't talk for a long time when they may need to use the phone themselves.

### MONEY AND VALUABLES

It is not a good idea to keep large amounts of cash with you or in your room. If you would like us to look after your money or other valuables (passport etc.) in the school safe, please ask at Reception. If you are studying at Stafford House for at least 6 months you can apply to open a bank account. Ask at Reception for more information.

### SMOKING

You will not be allowed to smoke in your bedroom and many hosts will ask you to smoke outside the house. In the UK smoking is not permitted in enclosed public places, so if you go to a café, restaurant or pub you will not be able to smoke inside. Please remember that you have to be at least 18 to buy cigarettes.

### VISITS BY FRIENDS

Many hosts will be happy for you to bring your friends to the house, but please ask their permission first. It is polite to introduce your friends to your host and ask if they may go to your room. It is not possible to have friends to stay overnight in your homestay.

### COMING HOME

You must come home in the evenings at a

reasonable time, according to your age.

Remember that your hosts probably have to get up for work in the mornings and will not appreciate being woken up if you come home very late! Please be considerate, let your hosts know if you are going to be home late and then come in quietly. If you are under 18 you must return home in the evenings by 22:30.

### MOVING INTO PRIVATE ACCOMMODATION

Some students who are here for a long period decide they would like to go into private accommodation. If you would like to find out more about this, please speak to the Reception staff. They can give you information about how to look for a place to live and they can discuss any cancellation fees with you.

We hope you enjoy living in homestay, but remember that if you have any problems or questions you should speak to a member of staff who can help.





## HERE ARE SOME QUESTIONS NEW STUDENTS OFTEN ASK...

### HOW WILL YOU CHOOSE MY CLASSES FOR ME?

We will give you two tests – Grammar & Vocabulary and Listening. We will also speak to you individually for about five minutes to get an idea of your spoken English and also to find out if you have any special interests or needs; for example Business English or Exam Preparation.

### WHEN WILL MY CLASSES START?

You will start your lessons on Tuesday if you are on a Standard course and on Monday afternoon if you are on an Intensive course.

### HOW WILL I KNOW WHICH CLASS AND ROOM TO GO TO?

You will see your name on the class lists on the notice board. We will show you where to find this during your orientation.

### HOW WILL I KNOW WHAT TIME MY LESSONS START AND FINISH?

Look at the class list on the notice board. The times are exactly the same every day. The academic team is there to help you.

### WILL I HAVE TO BUY ANYTHING?

All core classes follow a course book. You will be able to borrow a book in return for payment of a £20 deposit. This deposit is returnable if the book is returned in good condition. You will be told how to pay during your induction, but if you have any questions please ask in Reception. You will need to buy your own pens, paper etc. Your teacher will expect you to have a dictionary and may ask you to use it in class. You can buy dictionaries and grammar books from the school. Your teachers will give you a lot of photocopies; it is a good idea to use a folder to organise your notes and help you study and review your lessons in your free time.

### WHAT WILL HAPPEN IN MY CLASSES?

In your core classes you will study General English – reading, writing, speaking,

listening, grammar, vocabulary and pronunciation. You will do lots of speaking and listening to help you communicate better in English. In your module classes you will cover lots of different areas of English and topics which are interesting and useful to you while at the same time improving your language skills. These modules will change every four weeks. There will never be more than 14 students in a class. If there are students in your class who speak the same language as you, try not to sit next to them and make sure you only speak English in class.

### HOW MUCH HOMEWORK SHOULD I DO?

Your core teacher will normally give you homework every day, but we hope that you will also do some work on your own to improve your English. Students always make more progress if they work hard outside their classes and speak English all the time.

### WHAT EXTRA WORK CAN I DO ON MY OWN?

It is a very good idea to read and listen to as much English as you can. You can borrow books and CDs from the library to practise pronunciation, listening, grammar, vocabulary etc. You should speak English as much as possible – with other students and your host family. Watching TV, listening to the radio and reading newspapers will all help you to improve your English. You should also come to the social activities organised every week. Look on the Social Programme notice board to see what is happening each day.

### CAN I CHANGE MY CLASS AT ANY TIME?

We hope we have put you in the right class. Please wait one or two days before deciding that the class is not right for you. If you still feel you are in the wrong class, please talk to your teacher and then to the Director of

Studies. If the teacher agrees that you need to change level, we will move you to a different class as soon as possible. If, after a few weeks or months, you think you are ready to move to a higher level, again speak to your teacher, or to the Director of Studies. But remember, it is normal to stay in one level for about three months.

### **WHAT HAPPENS IF I DON'T COME TO SCHOOL, OR IF I'M LATE?**

You must come to school every day and attend all your lessons. If you are not here we will contact your host family or the staff in your residence. If you are more than 10 minutes late you will not be allowed into class until the next lesson. If you are ill please phone the school to let us know you are not coming, preferably before your first lesson. If you need to miss any lessons (e.g. if you have a doctor's appointment) you **MUST** tell the Director of Studies beforehand and complete an authorised absence form.

### **WHAT CAN I DO IF I AM UNHAPPY IN MY HOMESTAY OR WHERE I AM LIVING?**

You should talk to the Accommodation Officers as soon as possible. Please ask at Reception if you need to know how to contact them. You will normally have to give two weeks' notice if you want to change your accommodation and there will be a charge to cancel your accommodation.

### **CAN I USE THE INTERNET?**

Yes. There are computers in the school for your use and if you have your own computer we have wireless internet access (Wi-Fi) in the school, which you are welcome to use. You can ask at Reception for the password. Please note that this connection is not intended for downloading music, films or anything else that may slow down the connection for other users.

### **CAN I LEAVE MY THINGS IN THE CAFÉ OR CLASSROOMS?**

It is fine to leave your books and folders in your classroom at break time but it is not a good idea to leave anything valuable (laptops, cameras, phones, money etc.) unattended. We suggest that you keep your valuables with you at all times. The school cannot take responsibility for items lost or stolen.

### **WILL I HAVE AN ID CARD?**

Yes, we will give you an ID card and lanyard on your first day and you must wear it at all times while you are in the school. If at any time you lose it or your details change, please ask at Reception for a new one.



# YOUR ACADEMIC PROGRESS

## YOUR TIMETABLE

Your timetable will normally remain the same throughout your course, but your classrooms may change each week. Look at the Class List on the notice board each Monday to see which class you should go to and who your teachers will be. Students on an Essential course will join the core General English classes, students on a Standard course will join the core classes plus one module, students on an Intensive course will join the core classes plus two modules and students on a Super-Intensive course will join the core classes plus three modules.

Below is a typical timetable, although the times may change during busy periods. During these times there will also be an afternoon programme running, an example of which is also shown below. You will be given your timetable on your first morning.

## SCHEDULE OPTIONS

INTENSITY	HOURS	LESSONS	SCHEDULE
ESSENTIAL	15	20	CORE COURSE
STANDARD	18.75	25	CORE COURSE + 1 MODULE
INTENSIVE	22.5	30	CORE COURSE + 2 MODULES
SUPER INTENSIVE*	26.25	35	CORE COURSE + 3 MODULES

## SAMPLE TIMETABLE

TIME	MON	TUES	WED	THUR	FRI
9:00am-10:30am	CORE COURSE				
	BREAK				
10:50am-12.20pm	CORE COURSE				
	LUNCH				
1:20pm-2:20pm	MODULE				FREE AFTER-NOON
	BREAK				
2:30pm-3.30pm	MODULE				
	BREAK				
3:40pm-4:40pm	MODULE				

## AFTERNOON OR FLEX

TIME	MON	TUES	WED	THUR	FRI
12:45pm-1:45pm	MODULE				
	BREAK				
2pm-3:30pm	CORE COURSE				
	BREAK				
3:45pm-5:15pm	CORE COURSE				

**Note:** These timetables are for information purposes only. Timings and subjects will vary by centre and are subject to change. \*London Standard PM course starts at 1:45pm and finishes at 5:00pm. Timetables are subject to change at any time.

Remember, you must be in class on time or you will not be allowed in and you will miss some of your lessons. You need to attend at least 85% of your lessons in order to receive a certificate at the end of your course. Please speak to your teacher or the Director of Studies if you have any questions or concerns.

Please check your class timetable on the notice board in the school and ask the Director of Studies if you have any questions.

Our timetable is subject to change. For an up to date timetable example please refer to [www.staffordhouse.com/timetable](http://www.staffordhouse.com/timetable)

## USING THE SCHOOL LIBRARY

The school library is a good place to do extra study to help you improve your English at a faster pace. Depending on the school at which you are studying, the library opening hours will vary, so please ask your teachers or the Reception staff for more information.

The library is somewhere you can borrow graded reading books, text books, grammar books and dictionaries to help you improve your English. You can also use the school computers to access English language websites for further practice. See the notice boards for more information on how to best utilise the library facilities.

## SELF-STUDY ADVICE

You will progress more quickly if you study outside of the classroom. Follow the guidance below to help you with your self-study:

- Keep a regular self-study time and be strict with this.
- Revise work done in class every day.
- Edit and correct your own homework before handing it back to your teacher.
- Use an English-English dictionary (in class and for self-study).
- Join the social programme activities to practise speaking English.

- Organise your vocabulary notebook into categories.
- Watch TV regularly and also listen to the radio or podcasts to improve your listening skills.
- To improve your writing try keeping a diary or writing reviews of films/books.
- Organise your class file: keep it tidy and divided into sections. This will make work easier to find.
- Use the Library to practise your English. Ask the teacher for suggestions if you don't know what to use.
- Read an English book, newspaper or magazine. There are lots of books you can borrow from the Library. Try and read something every day.
- Use some of the English language resources available on the internet.
- Speak English as much as possible – including at break time, lunch time, in the evening and at weekends! There are Social Activities arranged every week, so check the noticeboard each week to look for opportunities to make friends and practise your speaking skills.

## EXAMINATIONS

There are various public exams you can take while you are studying here, depending on your level and reasons for taking an exam.

Exam	Level	When	Description
IELTS (International English Language Testing System)	Intermediate to Advanced	Every month in Canterbury. Most Saturdays in London or other centres.	IELTS is an exam usually taken by people wanting to study at a British university or college
Cambridge PET (Preliminary English Test)	Intermediate	March, June, December	PET is an exam for people who can use everyday written and spoken English in a variety of everyday work, study and leisure situations.
Cambridge FCE (First Certificate in English)	Upper intermediate	March, June, August, December	FCE is an exam for people who need to prove they can use everyday written and spoken English at an upper-intermediate level for work or study purposes.
Cambridge CAE (Certificate in Advanced English)	Advanced	March, June, December	CAE is a high-level qualification that is officially recognised by universities, employers and governments around the world.
TOEFL	Intermediate to Advanced	Please ask for more information	TOEFL is an American exam usually required by US universities. Internet based.
TOEIC	Intermediate to Advanced	Please ask for more information	TOEIC is an American exam, designed for people who need English for their job.

## IF YOU ARE NOT HAPPY WITH ANY PART OF YOUR COURSE...

We hope that you will enjoy your stay at Stafford House. However, if you have any complaints then please discuss these with the following people as soon as possible:

- Your studies – Director of Studies
- Your accommodation – Accommodation Officer
- Your welfare - Student Services Manager
- Any other matters – Principal

We will do everything we can to resolve your complaint at this first stage. However, if your complaint is not resolved, please make an appointment to see the Principal. If you prefer, you can send your complaint to the Principal by mail, fax or e-mail. They will confirm receipt of your complaint within two working days, telling you who will be dealing with the complaint.

Within seven working days, we will see you and discuss your complaint, and put in place

a solution if possible. This will be followed up in writing.

If you are not attending the School of English at the time of the complaint, we will either send you a written response to your complaint, or we will send you in writing details of the steps being taken to investigate your complaint, and let you know the date by which you should expect to receive a full written response (which should not be more than 28 days from the date of the letter).

If you are not satisfied with the response to your complaint, you can take it further by approaching English UK for advice. Visit [www.EnglishUK.com](http://www.EnglishUK.com). English UK will attempt to mediate but if this fails and you are still dissatisfied, the complaint can be put to the independent Ombudsman, who will issue an adjudication which is binding on the school to accept.



# THE IN LONDON

## TRAVEL INFORMATION

There is an excellent transport network in London and you will be able to travel around the city by train, underground (known as the 'tube') or bus very easily. You will find a London Underground map in your welcome pack, and you will find lots of information on London transport on the Transport for London website – [www.tfl.gov.uk](http://www.tfl.gov.uk). There are often engineering works at the weekends so it's a good idea to check this website before you travel to see if the lines you need are running.

The cheapest way to travel in London is by using an 'Oyster card'. This is a travel card that you can use on all London transport that can be bought from any underground station. There are many ways of paying for your travel – pay as you go, weekly pass or monthly pass – please ask at Reception if you need any advice. If you are studying with us for more than 14 weeks, and you are 18 or over, you can apply for a student Oyster card which will save you up to 30%. You can apply for this card at Reception. Please ask in Reception for more information on how to apply on-line.

Please note that the tube does not run a 24 hour service. The last tube on Mondays to Saturdays is at around midnight, and on Sundays it's earlier. If you are going out late at night be sure to check the TFL website to see what time your last train home is.

When using the London Underground you will see lots of signs telling you to 'stand on the right'. You must follow this rule when you are on the escalators so that people can walk on the left.

## WEEKEND TRIPS

There are many other interesting and beautiful places to visit in the UK while you're here. Travelling by coach may be the cheapest option, but travelling by train will usually be quicker.

**Coach:** [www.nationalexpress.co.uk](http://www.nationalexpress.co.uk)

**Train:** [www.nationalrail.co.uk](http://www.nationalrail.co.uk)

We can help you organise weekend excursions to other places in the UK. See the notice board in the student lounge or ask at Reception for more information.



## FREE TIME IN LONDON

No matter how long you stay in London you will never get bored as there are so many things to see and so many places to visit. We cannot possibly tell you about everything here, so here are some ideas to get you started. Don't forget to look at the social programme board each week to see what social activities we are planning. Not only will you make new friends by joining the social events, but you will also have an opportunity to practise your English in a more relaxed and social environment – this is one of the best ways to improve your fluency!

## IDEAS IN CENTRAL LONDON

- West End theatres
- Buckingham Palace
- Big Ben & the Houses of Parliament
- The London Eye
- The British Museum
- Tate Modern & Tate Gallery
- The National Gallery
- Natural History Museum
- Victoria & Albert Museum
- The Tower of London
- ...and many more!!!!!!

## DAY TRIPS OUTSIDE OF LONDON

- Windsor & Windsor Castle
- Cambridge
- Canterbury
- Brighton
- Bath & Stonehenge
- Oxford

Please ask at Reception if you need any advice about what to do in London. Enjoy the city!!!

## PLACES OF WORSHIP IN LONDON

### BAPTIST

Bloomsbury Central Church  
235 Shaftesbury Avenue,  
WC2H 8EP  
Station: Tottenham Court Road

### CHURCH OF ENGLAND

All Saints  
Margaret Street, W1W 8JG  
Station: Oxford Circus

### JEWISH

Central Synagogue  
736 Hallam Street, W1T 6JJ  
Station: Oxford Street or  
Great Portland Street

### METHODIST

Chelsea Methodist Church  
155a King's Road, SW3 5TX  
Station: South Kensington or  
Sloane Square

### MUSLIM

London Central Mosque (also known as  
Regents Park Mosque)  
Park Road, Regents Park, NW8 7RG  
Station: Baker Street

### ROMAN CATHOLIC

St Patrick  
Soho Square, W1D 4NR  
Station: Tottenham Court Road

Please ask at Reception if you need any further advice on places of worship in London or for information regarding our prayer rooms in the school.

# THE IN BRIGHTON

Brighton is a great city with lots to offer you. There are many restaurants, museums and attractions for you to enjoy and a really exciting international community. You should be able to have a lot of fun here. There are some notes to get you started; one great thing about Brighton is that it is always changing so keep your eyes and ears open and have a great time.

## TRAVEL INFORMATION

### BUSES

Buses in Brighton are very good. All single bus journeys are £2.20. You can buy a day saver ticket for £4.60 on the bus, £4.00 from One Stop Travel and for £3.50 online. A saver ticket gives unlimited travel on all day time buses. You can buy saver tickets weekly (£22.50) and 4 weekly (£68.00) at the post office and other local newsagents. Night Buses (Service N7 and N25) are £3.00 per journey or £1.00 per journey with any Saver ticket.

### TRAINS

Trains can sometimes be a quicker way to travel, although they are usually more expensive. The following website will give you information on all train services available in the country: [www.nationalrail.co.uk](http://www.nationalrail.co.uk)

A 16-25 Railcard costs £30 and will save you 1/3 on rail fares throughout Great Britain for a year. You are eligible if you're aged between 16 and 25, or over the age of 26 and in full-time education. You can buy one online, at a station ticket office or a National Rail licensed Travel Agent. For more details see: [www.16-25railcard.co.uk](http://www.16-25railcard.co.uk)

### TAXIS

There are lots and lots of taxis in Brighton and it is very easy to stop them on the street and get in. They should be white and have a yellow sign for this. There are also lots of taxi ranks around and you can call taxis on these numbers:

**Streamline:** 01273 747474 or 01273 202020

**Radiocabs:** 01273 204060

### BANKS

You can open an account if you are here for at least 6 months. If you are here for less than 6 months you will not be able to open an account. Please request a letter to help you open a bank account from Reception.





## FREE TIME BRIGHTON

There are lots of things to do and see in and around Brighton. Here are some suggestions but please do talk to us if you have any further queries and questions.

- Museums and attractions
- The Royal Pavilion
- The Brighton Pier
- Brighton Museum and Art Gallery (free, closed on Mondays, except Public Holidays)
- Hove Museum and Art Gallery (New Church Rd)
- Booth Museum of Natural History (194 Dyke Rd, Brighton)
- Preston Manor (Preston Drove, Brighton)
- West Blatchington Windmill (Holmes Avenue, Hove)
- Sea Life Centre
- Volks Railway

## THEATRES

- Theatre Royal
- The Dome
- The Pavilion Theatre
- The Komedia

## LIBRARIES

- Jubilee Library, Brighton
- Hove Library

## GYMS

- King Alfred Leisure Centre

## BOWLING

- At Brighton Marina

## CINEMAS

- The Odeon (West Street, Brighton)
- The Cineplex (at Brighton Marina)

## FREE TIME OUTSIDE BRIGHTON

There are many places you can visit around Brighton such as; Lewes, Seven Sisters Country Park, Beachy Head, Shoreham Harbour etc. Most of these you can get to using your SAVER bus ticket.

You can also get to London in under an hour by train. For weekend trips see the office and posters around school.

## PLACES OF WORSHIP IN BRIGHTON

Please ask at Reception if you need any advice regarding places of worship in Brighton.

### BAPTIST

Holland Rd Baptist Church  
71 Holland Rd, Hove, BN3 1JN  
Tel: 01273 732111

### CHURCH OF ENGLAND

Bishop Hannington Memorial Church  
Nevill Avenue, Hove, BN3 7NH  
Tel: 01273 732965

### ROMAN CATHOLIC

St Peter's Roman Catholic Church  
Portland Rd, Hove, BN3 5GD  
Tel: 01273 733840

### MUSLIM

Medina Mosque  
21A Bedford Place, Brighton, BN1 2PT  
Tel: 01273 737721

### JEWISH

Brighton and Hove Progressive Synagogue  
6 Lansdowne Road, Hove, BN3 1FF  
Tel: 01273 737223

# THE IN CANTEBURY

## TRAVEL INFORMATION

There are many interesting places in Britain, so make the most of your free time and go and visit some. Here is some information about ways to get around. If the information you need isn't here, please ask at Reception.

### BUSES

Travelling in the UK by coach or bus can be the cheapest option, but sometimes it can take a long time. The first site below will help you find buses in and around Canterbury. The second can be used to find coaches for the rest of the UK and even Europe!

Getting around Canterbury is cheap and easy. For £12 you can buy a 7-day Megarider ticket on the bus which is valid for all bus journeys in Canterbury for the next 7 days. [www.stagecoachbus.com/eastkent/](http://www.stagecoachbus.com/eastkent/)

If you're aged 16 to 26 or a full time student you can buy a Coachcard which gives you up to 30% off coach travel and access to special offers exclusive to card holders. It costs £10 for one year. Ask for more information at the bus station or see the national express website: [www.nationalexpress.co.uk](http://www.nationalexpress.co.uk)

### TRAINS

Trains can sometimes be a quicker way to travel, although they are usually more expensive. The following website will give you information on all train services available in the country: [www.nationalrail.co.uk](http://www.nationalrail.co.uk)

A 16-25 Railcard costs £30 and it'll save you 1/3 on rail fares throughout Great Britain for a year. You're eligible if you're aged between 16 and 25, or over the age of 26 and in full-time education. You can buy one online, at a station ticket office or a National Rail

licensed Travel Agent. For more details see: [www.16-25railcard.co.uk](http://www.16-25railcard.co.uk)

Traveline is a website that puts all the different travel services together. It is the best site to use so that you can compare different types of travel: [www.traveline.org.uk](http://www.traveline.org.uk)

### TAXIS

Here are some telephone numbers for local taxi companies:

<b>CabCo</b>	01227 455455
<b>Lynx Taxis</b>	01227 464232
<b>Longley</b>	01227 710777
<b>Canterbury Cars</b>	01227 453333

### BICYCLE HIRE

You can hire bicycles from Cycles UK at Canterbury Bus Station. The cost is £15 per day. They are open Mon 09.30-17.30, Tues-Sat 09.00-17.30, Sun 10.00-16.00. Telephone: 01227 457956

### AIRPORT TRANSFERS

If you need a taxi to take you to the airport, we can arrange it for you. Please ask at Reception for more information.



## FREE TIME IN CANTERBURY

### ENTERTAINMENT

There are lots of things to do in Canterbury in your free time. Check the social board in the café every Monday to see what activities will be going on that week; sometimes there are excursions at the weekend too! Ask at Reception if you would like information about social activities or places to visit in your free time.

### INTERNATIONAL STUDENT IDENTITY CARD

An ISIC card will enable you to get discounts on a wide range of things like guidebooks, music, eating out, travel and entertainment. It is accepted in the UK and worldwide, and available to full-time students. Full-time means 15 hours or more per week, for 12 weeks or more of the year. Minimum age is 12 and there is no maximum age. An ISIC card is valid for 1 year and costs £9.00.

### WHAT DO I NEED TO GET AN ISIC?

1. A letter from Stafford House confirming you're a full time student. Go to Reception and ask for this.
2. Proof of your date of birth (your passport)
3. A photo 3.4cm high x 2.8cm wide

### WHERE CAN I GET ONE?

STA Travel, 27 St Peters Street,  
Canterbury, CT1 2BQ  
Tel: 0871 702 9810

Some other phone numbers and websites that may be useful:

#### **Tourist Information Office**

18 High Street, Canterbury, CT1 2RA  
Tel: (01227) 378100  
[www.canterbury.co.uk/tourist-information](http://www.canterbury.co.uk/tourist-information)

#### **Gulbenkian Theatre and Cinema**

University of Kent  
[www.kent.ac.uk/gulbenkian](http://www.kent.ac.uk/gulbenkian)  
Tel: (01227) 769075

#### **Odeon Cinema**

43/45 St. George's Place, Canterbury  
Tel: 0871 22 44 007

## PLACES OF WORSHIP IN CANTERBURY

### CHURCH OF ENGLAND

Canterbury Cathedral  
The Precincts

St Mary Bredin  
59 Nunnery Fields  
Canterbury  
01227 453777

### ROMAN CATHOLIC

St Thomas'  
59 Burgate  
Canterbury  
01227 462896

### BAPTIST

Baptist Church  
St George's Place  
Canterbury  
01227 456204

### MUSLIM

The Mosque  
University of Kent  
Canterbury  
Bus from school each Friday

### JEWISH

Thanet & District Synagogue  
293 Margate Road  
Ramsgate  
01843 851164

Please ask at Reception if you have any questions about places of worship in Canterbury or for more information regarding the visit to the Mosque each Friday.

# THE IN CAMBRIDGE

Cambridge is a beautiful city full of amazing things to do and see right at your doorstep. It's also a city surrounded by the kinds of traditional villages, castles and abbeys that make the English countryside famous. Just a short journey from London and well connected to the rest of the UK, Cambridge is a great launching point to explore the rest of the UK in your free time

## TRAVEL INFORMATION

### BICYCLE

In Cambridge you will find that bicycles are local people's favourite way to get around. Every main street and most of the smaller streets have bicycle lanes. Also, a large part of the city centre is off limits for cars, so bikes are a safe, convenient option. You can hire a bicycle by the day, week or month at a number of places around Cambridge:

- City Cycle Hire: 01223 365629
- Station Cycles Cambridge: 01223 307655
- Cambridge Cycle Hire: 01223 360287

### BUSES

An extensive network of city busses links the different sections of Cambridge to school, the historic city centre, shopping, nightlife and sites. A very cost effective way to travel around – choose a ticket that is best for you: daily, weekly or monthly.

### TAXIS

A quick and easy way to get around Cambridge any time of the day or night is by taxi. Just give them a call:

**Panther Taxis:** 01223 715715

**A1 Cabco:** 01223 313131

### TRAINS

Train travel to and from Cambridge is a convenient way to see surrounding areas and the UK in general. Visit [www.nationalrail.co.uk](http://www.nationalrail.co.uk) to explore the many easy-to-reach destinations. Railcards are available for people aged 16-25 and full-time students aged 26+. Details are available at [www.16-25railcard.co.uk](http://www.16-25railcard.co.uk).

### COACHES

Another very cost-effective way to travel around the country is inter-city coaches. If you are interested in spending the weekend in another city such as Edinburgh or Brighton, there are coach stations all around Cambridge for easy return trips.



## FREE TIME IN CAMBRIDGE

The variety of sites to see in and around Cambridge means there is something for everyone. No matter what your interest – history, art, culture, shopping, sight-seeing – the city offers a wide range of possibilities. Make sure you check the school social programme calendar to find out what has been organized for you already. It is a fantastic way to see the important attractions of the city and a valuable chance to practice your English – not to mention the chance to get to know your classmates while you explore Cambridge!

## CULTURE

- ADC Theatre
- Cambridge Corn Exchange
- Cambridge Museum of Technology
- Market Hill
- Kettle's Yard

## HISTORY

- Fitzwilliam Museum
- Anglesey Abbey
- Museum of Cambridge
- The Whipple Museum of the History of Science
- The Centre for Computing History
- The Museum of Classical Archaeology

## ARCHITECTURE

- The Round Church
- St. John's College
- Church of St Mary the Great

## OUTDOORS

- Cambridge University Botanical Gardens
- The Backs
- Parkers Piece
- Jesus Green
- Fen Rivers Way

## PLACES OF WORSHIP IN CAMBRIDGE

### ROMAN CATHOLIC

St. Lawrence's Roman Catholic Church  
91 Milton Road,  
Cambridge CB4 1XB

### CHURCH OF ENGLAND

Church of St Mary the Great  
Senate House Hill,  
Cambridge CB2 3PQ

### JEWISH

Beth Shalom  
Auckland Road,  
Cambridge CB5 8DW

### MUSLIM

Abu Bakr Jamia Mosque  
1A Mawson Road,  
Cambridge CB1 2DZ

### BUDDHIST

Cambridge Buddhist Centre  
38 Newmarket Road,  
Cambridge UK CB5 8DT

### ORTHODOX

Parish of St. Ephraim the Syrian  
Jesus Ln,  
Cambridge CB5 8BP



## HOW TO CONTACT US

### STAFFORD HOUSE LONDON

2 Southampton Place  
London  
WC1A 2DA  
Tel: +44 (0) 207 841 1590  
Fax: +44 (0) 207 841 1594  
Emergency Tel: +44 (0) 7808 609856

### STAFFORD HOUSE BRIGHTON

61 Western Road  
Brighton and Hove  
BN3 1JD  
Tel: +44 (0)1273 646510  
Emergency Tel: +44 (0) 7912 575415

### STAFFORD HOUSE CANTERBURY

19 New Dover Road  
Canterbury  
CT1 3AS  
Tel: +44 (0) 1227 452250  
Fax: +44 (0) 1227 453579  
Emergency Tel: +44 (0) 7730 142001

### STAFFORD HOUSE CAMBRIDGE

15 Round Church Street  
Cambridge  
CB5 8AD  
Tel: +44 (0)1223 341305  
Emergency Tel: +44 (0) 7825 395 173

### CENTRAL ADMISSIONS AND HEAD OFFICE

Kett House, Station Road  
Cambridge  
CB1 2JH  
Tel: +44 (0) 1223 447707  
Fax: +44 (0) 1223 346181

If you need to e-mail your school you can use  
the following addresses:

London@staffordhouse.com  
Brighton@staffordhouse.com  
Canterbury@staffordhouse.com  
Cambridge@staffordhouse.com

## NATIONAL HELPLINE NUMBERS

### SAMARITANS

National 08457 909090

### CHILD LINE

Freephone 0800 1111

### DRINKLINE

Freephone 0800 917 8282

### NATIONAL DRUGS HELPLINE

Freephone 0800 776600

### NHS SMOKING HELPLINE

Freephone 0800 1690169  
Textline 0800 1690171

### NATIONAL AIDS HELPLINE

Freephone 0800 567123

### FAMILY PLANNING CLINIC

National 0845 3101334



# EXPLORE YOUR ENGLISH

[www.staffordhouse.com](http://www.staffordhouse.com)

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**USA:** BOSTON • CHICAGO • SAN DIEGO • SAN FRANCISCO

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