

*Welcome to Oxford  
&  
Oxford School of  
English*



This handbook helps you to make the most of your stay in Oxford. It tells you about the school and the courses, your host family, travel in Britain, student welfare, healthcare and leisure activities. Please read it carefully and if you have any questions ask a member of staff.



Whether you are here for a week or a full year we hope you have a wonderful and fruitful time in our school and country.

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## CONTENTS

• <b><u>Section One: The School</u></b>	
Who's who?	4
Problems or questions	5
Information about the school, rules and conditions	6-7
Language Levels	8
Learning outside the classroom	9
How can I improve my listening?	10
How can I improve my speaking?	11
How can I improve my reading and writing?	12
How can I improve my vocabulary?	13
External exams	14-17
• <b><u>Section Two: Accommodation</u></b>	
Living in a homestay	18
Living in a residence	19
Finding your own accommodation	19
• <b><u>Section 3: Oxford</u></b>	
Places to visit in Oxford	20-21
Leisure activities in Oxford	22
Libraries	23
Places of worship	24-25
Banks and changing money in Oxford	26
Travel in Oxford and the UK	27-28
• <b><u>Section 4: Welfare</u></b>	
Safety and emergencies	29
Healthcare in Oxford	30
• <b><u>Appendices</u></b>	
Appendix A: Misconduct	31
Appendix B: Safeguarding our students	32-33
Appendix C: Applying for a Visa	34-36
Appendix D: Language Levels and Exams	37

# SECTION ONE: THE SCHOOL

## Who's who?

<b>Principal</b>	<b>Peter Thompson</b>
<b>Deputy Principal</b>	<b>Haydar Albasri</b>
<b>Academic Manager &amp; Director of Studies</b>	<b>Rosa Lucia</b>
<b>Assistant Directors of Studies</b>	<b>Phil Bloomfield</b>
<b>Office Managers</b>	<b>Emma Crockett Harriet Gemmell</b>
<b>Welfare Officer</b>	<b>Emma Crockett</b>
<b>Social Organiser</b>	<b>Peter Thompson</b>
<b>Accommodation team</b>	<b>Jan Dean Anthea Robinson</b>
<b>First Aiders</b>	<b>Haydar Albasri Phil Bloomfield Emma Crockett</b>

## Teachers:

<b>Alessandro Crucioli</b>	<b>Barbara Rye</b>	<b>Bernadette Urtz</b>
<b>Cathy Heath</b>	<b>Driss Harrouri</b>	<b>Elaine Spencer</b>
<b>Greg Thomas</b>	<b>Haaris Ahmed</b>	<b>Harry Harrison</b>
<b>Iain Bell</b>	<b>Joe Briggs</b>	<b>Kate Kelley</b>
<b>Mary-Celeste Schreuder</b>	<b>Philip Bloomfield</b>	<b>Sally Still</b>
<b>Tim Lobet</b>	<b>Veronica Franyutti</b>	<b>Wyn Middleton</b>

**Please note:** it is possible that some of these details may have changed since this booklet was printed. Up-to-date information is always displayed in classrooms and on other noticeboards in the school.

## Problems or Questions

If you have any questions or problems about any part of your visit please tell us as soon as possible.

- ***your class and lessons***

Questions, comments or requests about your lessons?

*Speak to your teacher*



- ***the course and course books***

Questions, comments or requests about your course or your books?

*Speak to the Director of Studies or Assistant Director of Studies*

- ***your accommodation***

Questions, comments or requests about your accommodation?

*Speak to the Welfare Officer, the Principal or the Host Family Organiser.*

- ***social programme***

Questions, comments or requests about the social programme?

*Speak to the Social Organiser*

- ***fees***

Questions, comments or requests about your fees?

*Speak to the Principal or Deputy Principal*

- ***welfare***

Questions, comments or concerns about your welfare?

*Speak to the Welfare Officer*

- ***first aid***

*If you need first aid, ask for a First Aider*

**Don't be afraid to ask any of the staff for help. We are here to help you and to make your visit enjoyable and problem-free.**

## Information, rules and conditions

- **Timetable - Lesson times are:**
  - **09:30 – 10:45; 11:15 – 12:30:** Lessons focus on general skills, grammar and vocabulary and follow a set course book.
  - **12:40 – 13:35:** Lesson focuses on either speaking & pronunciation, listening, writing or reading.
  - **14:30 – 16:00:** Lesson focuses on general skills, grammar and vocabulary and follows a set course book.
  - **16:15 – 17:15:** Lesson focuses on speaking, writing and listening.
  - **14:30 – 16:10:** Lesson focuses on fluency and speaking for higher-level learners of English.
- **Levels - we usually have classes at the following levels:**

A0	Beginner (afternoons only, not every term)
A1	Elementary
A2	Pre-intermediate
B1	Intermediate
B2	Upper-intermediate
B2E	Cambridge First preparation
C1	Advanced/Cambridge Advanced preparation
C2	Cambridge Proficiency preparation
IELTS	IELTS preparation

**See Appendix D on page 37 for a description of each level and pages 14-17 for a description of the exams offered.**

- **opening hours** - the school is open from 08:30 Monday to Friday, except on public holidays and during the Christmas and New Year period. We close at 18:00.
- **punctuality** - please be on time for your classes. **If you are late for your lesson, you will not be allowed into class.**
- **illness** – if you are ill and won't be able to attend class, please call Reception to tell us as soon as possible. You may be able to transfer your lesson to another day if you let us know early.
- **placement tests** - all students must take a placement test before they start at the school, to help us assess their level and place them in the right class
- **course books** - all students **must** have the coursebook for their level. These books usually cost around £20 and are sold at Reception. Ask at Reception for the price, or see the prices displayed on the notice-board next to the class registers. Your first textbook is free when you register with the school.
- **student Room** - the Student Room is for you to use at any time. You can eat and

drink there. Please do not take food or drink into the classrooms, the Computer Room or the Self-access Centre.

- **internet access** - students are able to access the internet free of charge from our computers at most times of the day. Please be fair: if other students are waiting, do not use the computer for a long time. Please do not take food or drink into the computer room, and do not remove cables from the computers. We also have free Wi-Fi, which is available for all students; please ask at Reception for the password.
- **mobile phones** - Please switch off your mobile phone before entering your class. If you answer your mobile phone during a lesson, it is not only a distraction for the other students and the teacher, but it is rude and disrespectful. If you are expecting an important call, tell your teacher at the beginning of the lesson and he/she will give you permission to answer the call. Any student answering a call without first asking the teacher must leave the classroom and will not be permitted to re-enter during that lesson.
- **chewing gum** is not permitted in the school
- **smoking** - smoking is not permitted anywhere in the school building and shopping centre.
- **photocopier** – students are not permitted to use the photocopier. If you need to photocopy anything, please ask at Reception and we will do it for you. There is a small charge.
- **certificates & reports** – if you would like a certificate at the end of your course, please ask Reception for a certificate and report form, at least one week before your course ends. Please note that certificates will not be issued after you have left.

### **The Self-Access Centre and Computers**

**The Self-access Centre** is for you to use at almost any time. It has five computers with internet access, and a small language laboratory with specialist equipment to help you improve your listening and speaking. There are grammar books and textbooks with CDs, practice materials for English Language Exams, and a small library of English novels (designed for students at every level). There are also DVDs. You can borrow or use any of these free of charge (but you must leave a £10 deposit with the Office Manager if you want to take items home). Please ask the Director of Studies for help and advice. The computers in the self-access centre have software installed on them so you can use the CD-ROMs from your English coursebook and exam practice books. They also have practice materials for a number of English Language exams.

**The school's computers** are free to use, but please consider the following points:

- they are for all students to use - please consider other people, and do not spend too long on them.
- please do not remove or change the cables on the computers, or attempt to move them, as this can damage them
- food and drink are not allowed in the computer room
- please do not talk too loudly in the computer room, as it can disturb people who are trying to work.

## Language Levels

### *Changing level, testing & student consultations*

Your teachers will decide whether you are ready to move up to the next level. This decision is based on:

- ongoing assessment of your overall progress (and not only on the progress tests)

### *Criteria for changing levels*

- **Attendance** - you can only benefit fully from your course if you attend all or most of your classes. If you are absent for any number of classes, you will naturally miss out on important aspects of the course, leaving 'gaps' in your knowledge and stopping you from advancing in English.

Students who are absent from classes and return the following term, may be required to sit another placement test or may be placed in the same level as before.

- **Participation** - teachers will also take into account how well you have participated in class when deciding student movement. This includes:
  - completing set homework regularly
  - contributing to class discussions
  - actively participating in class activities
  - showing initiative and willingness to learn
  - a positive attitude to learning
- **Progress tests** - every second Monday, you will have a test lasting about 1 hour. Tests are marked in class time.

**If you feel you are in the wrong class and want to change level, you should speak to the Director of Studies who will then discuss this with your teachers. However, decisions can only be changed if there is improvement in the above criteria.**

**The Director of Studies or Assistant Director of Studies are the only people who can authorise any change in level.**

- **Student consultations** - teachers hold regular consultations with all students during the course; in addition, you can discuss your general academic progress with the Director of Studies or Assistant Director of Studies any time - please pick up a form from Reception to make an appointment.
- **Revision and feedback** - every Friday there is a revision lesson for the week - this will include work based on what the students have done in class and as homework.

## Learning Outside the Classroom



Just because you are not in class, it doesn't mean that you stop learning. In Oxford you are surrounded by English - at home, in shops and on the street.

We will give you a self-study booklet with your coursebook which gives you a lot of advice for studying alone, but here are a few more things to think about:

### *Use the Internet*

There is so much available on the internet today - there are a lot of websites for learning English, and most of our coursebooks have their own websites as well. You can also chat to your friends on Facebook or Skype - in English!

Here are a few websites you might find useful:



#### **General learning websites**

BBC Learning English Site	<a href="http://www.bbc.co.uk/worldservice/learningenglish/">www.bbc.co.uk/worldservice/learningenglish/</a>
British Council Learning English Site	<a href="http://www.learnenglish.britishcouncil.org/en/">www.learnenglish.britishcouncil.org/en/</a>

#### **English examinations**

Cambridge English Examinations	<a href="http://www.cambridgeesol.org">www.cambridgeesol.org</a>
IELTS	<a href="http://www.ielts.org">www.ielts.org</a>
TOEFL	<a href="http://www.ets.org/toefl">www.ets.org/toefl</a>
TOEIC	<a href="http://www.ets.org/toEIC">www.ets.org/toEIC</a>
BULATS	<a href="http://www.bulats.org">www.bulats.org</a>

#### **And the most important ones...**

Oxford School of English	<a href="http://www.oxfordschoolofenglish.com">www.oxfordschoolofenglish.com</a>
Oxford School of English Facebook	<a href="http://www.facebook.com/osoe.oxford">http://www.facebook.com/osoe.oxford</a>

## *How can I improve my listening?*

### **the radio**

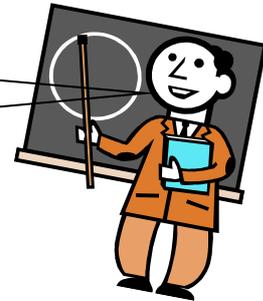
Listen to a **radio programme** you find interesting:



- Find a radio station you like, preferably one that has a good mix of music, news and discussions and debate.
- National radio stations for current events, cultural programmes, news and talkback include: Radio 4 (92.4-94.6 FM) Radio 2 (88-90.2 FM).

Most radio stations also broadcast via the internet (eg [www.bbc.co.uk](http://www.bbc.co.uk)) - look online for more details

*You don't have to understand every word to understand the main gist of the story. The more you listen to the radio, the more you will hear words and structures that you will eventually learn when you're ready.*



### **television**

Watch a **TV programme**:



There is a wide choice of programmes on UK TV stations including BBC1, 2, 3 and 4, ITV 1, 2, 3 and 4, Channel 4 and Channel 5, and many others.

Many channels also broadcast via the internet (eg [www.bbc.co.uk](http://www.bbc.co.uk)) - look online for more details

- Before listening to the news on the TV or radio, write a checklist, e.g. Who? What? Where? Why? and then answer these ques-

tions.

### **the school's self-access Room**

Many of the graded readers in the **Self-access Room** have CDs, so you can read and listen to the story at the same time. It's a great way to enjoy a book and it can help with pronunciation, grammar and vocabulary.

- Listen to or watch pre-recorded short pieces of approximately 30 seconds long. Replay and difficult parts until you understand. Practise the unfamiliar expressions and intonations. Try to speak at the same time as the voice on the tape.
- There are many DVDs in the Self-Access Room, of popular English language films. You can watch any of them on the computers there, or pay a deposit and borrow them to take home.

## *How can I improve my speaking?*

- Don't be afraid of making mistakes. If you don't make mistakes you don't need a teacher! As long as you learn from your mistakes you making progress
- Be adventurous and don't use 'safe' language (language you already know) all the time. Instead, try language you're unsure about.
- Don't be afraid to ask your teacher if you haven't completely understood - you won't look stupid. If *you* haven't understood, some other students probably haven't either!

*Don't worry if you make mistakes when speaking in class – everyone makes mistakes and it's an important part of learning*



- If you want more practice on a particular area in English ask your teacher for photocopies, ideas etc.
- Memorise and practise speaking aloud short extracts from the news or your favourite film.

- Read a short text in your own language or in English. Then report it to a friend in English.

- Learn to sing your favourite pop songs. (Borrow the 'song' packages in the school's Self-access Room)

- Record yourself speaking and notice where the hesitations and any mistakes occur. Re-record until you are satisfied.

• Persuade a friend or teacher to talk in English to you for 15 minutes every day. Increase the length of time as you become more fluent and confident.

- Think in English! As you go to class or work each day, put your thoughts into words in English
- Try not to speak your first language with your friends. Be strong! Try to make them speak English and they will eventually thank you
- Sit next to different people in class
- Make friends with students from other countries
- Sit next to different people in class - and talk to them

**Think in English!**



## *How can I improve my reading?*

- Read a short article in an English newspaper or journal every day. Only read it if you are genuinely interested in it. Try to summarise what you have read. There are newspapers in the **Student Room**.
- Subscribe to an English journal in your field of interest or hobby. Your teachers can advise you.
- Try to increase your reading speed i.e. time yourself daily over texts of similar lengths and difficulty. Aim for 70% comprehension. Try to increase the speed daily. You can see results after a month.
- Try to guess or infer new words from the context (that's how you learned as a child). Use a dictionary only when essential.
- Look at a headline and try to guess vocabulary, tenses etc. Read and see if you are correct.

*You don't have to understand every word!*



- Use the books in the **Self-Access Room**. We have novels in original form, graded readers (many with CDs), reference books on art, history, the British countryside, wildlife and other subjects. You can use any of these books and, after paying a small deposit, can borrow them and take them home. Ask the Director of Studies for help and advice.

## *How can I improve my writing?*

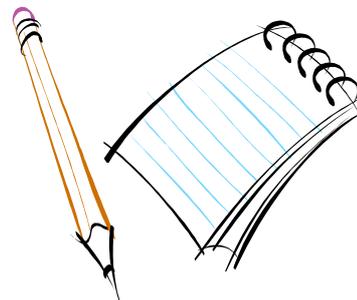
- Keep a diary in English (your teacher may give you a similar task).
- Collect model texts e.g., letters, articles and essays that you can use as models for your own writing.
- Translate a short passage into or from English every day.
- Buy a good learner dictionary e.g., Cambridge Advanced Learner's Dictionary, Oxford Advanced Learner's Dictionary or Longman Contemporary English. Most dictionaries come with a CD-ROM. You can also borrow these from the **Self-access Room**.
- Buy a good thesaurus. Your teachers can advise you.

## *How can I improve my vocabulary?*

- Keep a notebook for new words, verbs, expressions etc

- Have a special section for:

phrasal verbs  
 grammar  
 irregular verbs  
 idioms/proverbs  
 collocations  
 synonyms/antonyms



- Don't record everything in the same notebook or use file separators if you are using a folder.
- Structure how you record new items.

Here is an example of how to record phrasal verbs:

Phrasal verb	Separable/ inseparable	Transitive/ Intransitive	Pronuncia- tion	Antonym	Formal equivalent	register	meaning

- Always write and record in English.
- Have a phoneme chart on the wall in your room.
- Manage your time.
- Be realistic. Don't try to learn 50 new things in one day. Find out what you can reasonably achieve and be methodical.
- Work out strategies that work for you and use them, e.g. mnemonics.

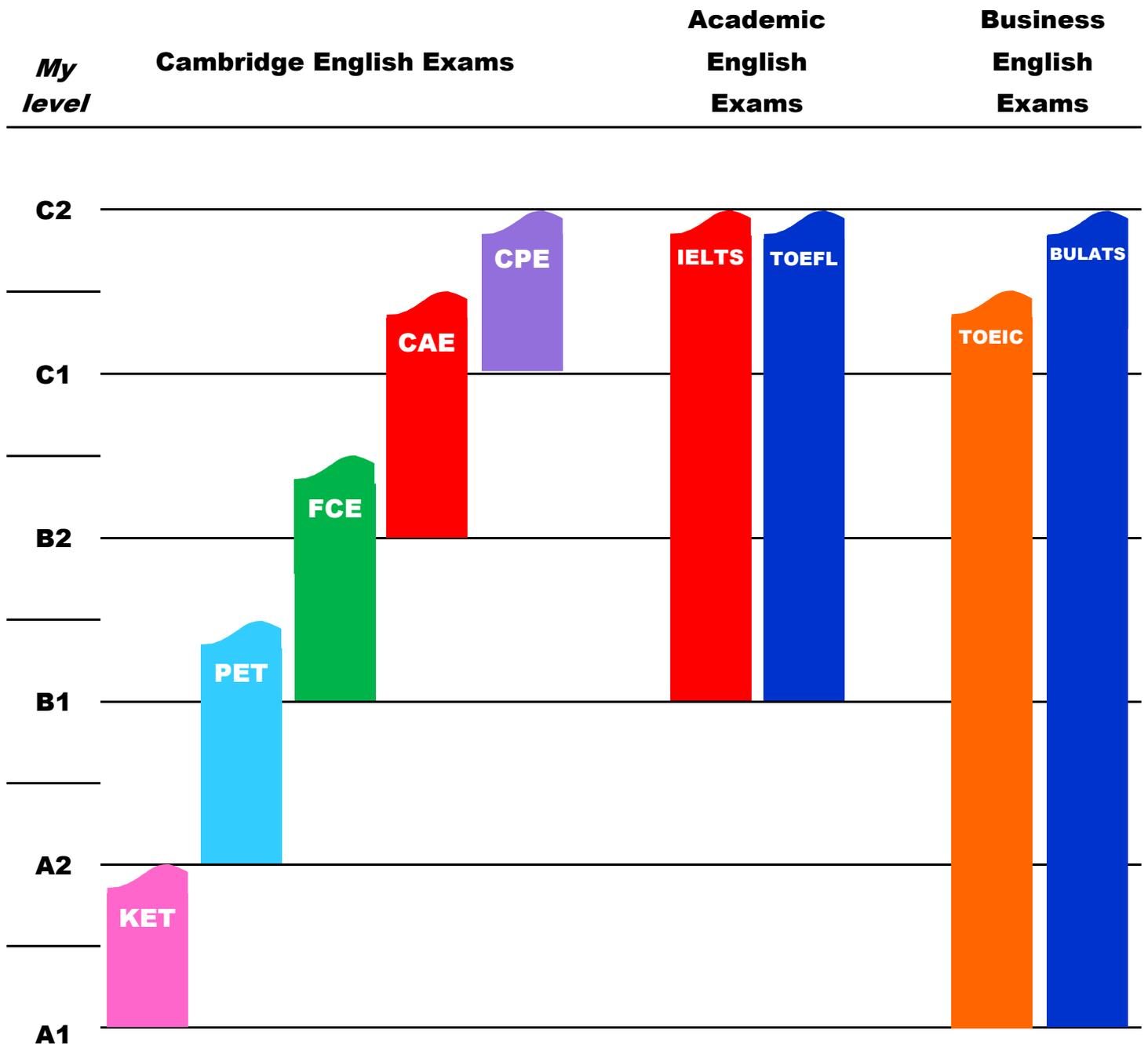
## External examination information

### Which exam is right for me?

At Oxford School of English, we believe it is important for students to leave with a recognized qualification which demonstrates their level of proficiency. This is why we have a reputation for our excellent examination and test preparation classes.

We also work closely with a number of awarding bodies for English examinations: we are an accredited test centre for Cambridge ESOL, ETS and Trinity College London, and many of our teachers have worked for these and other organizations as writers, assessors and administrators for a range of exams.

This is a summary of the main examinations that are on offer through Oxford School of English:



**Oxford School of English is the official iBT TOEFL testing centre in Oxford, and a testing centre for the BULATS and TOEIC tests.**



As well as the above exams, we offer preparation courses for the following:

## **Cambridge English examinations:**

Cambridge English is a department of the world-famous and historic University of Cambridge, and its exams are recognized by employers and educational establishments all over the world. Unlike most other English exams, the Cambridge exams are valid for life, and you will not need to take the exam again; results are usually published 6-8 weeks after the exam. The exams are offered at a number of levels, from A2 up to C2:

**Cambridge English: Key (KET):** This exam is for students at Pre-Intermediate (A2) level. There are three parts to the exam: Reading and Writing, Listening, and Speaking, which are held on the same day. The exam is held one or two times a year in Oxford.

**Cambridge English: Preliminary (PET):** This exam is for students at Intermediate (B1) level. There are three parts to the exam: Reading and Writing, Listening, and Speaking, which are held on the same day. The exam is held three times a year in Oxford, in March, May and November.

**Cambridge English: First (FCE):** This exam is for students at Upper-Intermediate (B2) level. There are five parts to the exam: Reading, Writing, Use of English, Listening, and Speaking. The four written papers are held on the same day, and the Speaking test is usually held within a week of this day. The exam takes place four times a year in Oxford, in March, June, August and December. It is an ideal exam for people who want to use English for work or study purposes. It is frequently accepted as equivalent to band 5 - 6 at IELTS or 61-89 at iBT TOEFL.

**Cambridge English: Advanced (CAE):** This exam is for students at Advanced (C1) level. There are five parts to the exam: Reading, Writing, Use of English, Listening, and Speaking. The four written papers are held on the same day, and the Speaking test is usually held within a week of this day. The exam takes place three times a year in Oxford, in March, June and December. It is an ideal test for students who plan to use English for professional purposes or who may want to study at certain universities. It is frequently accepted as equivalent to band 6 - 7 in IELTS and 92 - 106 in iBT TOEFL.

**Cambridge English: Proficiency (CPE) :** This exam is for students at the highest level of English (C2). There are five parts to the exam: Reading, Writing, Use of English, Listening, and Speaking. The four written papers are held on the same day, and the Speaking test is usually held within a week of this day. The exam takes place three times a year in Oxford, in March, June and December.

This exam is regarded as proof that the candidate is able to cope with high level academic work, and is frequently accepted as equivalent to Band 7.5-9 in IELTS and 113-107 iBT TOEFL.

## **Academic English exams:**

### **IELTS (International English Language Testing System)**

IELTS is jointly managed by the British Council, Cambridge ESOL and IDP: IELTS Australia; it is recognized by approximately 6,000 institutions worldwide, including all UK universities and colleges.

Unlike the Cambridge ESOL Mainsuite exams, there is no pass or fail with IELTS, and candidates will be awarded a score between 1 and 9; it is therefore appropriate for students at almost every level of English. There are four parts to the exam: Reading, Writing, Listening and Speaking. The three written papers are held on the same day (usually a Saturday), and the Speaking test is held one or two days earlier; results are published approximately 2 weeks after the exam. There are two different versions of the exam:

**The Academic module** is suitable for candidates planning to undertake higher education in an English medium university. The score you will be required to achieve will be different depending on which university or college or which course you are applying for.

**The General module** is suitable for candidates planning to take a course in an English-medium College of Further Education or for vocational purposes.

### **iBT TOEFL (Test of English as a Foreign Language)**

Oxford School of English is an official test centre for the TOEFL test.

This test evaluates the proficiency and general understanding of the English Language for people whose first language is not English. It is used to test international students planning to study in the United States and Canada and by academic institutions outside the US and Canada that use English. Like IELTS, there is no pass or fail, and candidates are awarded a score between 0 and 120.

There are four parts to the exam: Reading, Writing, Listening and Speaking. These are all held on the same day (usually a Saturday, though occasionally a Sunday).

The test is entirely computer-based, including the Speaking section; results are usually published 2 weeks after the exam.

## Business English exams:

### TOEIC (Test of English for International Communication)

Oxford School of English is an official test centre for the TOEIC test, and one of very few centres in the UK to offer all four parts of the test (Listening & Reading, Speaking & Writing)

TOEIC is the most widely-taken English exam in the world, with approximately six million candidates per year. Its emphasis is on the English used in a professional context, and it is recognised by employers and institutions worldwide as a fair and objective measure of English proficiency. The test is split into two parts. **The Reading and Listening test** is a paper-based test, and can be taken at any time by arrangement with the school; results are usually published 2-3 days after the test. **The Speaking and Writing test** is a computer-based test, which is usually held once a month; results are usually published 2 weeks after the test.

### BULATS (Business Language Testing System)

Oxford School of English is an official test centre for the BULATS test.

BULATS is an economical, user-friendly test and reporting system for companies and individuals that need a quick, reliable and cost effective way of assessing language skills. It is entirely computer-based, and like the TOEIC test, it is split into two parts. **The Reading and Listening test** can be taken at any time by arrangement with the school; results are available immediately after the test. **The Speaking and Writing test** is currently unavailable in the UK, though there are plans to start running it in the near future.

### Fees, Dates and Entries:

For a comparison of these exams and levels of English, please see the table on page 25.

For details of fees and dates, and for information about how to apply for these exams please see the Director of Studies or Assistant Director of Studies. They will also be happy to answer any questions you may have, and to provide further information about all of these exams. Alternatively, you will find information on the school website [www.oxfordschoolofenglish.com](http://www.oxfordschoolofenglish.com)

You can also find information at the following:

<i>Cambridge English Examinations</i>	<a href="http://www.cambridgeesol.org">www.cambridgeesol.org</a>
<i>IELTS</i>	<a href="http://www.ielts.org">www.ielts.org</a>
<i>TOEFL</i>	<a href="http://www.ets.org/toefl">www.ets.org/toefl</a>
<i>TOEIC</i>	<a href="http://www.ets.org/toeic">www.ets.org/toeic</a>
<i>BULATS</i>	<a href="http://www.bulats.org">www.bulats.org</a>

## SECTION TWO: ACCOMMODATION



### Living in a homestay

We always do our best to ensure you enjoy your stay with our homestay. It is an important part of your visit and we go to a lot of trouble to make you as comfortable as possible. We hope you like your homestay and soon feel 'at home'.

But we also understand that it is not always easy to adjust to a new family, but here are a few guidelines to help you settle in:

- remember that all the differences - even the differences you don't like - are an opportunity to experience a new way of life and to learn new things.
- you are a guest in a private home. Please respect your family and take care of their property.
- English food will be different from food in your home country. (All students are required to tell us of any special dietary requirements when they book.) If you don't like the food, tell your host family (politely!). If you need any help or advice, ask us.
- meal times may also be different. Please ensure that you know what time meals are served, and be there on time. Tell the homestay family what you are doing each day and if you are going to miss a meal, tell them at least 24 hours before. If you are delayed or if you change your plans, phone them as soon as possible to let them know.
- keep your room clean and tidy. Remember that you are a temporary member of a family and are not in a private hotel.
- do not leave wet clothes to dry in your room. Ask to use the homestay's laundry facilities.
- be reasonable with your use of hot water. Ask your homestay family about convenient times to use the bathroom, take only short showers (5—10 minutes), and leave the bathroom clean.
- if your homestay is non-smoking, do not smoke in the house — even if you open the window. Many homestay families will not allow smoking even in the garden.
- most homestay families do not allow students to use their telephone. If you want to use the telephone, you must ask for permission and you must pay for all your calls.
- take care of your money and valuables at all times. We trust our homestay families but even so, the school cannot take responsibility for any loss or damage. It is important that you report any loss to the school immediately
- your homestay family will tell you what time they would usually like you to be home in the evening. If you are going to be late, please let them know before you go out and take care not to disturb them when you return. If you are given a key to the door, make sure you keep it safe. They are trusting you with their property: do not abuse this trust.
- provide your own shampoo, toothpaste and any other toiletries you need (towels and bed linen are provided by the homestay).
- keep the names, addresses and telephone numbers of the school (especially the emergency numbers) and your homestay family with you at all times (not only in your mobile phone!).



## Living in a College Residence

Many of you will be staying in our College Residence accommodation at Oxford Brookes University.

Remember that other people are living in the residence, and that other people will be living there after you - so please follow these rules:

- Please treat the accommodation with care and respect, and act responsibly.
- You have been given a key to the accommodation. Please keep this safe. If you lose your key you must pay for a replacement, which can be expensive.
- The kitchen area must be left clean and tidy. Please wash up items you have used and ensure the area is left clean and tidy for the next person. Please remove all your items of food from the fridge before you depart.
- If you break or damage anything, please tell the school representative.
- Please leave the bathroom clean and tidy, remove your hair from plugholes and ensure the toilet is left clean.
- Please do not spend more than 10 minutes in the shower as other people may be waiting to use the bathroom.
- Smoking is not allowed anywhere inside the residence. You must not light candles or use any other burning item.
- If you come home late in the evenings you must be quiet and not disturb others in the residence who may be asleep.
- There are clothes washing facilities at the residence. Please speak to the school representative to find out where and when these can be used.
- All electrical appliances must be unplugged when you are not using them.
- On the day of your departure please ensure your room is left clean and ensure your key is handed back to security. You must vacate your room by 09.00 am.
- Please do not make any noise after 11:00 pm – other people may be asleep.

## Finding your own accommodation

If you would like to find your own accommodation, please ask at Reception and we will give you the advice you need. There is a wide selection of local accommodation advertised on the following websites:

[www.dailyinfo.co.uk/accommodation/accommodation.html](http://www.dailyinfo.co.uk/accommodation/accommodation.html)

<http://www.gumtree.com/flats-houses/oxford>



## Change of address

If you change your address, telephone number or email address please tell us as soon as possible.

It is very important that we always have the correct contact details for all our students.

## SECTION THREE: OXFORD

### Places to visit in Oxford

**Carfax Tower** is at the junction of four ancient routes into the centre of old Oxford. In the North West corner of the junction stands the only remaining part of St Martins church – the 14th century tower, now known as Carfax Tower. Note the church clock with the two quarter boys who hit the bells every 15 minutes. You can climb the tower for a history display and a splendid rooftop view.



**The Bodleian Library** houses five and a half million books and is one of the greatest libraries in the world. It is one of only six libraries entitled to a copy of every new book published. The library has every book that has ever been published in Britain, and they are stored in underground vaults. It was named after Sir Thomas Bodley, who donated his large collection in 1598. The magnificent vaulted ceiling adorned with pendant bosses in the adjoining Divinity School is also worth a look.

The **Radcliffe Camera** was designed by James Gibbs and built between 1737 and 1749 with money donated by Dr John Radcliffe. It serves as a reading room for the Bodleian Library. It is England's earliest example of a round reading room and has an underground store housing 600,000 books.

The **Botanic Garden** is the oldest 'teaching garden' in the country. It was founded in 1621 for the growth and study of plants for medicinal and scientific use. It is next to the River Cherwell and is a wonderful spot for a stroll or a picnic on a warm afternoon.

The **Bridge of Sighs** is a copy of the bridge found in Venice and was built in 1914. There is also a copy in Cambridge.

**St Michael at the Northgate** is a Saxon tower dating from about 1020, making it the oldest building in Oxford. There is a small museum and good views from the top.

The **Sheldonian Theatre** was designed in the style of a Roman theatre by the young Christopher Wren in 1662 when he was a professor at the University. It took six years to build and is now used by the University for graduation ceremonies and for musical performances. Look inside and marvel at the superb painted ceiling. Outside, the building is surrounded by a wall of Emperors' heads.

The **Ashmolean Museum** was founded in 1683, rehoused in 1845 and redeveloped in 2009. The Ashmolean is the oldest museum in Britain. It contains the University of Oxford's collections of art and antiquities, ranging from Egyptian sculpture to Michelangelo drawings. Famous paintings include Uccello's "Hunt in the Forest" and Pissaro's "Portrait of Jeanne".

The **Oxford University Museum of Natural History** is housed in a building of fabulous Gothic design. Construction of the building began in 1855 and was largely finished by 1859. Each internal supporting column is of a different stone. Within the building you will find an amazing range of natural history exhibits, especially of minerals, dinosaurs and insects. In November 2009 Oxford University's museums were awarded the prestigious Queen's Anniversary Prize in recognition of their outstanding quality.

The **Pitt Rivers Museum** is connected to the Museum of Natural History, and displays artefacts collected by the University School of Anthropology and Ethnography. These show how different peoples throughout the world have lived and continue to live with widely different cultures and traditions.

The **Museum of the History of Science** occupies the original 17th century Ashmolean Museum building and features an interesting collection of sundials, microscopes, cameras, clocks and other scientific instruments.

**Christ Church** is the biggest and most majestic of all the colleges. Founded in 1525 as Cardinal College by Cardinal Wolsey, it was refounded by Henry VIII 20 years later. Tom Tower houses the 'Great Bell', which tolls 101 times each evening and was built above the gateway by Wren in 1681. There is also an 18th century quad and a fine hall with portraits including those of Henry VIII and Thomas Wolsey. This college was also used for some scenes in the Harry Potter films.

**Oxford Cathedral** is part of Christ Church and is the only college chapel in the world to also be a cathedral. The 12th century Norman Cathedral is also the smallest in England. Of note are the alternating round and octagonal nave piers and the beautiful 15th century choir ceiling.

**Magdalen College** was built in 1458. This college has the most extensive grounds of any college, with its own river walk, a splendid deer park, a cloister, three quadrangles and a series of lawns. It is also famous for its splendid perpendicular bell tower which dates from 1500. From its summit the choir sings hymns each May Day morning.



**Balliol College** is one of the oldest colleges in Oxford and has a beautiful garden quad. It was originally built in 1263 by John de Balliol, but the remaining buildings are mostly Victorian. There is a plaque on the front door in memory of the three Bishops (see below).

**Martyrs Memorial** outside Balliol College, was built in 1843 to remember the three Protestant Bishops who were burned in Broad Street by the Catholic Queen Mary in 1555. Their names were Thomas Cranmer, Hugh Latimer and Nicholas Ridley.

**University College** is Oxford's oldest college, founded in 1264. Most of the present building dates from the 17th century. Shelley was its most famous pupil, though he was expelled in 1811 for writing about atheism.

**Merton College** is among the oldest of the colleges, founded 1264 by Walter de Merton, Lord Chancellor of England.

The **Church of St. Mary the Virgin** is a traditional English church dating from 1320, and was an important part of Oxford University in its early history. You can climb the tower, from where you can photograph Oxford's streets and rooftops.

## Leisure activities in Oxford

### *Sports & swimming centres:*

**Blackbird Leys Leisure Centre**, Pegasus Road, Blackbird Leys, tel. 01865 467020

**Ferry Sports Centre**, Diamond Place, Summertown, tel. 01865 467060

**Oxford Brookes University Centre for Sports**, Cheney Lane, tel. 484373/74

**Oxrad Sport & Leisure Centre**, Marsh Lane, Marston, tel. 741336

**Temple Cowley Pools**, Temple Road, Cowley, tel. 0844 893 3222

**Hinksey Pools** (outdoor), Abingdon Rd, tel 467079

### *Public Parks:*

**South Park**, off Headington Road

**University Parks**, off Parks Road

**Port Meadow**, Jericho

There are also many parks in Oxford belonging to Oxford University, some of which can be used by the public. You can get more details of indoor and outdoor activities from school Reception.

### *Sightseeing:*

There are very many beautiful, historic and interesting buildings in Oxford, many of which can be seen from both the inside and outside. For more information or see Pages 6 and 7 in this booklet .

### *Theatres:*

**New Theatre**, George Street, tel. 243041

**The Oxford Playhouse**, Beaumont Street, tel. 798600

**Pegasus Theatre**, Magdalen Road, tel. 722851

### *Cinemas:*

**Odeon**, George Street, tel. 0871 2244 007

**Odeon**, Magdalen Street, tel. 0871 2244 007

**Phoenix Picture House**, Walton Street, tel. 0871 704 2062

**The Ultimate Picture Palace**, Jeune Street, tel. 01865 245288

**Vue Cinema**, Grenoble Road (near Kassam Stadium), tel. 08712 240 240

### *Pubs*

Please note that in the UK it is illegal for people under 18 years old to buy or to drink alcohol.

**If you want more information on leisure activities, please ask at Reception.**

## Libraries

*You can join these libraries by filling out an application form available from the libraries or online at the school website.*

### **Oxford Central Library Westgate**

Westgate Shopping Centre First Floor

Telephone: 01865 815509

**Open Monday- Thursday: 9:00 - 19:00; Fri-Sat: 9:00-17:30**

*Facilities: Internet, Photocopier, Audiobooks, DVD rental, CD rental, Music Library, Foreign-language books and newspapers, Main Reference Library*

### **Cowley Library**

Temple Road, Cowley

Telephone: 01865 777494

**Open Monday & Friday 09:15 – 17:30; Tuesday & Wednesday 09:15 - 19:00;**

**Saturday 09:00 - 16.30; Thursday closed**

*Facilities: Internet, Photocopier, Audiobooks, DVD rental, CD rental, Foreign-language books and newspapers*

### **Headington Library**

North Place, Headington

Telephone: 01865 762867

**Open Monday & Wednesday 09:15 – 13:00; Tuesday & Thursday 09:15 - 19:00;**

**Friday 09:15 – 17:00; Saturday 09:00 – 16.30**

*Facilities: Internet, Photocopier, Audiobooks, DVD rental, Foreign-language books*

### **Blackbird Leys Library**

Blackbird Leys Road

Telephone: 01865 770403

**Open Monday, Wednesday & Thursday 09:00 - 12:00 & 13:30 - 17:00;**

**Tuesday 09:00 – 12:00; Saturday: 09:30 - 12:30; Friday closed.**

*Facilities: Internet, Photocopier, Audiobooks, DVD rental*

### **Summertown Library**

South Parade

Telephone: 01865 558290

**Open Monday & Friday: 09:30 - 17:30; Tuesday & Friday: 09:30 - 19:00;**

**Saturday: 09:00 - 16.30; Wednesday closed.**

*Facilities: Internet, Photocopier, Audiobooks, DVD rental, CD rental, Foreign-language books*

### **Kidlington Library**

23 Oxford Road, Kidlington

Telephone: 01865 373067

**Open Monday & Thursday 09.30 - 17.00; Tuesday & Friday 09.30 - 19.00;**

**Wednesday 09.30 - 13.00; Saturday 09.00 - 16.30**

*Facilities: Internet, Photocopier, Audiobooks, DVD rental*

## PLACES OF WORSHIP

### Christianity- Protestant

- **Church of Mary Magdalen**  
15 Beaumont Street, Oxford, OX1 2NA
- **St Mary C Of E Church**  
19 Mill Street, Kidlington, OX5 2EE
- **St Michael at the North Gate**  
Cornmarket Street, Oxford, OX1 3EY
- **St Aldates Church**  
St Aldates, Oxford, OX1 1BP
- **St Ebbes Church**  
Pennyfarthing Place, Oxford, OX1 1QE
- **St James Church**  
Beauchamp Lane, Cowley, Oxford, OX4 3LF
- **St Swithun Church**  
The Avenue, Kennington, OX1 5PL
- **St Marys Church**  
Bayswater Road, Barton, Headington, OX3 9EY



### Christianity-Roman Catholic

**Corpus Christi**  
Margaret Road, Headington, Oxford, OX3 8AJ

**St Aloysius**  
20 Woodstock Road, Oxford, OX2 6HA

**Our Lady Help of Christians**  
59 Hollow Way, Cowley, Oxford, OX4 2ND

**SS Edmund & Frideswide (Greyfriars)**  
Iffley Road, Oxford, OX4 1SB

**St Thomas More R C Church**  
The Parish House, 142 Oxford Road, Kidlington, Oxford, OX5 1DZ

**SS Gregory & Augustine**  
115 Headley Way, Headington, Oxford, OX3 7SS



## Islam

- **Central Oxford Mosque**  
Manzil Way, Oxford, OX4 1DJ
- **Bangladesh Mosque**  
57 Cowley Road, Oxford, OX4 1HR
- **Madinah Masjid Mosque**  
2 Stanley Road, Oxford, OX4 1QZ
- **Sant Nirankari Madal**  
236 Marston Road, Marston, Oxford, OX3 0EJ



## Judaism

- **Oxford Jewish Synagogue**  
21 Richmond Road, Oxford, OX1 2JL



## Buddhism

- **Thrangu House**  
42 Magdalen Road, Oxford, OX4 1RB
- **The Oxford Buddha Vihara**  
356-358 Abingdon Road, Oxford, OX1 4TQ



## Sikhism

- **Oxford Sri Guru Singh Sabha Gurdwara**  
295–7 London Road, Headington, Oxford, OX3 9EH



## Quakerism

- **The Oxford Friends' Meeting House**  
43 St Giles, Oxford, OX1 3LW

**For more information on Places of Worship please visit the Tourist Information Centre which can be located on Broad Street in Oxford City Centre.**

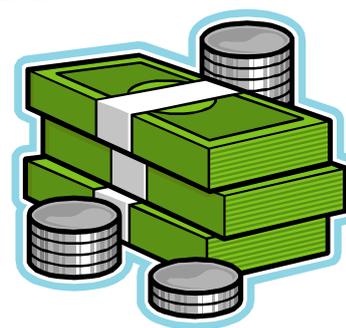
## Banks and changing money in Oxford

### *Changing money*

You can change money at any large bank, bureau de change or travel agency.

Remember that money changers often give different exchange rates and charge different levels of commission. Try to avoid receiving £50 notes as they are sometimes difficult to change.

Visa, Mastercard and other credit cards are accepted in many shops and restaurants.



### *Banks and bureaux de change*

Most British banks are open from 09:30 to 17:00 Monday to Friday, and on Saturday mornings.

Bureaux de change facilities in Oxford city centre are:

- Marks & Spencer, Queen Street
- Post Office, St Aldates
- Some of the larger banks in Oxford (below) also have a bureau de change

Most of the major local banks have branches in Oxford city centre:

- Barclays Bank plc, 54 Cornmarket Street
- Lloyds Bank, 1-5 High Street
- Natwest Bank plc, 32 Cornmarket Street & 121 High Street

Other branches of these banks and other banks can be found both in the city centre and outlying suburbs.

### *Bank accounts*

These days it is impossible for short-stay students to open a bank account – and difficult even for many long-stay students. If you want to open your own account in a bank, you need to take:

- Bank reference letter from the school office
- Your identification (for example your passport)
- Tenancy agreement and/or utility bill as proof of your address if you live on your own and not with a host family

When your family send money to your bank account, you need to tell them:

- Sort code (six digit number, e.g. 23-99-34)
- Account number (seven digit number, e.g. 1437895)
- Name and address of your bank in the UK
- Account name

## Travel in Oxford and the UK

### *Bus services in Oxford*

Two different companies (Oxford Bus Company and Stagecoach) provide bus services in the Oxford area and there are frequent buses to all local destinations. Bus routes in and around Oxford are part of the 'Oxford SmartZone'. This means that you can make your outward journeys using one company, and your return journey using a different company.



You will also be able to use a single smartcard on any bus operated by Oxford Bus Company, Stagecoach and Thames Travel within the SmartZone area.

You can buy Oxford Smartzone bus passes from Debenham's, a large shop near the school - ask at Reception for directions.

### *Coaches to the airports*

The Airline service goes direct from Gloucester Green Coach Station (off George Street) to Heathrow and Gatwick airports. Heathrow coaches leave every 30 minutes, and Gatwick coaches leave every hour.

### *Travel to London*

Coach travel is generally cheaper and more convenient than travelling to London by train. You can get timetables for London coach services from the students room or from Gloucester Green bus station.

- The ***Oxford Tube*** (run by Stagecoach) has coaches leaving every 12 minutes from Gloucester Green coach station to Victoria station in central London. The journey usually takes 80 – 90 minutes.
- The ***Oxford Express (X90)*** (run by the Oxford Bus Company) has coaches leaving every 20 minutes from Gloucester Green coach station to Victoria station in central London. The journey usually takes 80 – 90 minutes.
- ***Megabus*** coaches run every 15 minutes throughout the day (less frequently at night) and are the cheapest option. However, they must be booked and paid for in advance.
- ***Trains*** run regularly from Oxford railway station to Paddington station. The journey takes about one hour. Timetables are available from the Tourist Information Office and the station.

(Timetables and other information about most of the bus services above are available in the school.)

### ***International Student Identity Card (ISIC)***

This gives you access to discounted travel in UK and across the world, discounts in certain shops and overnight stays at YHA hostels. You can get the application form for the ISIC in the school office – but you must have paid for at least six months to be able to get the card. To obtain an ISIC, go to STA Travel Agency at 36 George Street, Oxford. You will be asked to provide:

- A completed application form
- A passport photograph
- The fee
- Proof of full-time student status: a letter from the school confirming that you study a minimum 16 hours a week, and have registered for at least 6 months.

Alternatively, you can apply for your ISIC by post to:

**ISIC Mail Order**  
**PO Box 48, Horndean**  
**Waterlooville**  
**Hants**  
**P08 0FJ**

### ***Taxi services***

There are many taxi companies in Oxford. If you wish to take a taxi, you can phone and order one or, if you're in the city centre, simply stop one as it drives past. You can also go to the nearest taxi rank: in Oxford there are taxi ranks in Gloucester Green and outside the railway station. At night taxis also wait at the Carfax Tower.

Always call a reliable company (the school office can advise you), sit at the back of the car and fasten your seat belt. It is usually better to take a taxi with a meter; most taxi drivers are honest, but some taxi drivers without a meter charge very high rates for short journeys.

If you phone, ask for a quote. Prices change at certain times and for certain destinations, e.g. outside city limits.

### ***Useful telephone numbers and websites***

Oxford Bus Company:	01865 785400	<a href="http://www.oxfordbus.co.uk">www.oxfordbus.co.uk</a>
Stagecoach Bus Company	01865 772250	<a href="http://www.stagecoachbus.com">www.stagecoachbus.com</a>
National Express:	08717 81 81 78	<a href="http://www.nationalexpress.com">www.nationalexpress.com</a>
Megabus	0871 2663333	<a href="http://www.megabus.com">www.megabus.com</a>
National Rail Enquires:	08457 48 49 50	<a href="http://www.nationalrail.co.uk">www.nationalrail.co.uk</a>
Gatwick Airport:	0844 335 1802	<a href="http://www.gatwickairport.com">www.gatwickairport.com</a>
Heathrow Airport:	0844 335 1801	<a href="http://www.heathrowairport.com">www.heathrowairport.com</a>
001 Taxis:	01865 240000	
Royal Taxis:	01865 777333	

# SECTION FOUR: WELFARE

## Safety and emergencies

### *General safety*

Oxford - like all towns and cities in Britain - is usually a very safe place to be but, just as in most large towns and cities in the world, it is important to be sensible and to avoid taking any unnecessary risks. In particular:

- take care when you are walking at night, especially late on Friday or Saturday nights
- avoid carrying large amounts of money, jewellery or other valuables
- never leave your bags unattended



### *Road safety*

Remember that in Britain we drive on the left. When you are walking about any town:

- take special care when crossing the road
- look in both directions
- use pedestrian crossings at all times

### *Emergencies*

If you need the **police**, an **ambulance** or **fire services** the **emergency telephone number is 999**.

You should already have two emergency numbers for the school. If not, please ask us for them. Keep the names, addresses and telephone numbers of the Oxford School of English and your host family with you at all times and NOT just in your mobile phone. In any emergency telephone the school and the host family to tell us what is happening and where you are..



### **Registering with the Police.**

Some students may be required to register with the Police when they first arrive in the UK. If you need to register it will be stated on your visa. Students from Oxford School of English need to register with Thames Valley Police on St Aldates. You will need to take with you:

- Current passport with valid visa.
- 1 Passport photo.
- Acceptance letter from Oxford School of English.
- £34.00 (There is a charge for the registration).

When you arrive at the Police station you will be asked to complete a form. You will receive a registration certification through the post shortly after.

## Healthcare in Oxford

### *Medical Treatment*

If you are ill, ask your host family for the name of their family doctor. You can register with their doctor as a temporary resident if you stay in the UK for 6 MONTHS OR MORE, providing you come from any EEA COUNTRY (27 states of the European Community plus Iceland, Liechtenstein and Norway). If you have medical form E128 (such as the EHIC card in the EU), you are entitled to register with any surgery in the UK and receive treatment free of charge. You can also get the form at the following address: Contributions Agency, International Services, Newcastle (tel: 0191 213 5000). For European Health Insurance queries, call 0845 606 2030.



If you are ill while you are at school, please tell Reception and we will organise a doctor's appointment for you.

If your stay here is SHORTER THAN 6 MONTHS or if you come from any country outside the EEA, you cannot register with a surgery but you are still entitled to emergency treatment, although you may have to pay for it.

If you have an accident, go straight to the Casualty Department of the John Radcliffe Hospital in Headley Way, Oxford (tel: 01865 741166).

**For the NEAREST DOCTOR and DENTIST'S SURGERY please ask at Reception.**

Most dental treatment has to be paid for. Ask for a receipt so you can claim back your money at home through your medical insurance.

For any further information about your healthcare ask at Reception or call the local Health Information Service on NHS Direct 0845 4647

### **Emergencies**

If you need the police, ambulance or fire service, call the emergency telephone number 999. These calls are free.

### **Other Useful Telephone Numbers**

The Samaritans: 08457 90 90 90

Victim Support (for victims of crime): 01869 326 440

National Drugs Helpline: 0800 776600

HIV & AIDS Helpline: 0800 567 123

## APPENDIX A: MISCONDUCT

We are very proud and happy to say that Oxford School of English has always been a wonderfully friendly institution and has a lovely family atmosphere, where staff and students work and study in mutual respect and harmony. Each year, more than 1,000 young people from over 50 different countries spend time in our school, make friends, improve their English and thoroughly enjoy themselves. The school's design and our approach to education mean that we have a close relationship with our students, and we very rarely have serious problems of any kind. Being part of the school is a constant pleasure.

Nonetheless, we are required to specify reasons under which we might ask a student to leave, and the process for doing so. We understand that many of our students will be concerned by the list below, and that it might make you feel anxious about the place in which you have come to study – but please don't be alarmed. Our school is a very safe environment, and these points are here for your protection and peace of mind.

So: students may be asked to leave the school when they are found guilty of misconduct (unacceptable behaviour).

The following are examples of misconduct:

- Students using the school computers for any illegal activity, eg copying files illegally or viewing illegal images
- Students who disrupt classes or social activities
- Students who commit fraud, are dishonest, do not tell the truth about their qualifications or background or use false documents (visas, passports, qualifications) to enter the school
- Students who have not paid or do not pay their fees on time without a valid reason
- Students whose behaviour on the premises endangers the lives of other students or staff members
- Students who are violent, swear, or threaten other students or are indecent
- Students who damage school property
- Students who are noisy and/or disruptive to the neighbours in the building
- Students who harass other students or staff members. This includes bullying, and sexual or racial harassment
- Students who smoke, drink alcohol or take or possess illegal drugs on the premises
- Students whose behaviour at their homestay or other accommodation is unacceptable
- Students whose attendance is below the school's requirements or students who frequently arrive late for class

If an incident is reported to us, a meeting is held with the student and complainant (if appropriate) to discuss the misconduct. The Principal will then decide what course of action to take. For serious incidents, students will be asked to leave immediately.

The Principal will make the final decision. Please note that students who are asked to leave the school for misconduct may not receive a refund for any fees paid in advance.

## APPENDIX B: SAFEGUARDING OUR STUDENTS

At Oxford School of English, the welfare of our students is extremely important. Although serious issues are extremely rare, we encourage all our students to be aware of the problems that may occur. For this reason, we have included a list of things to look out for in your friends and classmates.

### Our Principles

- The general wellbeing of our students is extremely important. We believe that if a student is happy this will have a beneficial effect on their studies. Together these factors enhance their self-confidence and consequently their development as an individual.
- All students have the right to a safe and secure learning environment, regardless of their age, gender, disability, racial origin, religious beliefs, sexuality, language, socio-economic status or appearance.
- All members of staff, students and representatives of Oxford School of English work together to promote a good working environment, where bullying and harassment of any kind is in no way condoned.

Students should be able to feel comfortable asking for advice of any kind and feel supported by their peers and school staff.

**If you are worried about yourself or another student, please tell the Welfare Officer immediately.**

### Types of Abuse & how to Identify them:

#### Physical abuse:

Physical abuse is the deliberate physical harm of a person. Physical harm may also be caused when a parent or carer fabricates or deliberately induces illness in a child.

Physical signs to look for which might indicate a victim of physical abuse:

- Bruising
- Broken bones
- Bite Marks
- Scarring
- Burns/ Scalds

Physical abuse can also affect the emotional wellbeing of a person. Some signs are listed below:

- Depression and Anxiety
- Aggression and Violence
- Problems with relationships and socialising
- Hiding injuries with clothing
- Being distant and withdrawn

### Sexual abuse:

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities or encouraging them to behave in a sexual way.

**It is important to remember that sexual abuse is not solely perpetrated by adult males. Women and children can also commit these offences.**

Signs of Sexual abuse are listed below:

- Sudden change in behaviour and school performance
- Depression and withdrawal
- Alluding to secrets they cannot reveal
- Receipt of or possession of unexplained gifts or money
- Displays of affection which are sexual and age inappropriate
- Incontinence/ Bed wetting
- Tendency to need constant reassurance
- Has physical symptoms such as pregnancy

### Emotional abuse

Emotional abuse is the severe and persistent ill treatment which adversely affects a child's emotional health and development. Emotional abuse is likely to occur alongside physical abuse, sexual abuse and neglect.

Signs of emotional abuse can be found below:

- Over reaction to mistakes
- Sudden speech disorders
- Lack of ability to engage in conversations, and is awkward in social situations
- Excessive need for approval, attention and affection
- Low self esteem
- Aggressive behaviour
- Drug, alcohol or solvent abuse
- Slow progress at school
- Self-isolating behaviour

### Neglect

People suffer from neglect if they are not provided with their essential needs, such as adequate food, water, shelter, emotional support and health care by their parent or guardian.

Signs that may indicate neglect are listed below:

- Excessive hunger
- Poor personal hygiene
- Inadequate clothing
- Low self esteem
- Poor relationships with peers
- Frequently tiredness
- Untreated medical conditions
- Frequent non- attendance at school
- Poor dental hygiene
- Loss of weight or being constantly under weight

## **Bullying and Harassment**

Bullying and Harassment are extremely serious issues that can cause significant distress to individuals. It is a very real problem in many classrooms and workplaces, as well as at home and online. Our aim is to combat bullying and harassment before it happens. We promote a supportive student body and team of staff who work in harmony to create an environment of mutual trust and respect. Oxford School of English has guidelines to ensure all staff, students, homestay providers and other representatives feel safe and are free from bullying and harassment of any kind.

- Bullying and harassment are deemed as completely unacceptable at Oxford School of English. Providing an environment of equality is the responsibility of everyone.
- All staff, students and school representatives of the school must be resilient and make themselves aware of the different types and signs of bullying and harassment. Everyone must take immediate action to stop unfair treatment of another person.
- If signs of bullying or harassment are spotted they should never be ignored or kept secret. If the signs are disregarded, this will be regarded as condoning the bullying or harassment, and appropriate disciplinary measures will be taken.
- The Welfare Officer is the main point of contact for any concerns or comments. If there are any concerns regarding a student's welfare, or if a person has witnessed bullying and harassment taking place to someone else it must be reported. The Welfare Officer will then conduct an investigation immediately.
- Students should be encouraged to mix with other students of different ages and gender, and from different countries, cultures and religious backgrounds. This should reduce the possibility of bullying and harassment between peers.
- All staff members and representatives should be prepared to act as witnesses if they are needed in an investigation.
- All concerns regarding bullying and harassment will be dealt with in a confidential way, and any information will be stored in line with the Data Protection Act.
- The Welfare Officer will contact any relevant authorities, including the Police if necessary.

Any complaints regarding bullying and harassment which involves staff members or representatives should be reported directly to the Welfare Officer and the Principal. If the Principal is not available, the Welfare Officer will discuss the complaint with the Deputy Principal.

- The Principal will conduct an investigation. He will document what is said by the student, and any witnesses will be interviewed. The accused staff member will then be spoken to.
- If the complaint is against a staff member they will be suspended whilst the complaint is being investigated. All documents will be assessed by the Principal. If the complaint is upheld against the staff member they will be dismissed, and if necessary the complaint will be passed on to the appropriate authorities.

**Please remember, this information is for our students' protection only. Oxford and our school are very safe places to be, and we are sure that you will have no problems here.**

## APPENDIX C: APPLYING FOR A VISA

### Applying for a Visa - Approved English Language Tests

If you study on a visa in the UK, and want to extend your stay, you will need to apply for a new General Student Visa. Part of the application for the visa requires that you have taken an approved English Language Test.

The following information tells you what score you need for a visa, what evidence you have to provide for your application, and how long it takes from applying to receiving the evidence. Full details of these tests can be found on the school website, but this page contains details of the tests we can arrange through the school.

For further information, please ask at Reception

#### **Cambridge English: Preliminary (also called PET or Preliminary English Test)**

Overall score required: **Pass**

Reading: **Borderline**      Writing: **Borderline**      Listening: **Borderline**      Speaking: **Borderline**

Evidence required:      Certificate + Statement of Results + Candidate ID & Secret Number (if taken after 2009)

Validity:      The exam has no expiry

How long does it take? **Approximately 18 weeks.**

You must apply 6 weeks before the date of the exam. Certificates are issued approximately 12 weeks after the date of the exam.

#### **Cambridge English: First (also called FCE or First Certificate in English)**

Overall score required: **Council of Europe Level B1**

Reading: **Weak**      Writing: **Weak**      Listening: **Weak**      Speaking: **Weak**

Evidence required:      Certificate + Statement of Results + Candidate ID & Secret Number (if taken after 2009)

Validity:      The exam has no expiry

How long does it take? **Approximately 18 weeks.**

You must apply 6 weeks before the date of the exam. Certificates are issued approximately 12 weeks after the date of the exam.

#### **Cambridge English: Advanced (also called CAE or Certificate in Advanced English)**

Overall score required: **Council of Europe Level B2**

Reading: **Weak**      Writing: **Weak**      Listening: **Weak**      Speaking: **Weak**

Evidence required:      Certificate + Statement of Results + Candidate ID & Secret Number (if taken after 2009)

Validity:      The exam has no expiry

How long does it take? **Approximately 18 weeks.**

You must apply 6 weeks before the date of the exam. Certificates are issued approximately 12 weeks after the date of the exam.

**Cambridge English: Proficiency (also called CPE or Certificate of Proficiency in English)**Overall score required: **Council of Europe Level C1**Reading: **Weak**                  Writing: **Weak**                  Listening: **Weak**                  Speaking: **Weak**

Evidence required:                  Certificate + Statement of Results + Candidate ID &amp; Secret Number (if taken after 2009)

Validity:                                  The exam has no expiry

How long does it take? **Approximately 18 weeks.**

You must apply 6 weeks before the date of the exam. Certificates are issued approximately 12 weeks after the date of the exam.

**ETS TOEFL**Overall score required: **57**Reading: **8**                          Listening: **13**                          Speaking: **19**                          Writing: **17**

Evidence required:                  Official Score Report

Validity:                                  Scores are only valid for 2 years after the date of the test

How long does it take? **Approximately 7 weeks.**

You must apply 1 week before the date of the exam (though it is advisable to apply earlier). Printed score reports are issued approximately 6 weeks after the date of the exam.

**IELTS**Overall score required: **4.0**Listening: **4.0**                          Speaking: **4.0**                          Reading: **4.0**                          Writing: **4.0**

Evidence required:                  Test Report Form

Validity:                                  Scores are only valid for 2 years after the date of the test

How long does it take? **Approximately 8 weeks.**

You must apply 6 weeks before the date of the exam. Test Report Forms are issued 2 weeks after the date of the exam.

**ETS TOEIC**Overall score required: **790**Reading: **275**                          Listening: **275**                          Speaking: **120**                          Writing: **120**

Evidence required:                  Official Score Report

Validity:                                  Scores are only valid for 2 years after the date of the test

How long does it take? **Approximately 3 weeks.**

You must apply 1 week before the date of the exam (though it is advisable to apply earlier). Printed score reports are issued approximately 2 weeks after the date of the exam.

**BULATS (Certificated Version - must be taken in the UK)**Overall score required: **Council of Europe Level B1**Reading: **40**                          Listening: **40**                          Speaking: **3**                          Writing: **3**

Evidence required:                  Certificate + Official Score Report + Name of Test Centre

Validity:                                  Scores are only valid for 2 years after the date of the test

How long does it take? **Approximately 6 weeks.**

You must apply 4 weeks before the date of the exam (though it is advisable to apply earlier). Certificates are issued approximately 2 weeks after the date of the exam.

## APPENDIX B: LANGUAGE LEVELS AND EXAMS

COUNCIL OF EUROPE		Cambridge ESOL	IELTS	iBT TOEFL	TOEIC	GLOBAL REFERENCE LEVELS GLOBAL SCALES
PROFICIENT USER	C2	Proficiency	7.5 - 9.0	113 - 120		Can understand with ease virtually everything heard or read. Can express himself or herself spontaneously, very fluently and precisely, differentiating finer shades of proficient meaning even in more complex situations.
	C1	Advanced	6.5 - 7.0	92 - 112	1345	Can understand a wide range of demanding, longer texts, and recognise implicit meaning. Can produce clear, well-constructed detailed texts on complex subjects.
INDEPENDENT USER	B2	First	6.0 - 5.5	62 - 91	1095	Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his or her field of specialisation. Can produce clear, well-constructed detailed texts on a wide range of subjects.
	B1	Preliminary	5.0 — 4.0	43 - 61	790	Can understand the main points of clear and standard input on familiar matters regularly encountered at work, school, leisure etc. Can describe experiences, events and dreams, hopes and ambitions and briefly give reasons for opinions and plans.
BASIC USER	A2	Key	3.0	32 - 42	385	Can understand sentences and frequently used expressions related to areas of most immediate relevance. Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate basic need.
	A1				200	Can understand and use familiar and everyday and very basic phrases aimed at the satisfaction of needs of a concrete type. Can interact in a simple way provided the other person talks slowly and clearly and is prepared to help.

## Notes

## Notes

## Notes