Student Handbook

Queen Margaret University Edinburgh

2017

The National Museum of Scotland

QMU Exterior

QMU

St. Andrew's College

LANGUAGE SCHOOLS

Live the Language

Accredited by the BRITISH COUNCIL for the teaching of English in the UK

ENGLISHUK member

www.standrewscollege.com

St. Andrew's College
LANGUAGE SCHOOLS

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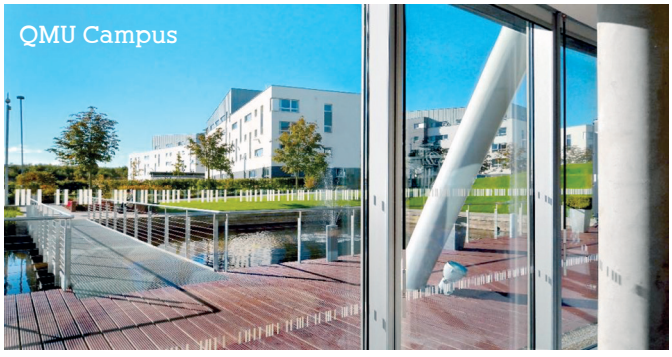

QMU Campus

Introduction

St Andrew's College Language Schools welcomes students from all cultures and backgrounds and we take pride in our efforts to create an educational and social atmosphere which is inclusive of everyone, regardless of race, religion, gender or sexual orientation. St Andrew's College Language Schools promote good race relations and support practices which ensure equal opportunities for students. Our overall aim is to fully understand and meet the needs of all students. Please take time to read this handbook and we hope that you will have an enjoyable experience 'Living the Language' at St Andrew's College Language Schools.

"Our promise is to enable all students who study with St Andrew's College Language Schools Ltd to "Live the Language" during their stay in the friendly, cultural and beautiful places of Britain and to ensure a safe and quality learning experience that will be remembered for a lifetime."

John H Corcoran MBE,
Chairman & Managing Director

QMU Campus

The campus is on the eastern fringe of Edinburgh, right beside the seaside town of Musselburgh and is easily accessed from the city and beyond. You will find the campus conveniently situated for leisure and shopping facilities. Musselburgh is an attractive seaside town on the eastern edge of Edinburgh, is a short walk away and offers an appealing mix of shops, cafes and leisure facilities, including a theatre and the famous racecourse.

The Campus offers:

- Junior vacation courses only
- 6 miles from Edinburgh
- Classrooms are light and airy and conducive to learning.
- Modern dining room offering high quality Scottish and European food.
- en-suite bedroom accommodation of an excellent standard
- beautiful and modern buildings
- Excellent recreation areas
- safe and secure environment
- 24 hour CCTV surveillance
- within easy reach Edinburgh City Centre

Edinburgh Castle

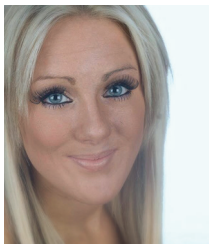
St. Andrew's College LANGUAGE SCHOOLS

Welfare and Activity Staff

The people you will meet and work with on a daily basis are listed below:

Amy Crawford	Centre Coordinator
Ally Connet & Callum Mackie	Centre Managers
Niall Price & Nicola Berthelson	Activity Managers
Fraser Hutchison & Ghislaine Barry	Welfare Coordinators

They are here to make sure your stay at St. Andrew's College Language Schools is a very safe and enjoyable one!



Amy Crawford

Ally Connet

Callum Mackie

Niall Price

Nicola Berthelson

Ghislaine Barry

Care and Welfare

All St. Andrew's College Language Schools staff are responsible for the welfare, safety and security of all students staying with us. They are available to offer support, advice and guidance to all students and can be contacted 24 hours a day. All staff have a duty of pastoral care and carry out this duty as it is described in the pastoral care policy, there will be a copy in the staff office which you can read at any time.

Every member of staff is on hand to ensure that you are happy in your studies and in your every day life at St. Andrew's College Language Schools.

24 Hour Emergency Contact Numbers

Amy Crawford	+44 (0) 7738497793
Ally Connet	+44 (0) 7738497796
Callum Mackie	+44 (0) 7738497799
Niall Price	+44 (0) 7738497804
Nicola Berthelson	+44 (0) 7738497809
Fraser Hutchison	+44 (0) 7738497814
Ghislaine Barry	+44 (0) 7738497820

In addition to the staff that are based at your campus there are also Senior Management that will be at your campus on some days. You can always call the people below. They are contactable 24 hours a day.

Simon McMillan	+44 (0) 7701022664
Elena Bueno Galån	+44 (0) 7885465905
Kirsty Macaulay	+44 (0) 7738497346

If you do not feel that you can speak to these members of staff listed above, you can call Childline. Childline is a charity in Britain, they are there to help anyone under the age of 19 in the UK with any issue they're going through. Whether it is big or small, their trained counsellors are there to support you.

Childline is free, confidential and available any time, day or night.

Childline Number +44 (0) 800 1111

childline

ONLINE, ON THE PHONE, ANYTIME

St. Andrew's College LANGUAGE SCHOOLS

Staff Roles

The Centre Manager is responsible for the smooth running of all aspects of the centre, establishing procedures and solving problems quickly and efficiently.

The Activity & Excursion Managers are responsible for the smooth running of the activity programme and are direct line managers for the Activity Leaders.

The Welfare Coordinator is responsible for the welfare of everyone on campus. They are responsible for all individual students that arrive without a group leader.

Activity Leaders are responsible for running activities and excursions that the managers have organised.

The academic staff will be described later in the handbook on page.

All St. Andrew's College Language Schools staff will wear a white lanyard with their name on it.

All non- academic staff will also wear purple tshirts.

SAC Staff

Senior Staff you may see on campus

In addition to John Corcoran, the Managing Director that you can see on page 3, you may also see the people below on campus. Please say hello if you see them.

Simon McMillan is the Director of Operations

Elena Bueno Galån is the General Manager

Susan Weir is the Director of Studies

Kirsty Macaulay is the Summer School Manager

Amy Christison is the Summer School Development Officer

St. Andrew's College LANGUAGE SCHOOLS

Rules and Regulations

Show Respect; be polite to all St. Andrew's College Language Schools staff, QMU Campus Staff, Group Leaders and fellow students.

Be on time for all classes, activities and excursions.

Respect the fixtures and fittings of the building and all facilities used. Look after the surroundings and environment.

Common areas and kitchen areas in the Halls of residence should be kept clean and tidy at all times.

Report any personal accident, damage or fault straight away to the Centre manager.

No smoking - smoking is not allowed within the residences, campus facilities or grounds.

Any person caught taking any illegal drugs will be asked to leave St. Andrew's College Language Schools immediately.

Theft or loss of property must be reported straight away to the centre manager.

Alcohol is not permitted on campus by anyone under the age of 18. Anyone caught with or intoxicated with alcohol will be disciplined in line with St. Andrew's College Language Schools behaviour policy.

During meal times, canteen trays must be used at all times and should be cleared away.

Please respect Edinburgh neighbours and members of staff who live on campus.

All students must be inside by 11pm. All noise must be kept to a minimum after 11pm.

CCTV is in operation within halls of residence and grounds

Upon departure students are kindly asked to remove their rubbish and leave their room and flat in a good condition.

St. Andrew's College LANGUAGE SCHOOLS

Fire Procedures

On discovering a fire:

- Operate the nearest fire alarm (break glass call point) and dial 999.
- Give the precise location of the fire.
- Do not attempt to tackle the fire.
- Proceed to the assembly point.

On hearing the fire alarm:

- Remain calm
- Leave the residence by the nearest exit and proceed to your assembly point (these will be shown at induction).
- If you are a wheelchair user or have mobility difficulties which prevent you from using the stairs, make your way to the nearest refuge area. Use the telephone to let the control room know where you are. Wait in the refuge area for further instructions.

Things you must know...

- Know your means of escape. Follow the green exit signs.
- Know your nearest fire alarm point.
- Know where the assembly point is. Outside the Halls of residence, away from the building.

Accidents and Emergency Procedures

Accidents: A code of Practice

- When an injury or accident takes place within campus, contact a member of staff for first aid assistance.
- The member of staff will assess the situation and make a decision as to any medical treatment and/or requirement for an ambulance.
- It is St. Andrew's College Language Schools responsibility to contact the emergency services.
- Following the treatment of the injured person(s) an accident report will be completed.

Emergency Services

- The emergency services are the police, ambulance service and the fire service.
- In an emergency where there is danger to life or there is a crime in progress you can call 999 and ask for help.
- Calling 999 is free of charge.
- The person taking your call will ask you questions to try to assess the situation. Try to answer the questions as calmly and fully as possible.

Students in Edinburgh

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Safety

Scotland is a safe environment and you should feel able to go out and about without fear however, as in most countries you must use your common sense and be aware of your surroundings, particularly at night.

Here are some helpful tips:

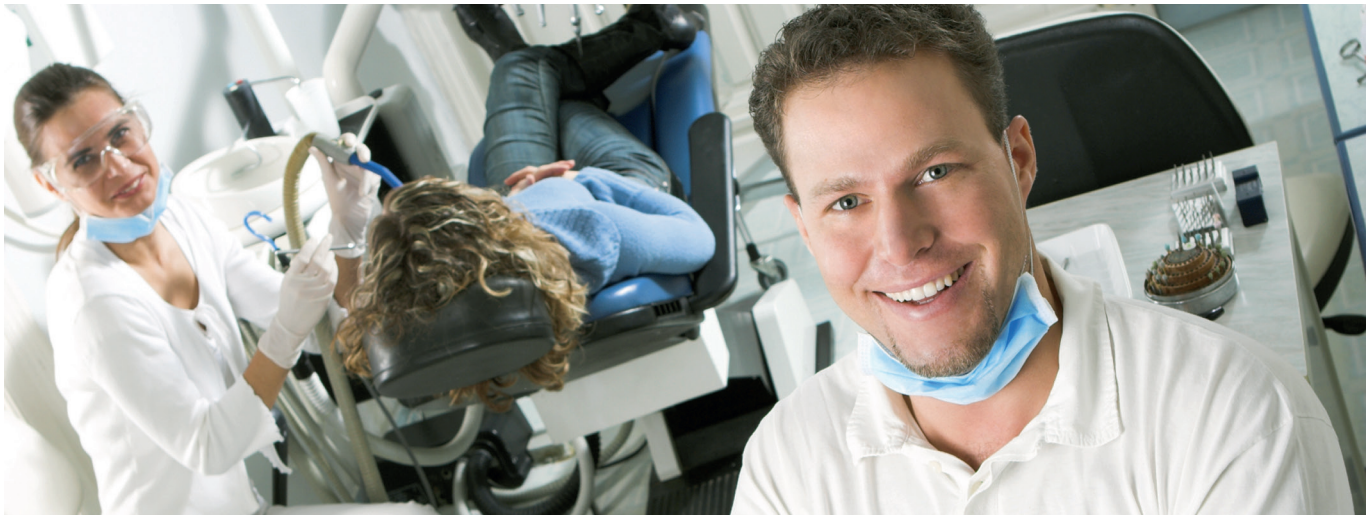
- Walk on the pavement facing oncoming traffic. When crossing the road, remember that vehicles drive on the left in the UK so they will be coming towards you from the right.
- Don't carry lots of money with you when you are out.
- Always keep your bag and jacket with you.
- Avoid confrontation - it's better and safer to walk away if you are provoked or hassled.
- Be alert and brief when using a mobile phone and try to conceal it.

Scottish Laws

The laws in the UK may be different from those in your home country. This especially applies to the use of tobacco, alcohol and self-defence sprays.

- You must not carry drugs with you of any kind (unless prescribed by a doctor), or use any illegal drugs.
- It is illegal to carry any sort of weapon.
- You must be 18 and over to buy tobacco.
- You must be 18 and over to buy alcohol.
- Never buy items that you think might be stolen, no matter how tempting the bargain.
- It is an offence to falsely report the theft of property.

QMU Classroom



NHS, Doctors, Dentists and Prescriptions

Students will only be entitled to limited NHS treatment. Students are entitled to free emergency hospital treatment, but only treatment given in an NHS Accident and Emergency department is free of charge. Once the patient is admitted onto a ward or given an outpatient appointment, charges will apply. GPs may agree to treat short-stay students for free, but this will usually be limited to urgent treatment that cannot be delayed until the student returns home.

What NHS services are provide free of charge?

If you are entitled to NHS treatment, the following services should be free of charge:

- Consulting a GP (e.g. visiting a clinic)
- Emergency and non-emergency treatment in a hospital

What NHS services might I need to pay for?

Even if you are entitled to NHS treatment there are some services you might still be required to pay for:

- Medicines prescribed by GP
- Dental treatment
- Optical treatment

Out of Hours Medical Advice

If you are ill and cannot wait until your GP surgery re-opens, contact **NHS 24**: 08454 242424 or **www.nhs24.com**

NHS SCOTLAND

Doctors

Eskbridge Medical Centre, 8A Bridge Street
Telephone: +44 (0) 131 665 6821

Nearest Hospital (Accident And Emergency)

Royal Infirmary of Edinburgh, 51 Little France Crescent, Edinburgh, EH16 4SA

Dentist

Dental Practice - Sim Fraser & Associates
Telephone: +44 (0) 131 665 2786

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Teaching

Director of Studies

The Director of Studies is responsible for the implementation and administration of all aspects of the academic programme, including the management of the teaching team and their performance.

Any student who has any questions or queries about academic matters can discuss them with the Director of Studies. If the Director of Studies is not available please see the Senior Teacher.

The role of Director of Studies incorporates the following:

- Ensuring that a high quality programme is delivered, following St Andrew's College Language Schools guidelines closely
- Overall management of the academic programme and the teaching team, ensuring that it is of the highest possible standard so that the students derive the maximum benefit from their course
- Ensuring that lessons and activities are integrated, following our syllabus and guidelines
- Safety and welfare of all students at all times

SAC student

Our Teachers and The English Language Course

The English language course is for young learners who want to practise and improve their English in an English speaking country with qualified and dedicated teachers. The English lessons will be fun, lively interactive and always educational. Students will work hard, meet new people and always speak in English. Here are some of your Teachers:

Alec Gallacher

Clare Preston

James Nolan

Jenni Mckenna

Nick Major

Tanya Docherty

St. Andrew's College
LANGUAGE SCHOOLS

How many weeks?

1-4 Weeks. You DO NOT need to register for 4 weeks.

How many hours?

15 hours per week

Where and When?

In comfortable classrooms in the mornings at 9am - 12:30pm or in the afternoon from 2pm - 5:30pm

What Class /Level will I be in?

You will take a level test to place you in the correct class

How will I learn?

- Group work
- Pair work
- Interactive class tasks
- Web research
- Interactive resources

What will I learn?

- **Speaking:** Take part in class discussions, group work, short talks and useful practise for the real world.
- **Pronunciation:** Practise difficult phonemic sounds, word stress and intonation.
- **Writing:** Practise planning, organising, and editing different styles of written English.
- **Reading:** Read real texts with interesting topics and practise reading strategies to help you understandbetter and read faster.
- **Listening**: Practise listening for different situations through a variety of audio & visual material.
- **Grammar:** Learn and practise the rules of the English language and when to use them.
- **Vocabulary:** Practise new words and phrases through fun interactive activities.
- **Study Skills:** Practise correcting mistakes, using a dictionary, taking notes and organising your work.
- **Scotland:** Learn about Scotland and the interesting places you will visit.

SAC students

St. Andrew's College LANGUAGE SCHOOLS

Campus Information

Campus Facilities

Check weekly programme for details of activities on offer and the location where the activity is taking place.

- All weather pitch
- indoor sports hall
- Theatre
- Art Room
- WiFi connection
- campus shop

Sports and Activities

Wednesday: 9:00-12:30 and 14:00-17:00

There is a varied sports and recreation programme on offer at St Andrew's College Language Schools to suit all ages and abilities.

Sports and recreation activities take place on Wednesdays and some evenings. These are creatively planned, developed, and supervised by fully qualified arts workers and Physical Education specialists; all activities engage the students in developing their English language skills in a relaxed and meaningful context.

Sports and Activities on offer include:

- Football, Volleyball, Basketball and Handball
- Rugby and American Football
- Indoor Hockey and Rounders
- Aerobics and Boxercise
- Badminton
- Cultural Walks
- Jewellery Making and Nail Art workshops
- Drama workshops

Evening Activities

Evening activities are organised and implemented by the Activity leaders and commence every night at 19.30 and go on until 22.00. The evening activities allow students to relax, meet friends from different cultures and of course practise their English.

Evening Activities include:

- Film presentations
- Quiz Nights and Bingo.
- Discos and Karaoke.
- Treasure Hunts
- Fancy dress competitions
- Traditional Scottish nights and Ceilidh

SAC Fancy Dress disco

The Edinburgh Dungeons

Excursions

Half Day Trip Tuesday - Thursday @ 9:00-13:00 or 13.15-18.00

Full Day Trip Saturday @ 08.45-18.00

A very important part of a visit to Scotland is enjoying the history and atmosphere of our nation. St Andrew's College Language Schools Ltd, through years of experience, ensure that our visitors see as much as possible of the culture and mystery of Scotland. All students will receive a welcome pack in class that will contain information and guides about the excursion destinations. The teachers and activity leaders will ensure that you are provided with facts and information to help you get the maximum benefit from your visits.

The safety and security of our visitors is of critical importance and please rest assured that the safety and happiness of our students is our priority during their stay with us in Scotland. It is essential that all students wear a seat belt and remain seated while the coach is in motion.

Please listen carefully for all departure times.

Please check daily programme for accurate times.

Sample Two Week Programme:

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QMU

Hard Rock Cafe Edinburgh

Weekly timetable 2017

Week 1	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:30	Breakfast						
9:00	Class 1					FULL DAY EXCURSION TO Glasgow Kelvingrove Museum, Riverside Museum & City Centre	OPTIONAL TRIP
10:30	Break						
11:00	Class 2						
12:30	Lunch						
14:00	Conversation Workshop Volleyball	EDINBURGH Princes Street Gardens & National Galleries	Drama Workshop Badminton	EDINBURGH The Royal Mile & Castle (Entry included)	Walk to Musselburgh Netball		
15:00	Cricket Wide Games		Gaelic Football Robot Race		Yoga Talent Show Prep		
16:00	Football Dodgeball		Zumba Dodgeball		Rugby Walk to Musselburgh		
18:00	Dinner						
20:00	SAC Quiz Night	Bingo	Karaoke	Scavenger Hunt	Ceilidh Night	Talent Show	Film Night

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all activities are subject to change depending on weather and other mitigating circumstances

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QMU

Hard Rock Cafe Edinburgh

Weekly timetable 2017

Week 2	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00	Breakfast						
9:00	Football Competition Dance	EDINBURGH Scottish Parliament, Arthur's Seat & Greyfriars Kirkyard	Badminton Musical Theatre	NORTH BERWICK Walking tour of the village	Basketball Jewellery	FULL DAY EXCURSION TO STIRLING & LOCH LOMOND Loch Lomond Shores, Luss & Stirling Town Centre	DEPARTURE DAY
10:00	French Boules Street Dance		Debate workshop Dodgeball		Mask making Conversation workshop		
11:00	Rounders Aerobics		Hockey Mask making		Rugby Table Tennis		
12:30	Lunch						
14:00	Class 1						
15:30	Break						
16:00	Class 2						
18:00	Dinner						
20:00	Mini Olympics	Students Vs Staff Challenge Night	Fancy Dress Disco	Wide Game	Blind Date	Black & White Disco	

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all activities are subject to change depending on weather and other mitigating circumstances

ENGLISHUK

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Accommodation

The Halls of Residence are situated in a secure, monitored location within the campus and can host up to 800 students. The accommodation is arranged in modern apartments of 4 or 5 single en-suite rooms which share a kitchen/ lounge area

Computing Services and Internet Access

As would be expected a strict filtering policy is in force for all internet use. The Cloud wifi network is provided on campus for use by visitors who do not have an eduroam account. This is a self-register service offering free internet connectivity and is widely available in many public places such as cafes and shops.

To connect simply select the "_TheCloud" network on your wireless device. On starting a browser you will be prompted to register for an account with The Cloud or use your existing account if you are already a user of the service.

If anyone is caught using the ICT equipment inappropriately they will be disciplined accordingly.

QMU Room

Damage Deposit

On arrival, every student is required to pay a deposit of £40 against possible damage or loss of keys. This deposit will be refunded on departure providing that no damage or loss of keys has taken place.

Laundry Services

Students wash, dry and iron their own clothes, and towels. The Laundry is situated next to the warden's office, the machines are coin operated washers and dryers.

Students must provide their own washing detergent and softener.

Dining Room

Breakfast: 08.00-08.45

Full traditional Scottish Breakfast, Continental Breakfast, Fresh Orange, Tea and Coffee.

Lunch: 12.30-13.30

Soup, Salad Bar, Main course, vegetables, fruit, dessert, water, tea and coffee.

Dinner 18.30 - 19.30

Salad Bar, Main course, vegetables, fruit, dessert, water, tea and coffee.

The Dining Room is modern and well-appointed with inhouse catering. High quality Scottish and European food is provided to satisfy all tastes.

There is staff on hand to assist you on your choices.

Students should collect food on trays provided and return trays to collection point when they are finished. Please tidy up any mess before you exit the dining hall.

Library

QMU University is not available to St. Andrew's College Language Schools students.

Positive Behaviour Policy

The St Andrew's College Language Schools Directors accept this principle and seek to create an environment on campus which encourages and reinforces good behaviour and effective learning environment.

Aims

- To create an environment which encourages and reinforces good behaviour.
- To define acceptable standards of behaviour.
- To encourage consistency of response to both positive and negative behaviour.
- To promote self-esteem, self-discipline and positive relationships.
- To ensure that the St Andrew's College Language School's expectations and strategies are widely known and understood by staff, students and group leaders.
- To encourage the involvement of all parties in the implementation of this policy.

STANDARDS OF BEHAVIOUR

In seeking to define acceptable standards of behaviour it is acknowledged that these are goals to be worked towards rather than expectations which are either fulfilled or not. The students bring to our Language courses a wide variety of behaviour patterns based on differences in home values, attitudes, and ethnicity. St Andrew's College Language School staff must work towards standards of behaviour based on the basic principles of honesty, respect, consideration and responsibility. It follows that acceptable standards of behaviour are those which reflect these principles.

The Royal Mile

Smoking

The Scottish Executive introduced a ban on smoking in public places in March 2006. This includes the work place, public transport, pubs and restaurants. This complete ban means that it is forbidden to smoke in these areas and if you wish to smoke you will have to do this outside.

The UWS Campus has a NO SMOKING policy, you are only permitted to smoke in designated places in the Campus. It is illegal to buy or consume any tobacco products if you are under 18 years old.

Anyone caught smoking in unauthorized areas on the Campus will be disciplined in line with the St Andrew's College Language Schools Procedures and Policies. This NO SMOKING POLICY extends to Vaping which is also prohibited in unauthorised areas.

Complaints Procedure

St Andrew's College Language Schools defines a complaint as any specific concern about teaching-related or service-related provision. Students are advised to use the informal mechanisms for resolving such concerns before they invoke the formal complaints procedure.

Some examples of the kinds of teaching-related or service-related problems that might arise are:

- Problems with delivery of teaching. This might include inadequate teaching, undue delay in the return of homework, unhelpful feedback.
- Problems with staff/student relations. This might include harassment or inconsistent treatment of students.
- Problems with service delivery. This might include failure to meet promised service levels for example in catering, heating or computing.
- Problems with the provision of resources. This might include overcrowding in teaching rooms.

Stage 1 (Informal)

We try to resolve any complaint informally at the point at which the problem arose. Many apparent concerns arise from misunderstandings that can quickly be resolved by talking through the matter. If possible you should firstly:

- call in and see the appropriate member of staff. The Welfare co-ordinator is on hand on a daily basis and will be able to help you.

If you would rather talk informally with senior member of staff within the School, you can contact the Centre Manager where your request will be dealt with as soon as possible.

Stage 2 (Formal)

If you feel unable to approach the School or Service directly involved in your complaint, or you consider that the matter has not been satisfactorily resolved, you should complete a Complaints Form available from the Centre Managers Office.

The Welfare co-coordinator will be pleased to offer you advice in completing the form.

The completed complaints form should then be forwarded to the Director of Operations who will investigate your complaint with the appropriate employee.

A response will normally be sent to you within 3 days. If you are unhappy with the response to your complaint, you will have the opportunity to request an informal meeting with the Managing Director (or nominee).

(For full policy contact the Director of Operations.)

Greyfriars Bobby

St. Andrew's College LANGUAGE SCHOOLS

Abusive Behaviour Policy

What is Abusive Behaviour?

Abusive Behaviour is when people deliberately hurt, harass or intimidate someone else.

- being called names
- being teased
- being punched, pushed or attacked
- being forced to hand over money, mobiles or other possessions
- getting abusive or threatening text messages or emails
- having rumours spread about them
- being ignored or left out
- being attacked because of their religion, gender, sexuality, disability, appearance, ethnicity or race.

If you are a victim of Abusive Behaviour

You shouldn't feel ashamed. It's not your fault - but it is important that you get help. If you're being bullied at St Andrew's College Language School, ask someone (such as a teacher, Welfare Coordinator or Group Leader) to tell you about the school's guidelines on Abusive Behaviour.

St Andrew's College Language Schools Ltd has a written policy on Abusive Behaviour, and this is in place to ensure the health and safety of all students studying with us.

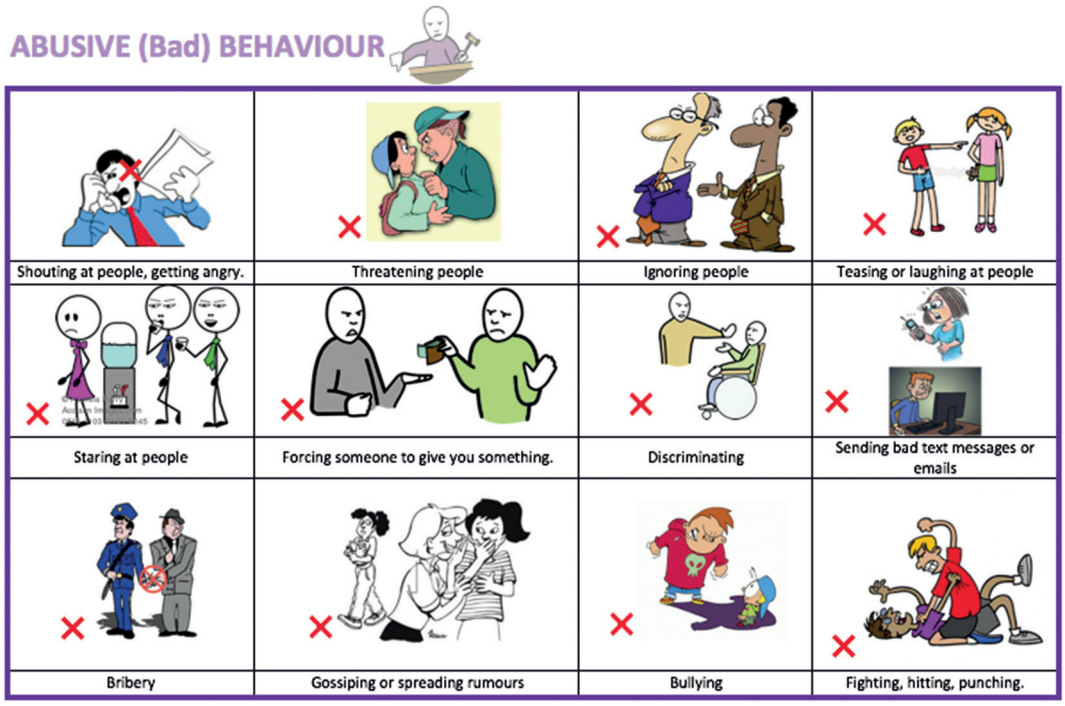
Every member of staff is on hand to ensure that you are happy in your studies and in your everyday life at St Andrew's College Language Schools.

People you can talk to:

Amy Crawford	Centre Coordinator
Ally Connet & Callum Mackie	Centre Managers
Niall Price & Nicola Berthelson	Activity Managers
Fraser Hutchison & Ghislaine Barry	Welfare Coordinators

If you do not think you can talk to any of these people talk to a friend or your group leader and they can discuss the matter with St Andrew's College Language School Staff, who will ensure that the problem is resolved quickly.

Your happiness, enjoyment and safety is very important to us all. We will do our best to make your stay with us very memorable.



St. Andrew's College
LANGUAGE SCHOOLS

Why Musseburgh?

- Musselburgh is located on the south shore of the Firth of Forth, 6 miles east of Edinburgh
- 10 minutes walk to beautiful beaches and coastline
- The Fort Kinnaird shopping complex is within walking distance and includes an extensive range of retail outlets, plus a multi screen cinema and bowling alley
- Musselburgh has its own theatre, Museum and interesting architecture in and around the town
- Musselburgh is home to the Famous Luca's Ice cream shop

Why Edinburgh?

- Edinburgh has a wealth of attractions to satisfy all visitors, including Edinburgh Castle, Scotland's Premier tourist attraction
- Edinburgh City Centre is a 6 minute journey by Public Transport from QMU Campus
- The city is a unique visitor destination
- The city centre is a UNESCO World Heritage site lying between two extinct volcanoes
- Edinburgh also boasts an exceptional blend of contemporary restaurants, specialist retailers and tourist attractions

The Royal Mile

English Language

The language spoken throughout Scotland is English. Some Scots people speak with quite a strong Scottish accent, which you will get used to after a little time. Never be afraid to ask if you do not understand what someone is saying to you and try to use your spoken English as much as possible. People are usually more than happy to help and you will soon learn new phrases and expressions and even begin to use them yourself.

Local Customs

Scotland is an informal country and there are very few customs which you need to be aware of.The best way to adapt to your new environment is to talk with other international students having the same experiences. A few of the customs worth mentioning are:

- forming a queue when waiting for a bus or for service in banks or shops and
- using the words "please" and "thank you" when you ask for or receive goods or help.
- it is considered good manners to be on time for appointments or when meeting people. If you find you are going to be late, try and let them know.
- you should also let someone know if you are unable to attend a class or keep an appointment.

Shopping and Working Hours

Shops are usually open from Monday to Saturday, 09.00 to 17.30, although many shops also open on Sundays, particularly in the town centre. Most supermarkets are open every day, usually until 20.00 or 21.00 on weekdays and Saturday evenings, and many other shops open late on Thursday evenings.

Telephones

Pay Phones are available in both Halls of Residence. Mobile phones are the most convenient way to communicate, though they can be expensive. Use of prepaid phone cards (bought at newsagent shops) for international calls charges your mobile at a local rate and this may be cheaper than making the international call directly on your mobile.

Postal Services

Stamps can be bought at post offices and at most newsagents. To send a standard letter within Europe, a stamp would cost approx. £1.50. If you wanted to send a letter anywhere else in the world it would cost a bit more. Post Offices will be able to advise you on the exact cost of sending letters and parcels overseas. Post boxes are bright red and have 2 to 3 collection times a day, which are clearly marked on the box. There is a post box is in reception.

Electricity

The British electricity supply works on 240 volts / 50 cycles so if you are bringing any electrical goods with you, please make sure you can use them safely on this voltage or use a transformer. Most buildings have sockets for 13 amp square pin fused plugs. A 3 amp fuse (red) is needed for stereo equipment, clocks etc and a 13 amp fuse (brown) for heavier domestic equipment such as hairdryers. Adaptors for plugs are sold at most electricity shops and large department stores.

Money

Britain's decimal currency is based on the pound sterling (£) which is divided into one hundred pence 100p). Coins are issued up to and including the value of £2.00 (1p, 2p, 5p, 10p, 20p, 50p, £1.00, £2.00). In Scotland, you may also still find a few £1 notes but most have now been replaced by the £1 coin. There are also £5, £10, £20, £50, and £100 notes.

Religion and Religious Services

There are a large variety of religions and faiths represented in Scotland. As well as many Protestant denominations, there are Roman Catholic and Episcopal churches, and Glasgow has a Synagogue and Mosque, as well as Hindu and Sikh centres of worship. A prayer room can also be provided on campus for Muslim students. This room is situated in 2.069 - which is along past the students union and faces the Gym hall.

- **Roman Catholic Church**

Our Lady of Loretto, Weekend Masses: Saturday pm and Sunday am

- **Church of Scotland**

St. Andrew's Parish Church, High Street Church Services: Every Sunday morning.

- **Mosque**

Central Mosque, 50 Potterrow
Prayer times can be found at this website: **www.edmosque.org/about-the-mosque/prayertimes/**

Other religious services are all available in the centre of Edinburgh.

Weather

While the weather in Scotland is variable, we rarely suffer extremes of heat or cold. Between May and September the climate is generally warm and sunny, although rainfall can occur throughout the year. A Waterproof jacket is advisable. There are many shops in Glasgow which sell clothes at reasonable prices. Suitable clothes can be found in many shops in Glasgow city centre.

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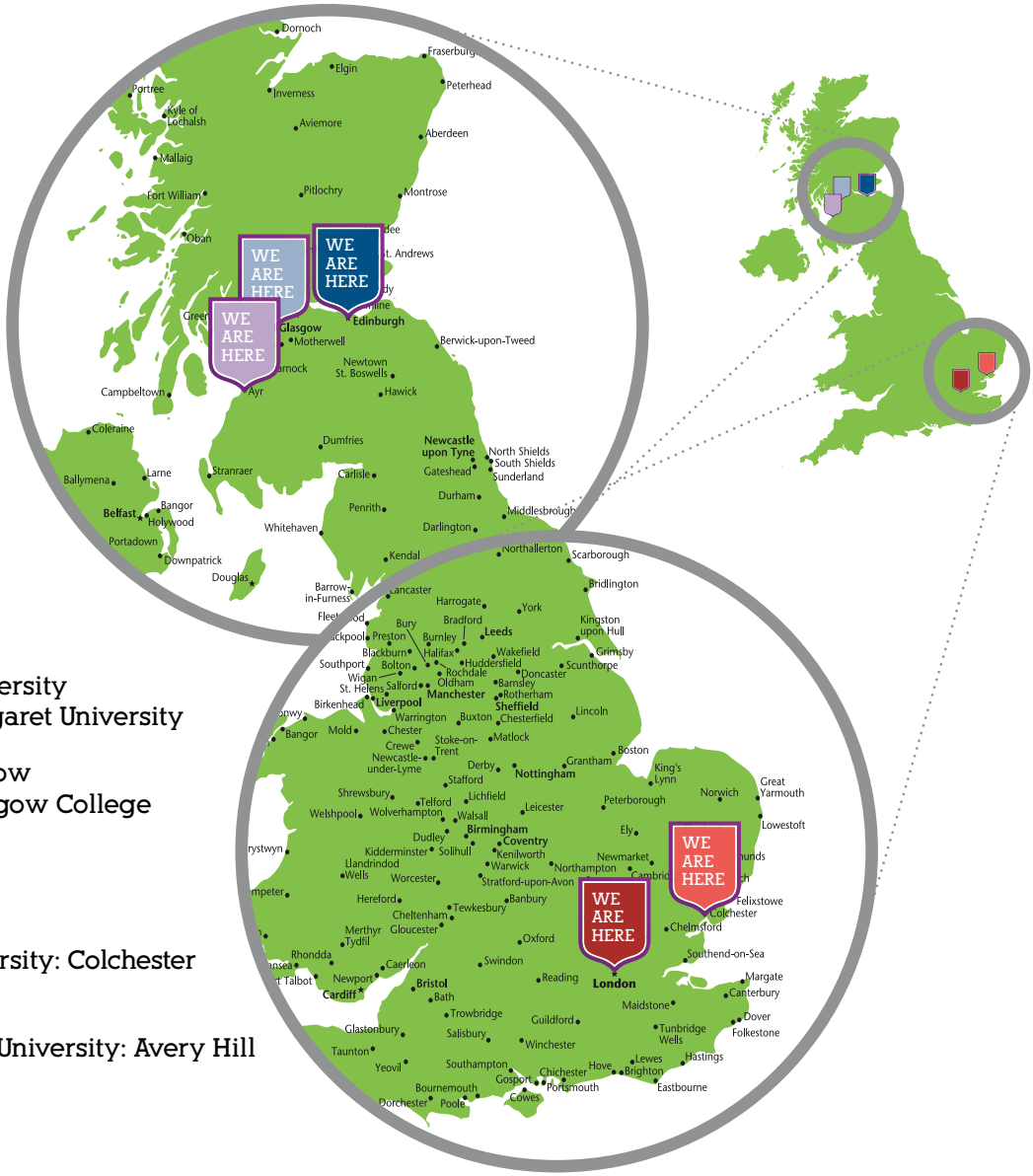

Napier University
Queen Margaret University

UWS: Glasgow
City of Glasgow College

UWS: Ayr

Essex University: Colchester

Greenwich University: Avery Hill

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