



STAFFORD HOUSE

INTERNATIONAL

Explore your English

INDEPENDENT LIVING GUIDE



WELCOME TO STAFFORD HOUSE

Coming to England to improve your English language skills is a big challenge in itself and that's why we're here to help you every step of the way!

This booklet has some useful information that will help you on your arrival day and you may want to keep it with you for future reference. It contains an introduction to house rules, health and safety and who to speak to if you have any concerns. If you have any problems at all, please feel free to ask questions; we're here to help.

We hope you enjoy your time with us!

STUDENT SERVICES

Every school has a dedicated Student Services Team, whose job it is to look after your accommodation. Should you have any concerns during your stay you can come and talk to me about anything.

This booklet is designed to make you aware of the specifics of being in a student house in the UK. In this booklet you will find information regarding safety and security, house rules, cleaning, and general guidelines. Some of the rules may be different from living in your home country.

Please come and speak to the Student Services Team if you have any questions!



INTRODUCTION TO LAWS & RULES

Laws in the UK

It is illegal in the UK for anyone under the age of 18 years to buy alcoholic drinks including beer and cider or to consume them in public; it is also illegal for them to purchase tobacco products. It is illegal for anyone to possess guns or drugs, to carry knives or CS gas in public. Smoking is prohibited in all public buildings in England. Students are not permitted to bring alcoholic drinks on to any of the school's premises, including residences and venues for activities, such as the disco. The legal age of consent in the UK is 16.

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.

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 are broken on a regular basis this may also be considered unacceptable behaviour.



SAFETY & SECURITY

TRAVELLING

Wherever possible students should travel with a friend, particularly in the evenings. Valuables and cash should not be left unattended in the student house .

SAFETY IN THE CITY CENTRE

In common with cities anywhere in the world, care is needed when students are out and about in the UK. Students should not carry large amounts of cash or exhibit valuable possessions, and care should be taken to keep bags or other personal belongings safe. On all excursions, students must stay with a responsible adult, either a teacher or a member of staff. When it is safe to do so, the responsible adult may allow students some free time subject to regular checks.

PERSONAL SAFETY

Please be advised that in the UK personal safety sprays such as ‘pepper spray’ or ‘mace’ are considered firearms and it is illegal for anyone except the police to carry them. If a person wishes to carry a safety device they should consider a personal safety alarm.

DOOR AND WINDOWS

Please make sure that doors and windows are locked when you leave the house. Your bedroom is lockable; Bedroom doors should be locked when you are not inside the room. Keep all communal/outside doors closed at all times.

DO NOT KEEP VALUABLES, PASSPORTS OR MONEY ANYWHERE VISIBLE.

The School can keep pocket money in a safe place and to give it to the student on request.

KEYS

You will be charged for a lost key. All lost keys must be reported immediately to The Student Services Team. Do not keep your House Keys in your bag. If your bag is lost or stolen you risk not being able to get into your house and room, and also risk that someone else can.

**REPORT ANY STRANGERS THAT TRY TO ENTER THE HOUSE TO THE SCHOOL EMERGENCY PHONE
STAFFORD HOUSE WILL NOT ACCEPT ANY LIABILITY FOR LOSS OR DAMAGE
TO YOUR PERSONAL PROPERTY**



ELECTRICAL EQUIPMENT

The power supply in the electrical sockets is a 220/240 volt supply – any other equipment needs to be checked for compatibility i.e: some countries use 110 volt items, which must not be used, as they will burn out instantly.

Do not put 2 pin plugs into a 3 pin socket, as this is incredibly dangerous.

Light Bulbs: If a light bulb goes, then report this to The Student Services Team.

If the power and/or lights go off, contact the School Emergency Phone

Please turn off all electrical items at the plug after use.

Please do not put metal cans/items in the microwave and do not boil food items in the kettle.

No kitchen equipment eg: kettles, toasters, rice cookers, fridges or coolers are allowed in your rooms please use these in the kitchen area.

Washing machines and tumble dryers are provided in the student house—please speak to current house mates and they will talk you through this.

If you decide to buy an iron, please speak to your house mates first—there may be one in the house you can use.

Please do not store a hot iron in a cupboard, or place it on bedding or carpets.

- ***DO** make sure the cooker is turned off when you are finished
- ***DO** turn saucepan handles away from the edges to avoid people knocking them.
- ***DO** keep work top surfaces clean.
- ***DO** keep tea towels and cloths away from the hob.
- ***DO** keep electrical appliances away from water.

- ***NEVER** leave the cooker unattended while it is on.
- ***NEVER** put anything metallic inside the microwave.
- ***NEVER** use water to put out a cooking fire.
- ***NEVER** mix water with Fat or Oil when cooking.



BEDROOM FURNITURE

Please do not move the furniture between rooms and communal areas.

The Student Services Team will do regular checks, they will have to enter your bedroom to ensure everything is in order.

The landlord will also conduct regular checks on the student house. They will check house furniture and fittings.

Perishable food and drink items cannot be kept in your rooms for hygiene reasons. Cooked meals and takeaways should not be taken to your bedroom.

Please do not try to fix anything yourself. Tell The Student Services Team.

DAMAGES

All rooms are checked in advance of student arrivals and prior to the student's departure.

Any damage found in a student's room is their own responsibility. Students are also responsible for any guests in the house.

Any damages found in the communal areas, where the person responsible is unknown, becomes the responsibility of all the students in the house.

All damages should be reported to The Student Services Team immediately, whether these have been the result of an accident, or not.

Any damages caused by an accidental cause will not be charged. Any damages caused by misuse will be charged to the student.

Stafford House staff, or the property landlord, may visit the house. Where it is possible, we will give you notice that we will be visiting. We reserve the right to spot check the house and bedrooms at any time, without notice, during the week and at weekends.



CLEANING

All rooms should be kept tidy – this includes bedrooms, corridors, staircases and communal areas.

In the shared kitchen and bathroom areas please ensure you tidy up after yourself. All house mates are responsible for the cleaning.

You will need to purchase your own cleaning products, this could include washing up liquid, floor cleaner, surface cleaner, washing powder etc

RUBBISH AND RECYCLING

In your student house you will find assorted bins for different items. Please read the recycling guide in the kitchen, this will help you understand which bin will take which products. Your house will have a set day to put the rubbish bin out on the path. Please see the guide in the kitchen or speak to another house mate. It is all house mates responsibility to ensure this is done.



INTERNET (WIFI)

To access the internet please connect to the router . The password will be on the back of this, if you have any problems please speak to another house mate for help!

If this doesn't work please do not try to fix this yourself. Tell The Student Services Team.

UNACCEPTABLE DELIBERATE USE/MISUSE OF INTERNET RESOURCES

The following activities, whilst not an exhaustive list, are unacceptable:

- Access to, or creation, transmission or publication of, any obscene or indecent, racist or otherwise offensive images, sounds, data, emails or other material.
- Access to, posting or commenting on of any such materials on an internet based service, including blogs, wikis, chatrooms, bulletin boards or any other social media.
- Access to, or creation, transmission or publication of, any data capable of being displayed or converted to such obscene or indecent, racist or otherwise offensive images, sounds, data or other material.
- Access to, creation, transmission, commenting on, or publication of any material which is designed or likely to cause offence, inconvenience or needless anxiety.
- Creation, transmission or publication of defamatory material.
- Receipt or transmission of material such that this material infringes the copyright of another person or organisation, or which infringes the conditions of the Data Protection Act 1984.
- Posting anonymous messages and forwarding chain letters.
- Using the network for personal gain, for promoting political views or for any form of personal advertising.
- Deliberate activities intended to misrepresent or hide the student's identity.

Deliberate activities with any of the following characteristics or which, by their nature, would result in:

Violating the privacy of other users.

Disrupting the work of other users.

Using the Internet in a way which denies service to other users by overloading the connection to the network.

The introduction or design of computer viruses, Trojans or other malware.

Any use of the Internet that would bring the name of the school into disrepute.

Please talk to use if you need help to understand any of these guidelines.



TOP TIPS FOR STAYING SAFE ONLINE

Don't post any personal information online – like your address, email address or mobile number.

Think carefully before posting pictures or videos of yourself. Once you've put a picture of yourself online most people can see it and may be able to download it, it's not just yours anymore.

Keep your privacy settings as high as possible

Never give out your passwords

Don't befriend people you don't know

Don't meet up with people you've met online. Speak to your parent or carer about people suggesting you do

Remember that not everyone online is who they say they are

Think carefully about what you say before you post something online

Respect other people's views, even if you don't agree with someone else's views doesn't mean you need to be rude

If you see something online that makes you feel uncomfortable, unsafe or worried: leave the website, turn off your computer if you want to and tell a trusted adult immediately



SMOKING, ALCOHOL AND SUBSTANCE MISUSE

You can smoke outside the house, in the garden area. Please ensure your cigarette butts are NOT thrown down the drain or on the floor. Please purchase an ashtray to dispose of them when you are finished.

DO NOT put hot ashes in the bins provided as this is a fire risk!

Smoking is forbidden anywhere in the building – if you are caught smoking you will have a meeting with the Principal to discuss any further action.

Students may also be charged for a deep clean of the house.

Substance misuse – At Stafford House School International we have a **Zero Tolerance Policy** on the misuse of substances, whether legal or illegal. You will have a meeting with the Principal to discuss any further action.



FIRE PREVENTION

- Please clear rubbish
- No smoking in the house
- No candles, incense, lighter fluid or naked flames are allowed anywhere in the house, including bedrooms and communal areas.
- Small electric fans or heaters should not be used without prior permission.
- Fire Exits must be kept clear at ALL times.
- **Tampering with fire extinguishers and fire alarms, including covering smoke detectors is illegal and is a direct breach of the schools codes of conduct.**
- Anyone found tampering with fire extinguishers will incur a cost of replacement .

WHAT TO DO IN THE CASE OF A FIRE

- Do not try to fight it – evacuate the building
- Leave the building immediately and go to the furthest point away from the house (across the street, down the road etc)

**IN THE EVENT OF A FIRE CALL 999 ASK FOR THE FIRE BRIGADE
AND AMBULANCE IF ANYONE NEEDS MEDICAL HELP!**

Stay where you are until you are told if you can return to the building or not. Call the **SCHOOL EMERGENCY** number now and inform them of the situation.