Student Handbook

University of Essex Colchester

2019

University Square

Group Leaders

University of Essex

St. Andrew's College

LANGUAGE SCHOOLS

Live the Language

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

MEMBER ENGLISH UK

www.standrewscollege.com

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Colchester Castle

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."

Simon McMillan
Managing Director

Colchester Campus

Colchester

- Colchester is only 1 hour from London.
- The historic town of Colchester is famous as Britain's oldest 'recorded' town and was a Roman Capital.
- It is a modern town with an exciting cultural, arts and entertainment scene including music venues, theatres, a cinema and art galleries.
- It is popular for shopping and has both large department stores and smaller individual shops.
- There is also a wide range of restaurants and cafes.

Colchester Campus

Our Summer School is based at the University of Essex campus, in a large, beautiful park, just 2 miles from Colchester. The campus is 'a small village' campus and there is lots of space for our students to enjoy themselves.

It's also close to Colchester's main tourist attractions which include Colchester Castle and Zoo.

Colchester campus has:

- Excellent sports facilities
- Shops, banks, cafes a theatre and gallery
- Free WIFI
- A variety of modern eating places , where you can choose from different types of food every day.
- Modern accommodation with single ensuite bedrooms.
- A safe and secure environment with a 24hr security presence, CCTV and secure access entry systems.

Travel and Transport

The campus is within easy reach of Colchester Town Centre.

- Regular buses go from the campus to Colchester city centre and train station.
- Colchester is only 1 hour from London by car.
- All journeys on the student excursion programme will be by private bus.

Campus Staff

These are some of the important people you will meet and work with every day.

You can contact them 24 hours a day by telephone.

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

Maria Luga	Centre Manager	+44 (0) 7541293141
Shannon Sweeney	Centre Manager	+44 (0) 7738497705
Raphaelle Cummins	Activity Manager	+44 (0) 7597987072
Samuel Perren	Excursion Manager	+44 (0) 7871482103
Charlotte Levine	Welfare Coordinator	+44 (0) 7738497789
	Welfare Coordinator	+ 44 (0) 7707261740

Staff Roles

The Centre Manager looks after of all aspects of the campus, managing staff, planning and solving problems quickly and helpfully.

The Activity & Excursion Managers plan and organise the activity and excursion programme and manage the Activity Leaders.

The Welfare Coordinator is there to look after the 'welfare' of all our students including individual students (students without a group leader). They will be friendly and check that you are happy, healthy and safe.

Activity Leaders look after you during activities and excursions. They will be wearing purple T-shirts.

The Academic Managers will organize your English level test, English timetable, classes and certificates.

The English Language Teachers will teach you during your English classes.

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

All non-academic staff will also wear purple t-shirts.

University of Essex

University of Essex

St. Andrew's College LANGUAGE SCHOOLS

Senior Staff

In addition to the staff on your campus there are also Senior Managers.
You can contact the Senior Managers 24 hours a day. They are:

Simon McMillan	Managing Director	+44 (0) 7701022664
Elena Bueno Galån	General Manager	+44 (0) 7885465905
Raquel Boag	Welfare and Student Services Coordinator	+44 (0) 7738497351
Fraser Hutchison	Summer School Operations Coordinator Scotland	+44 (0) 7738497709
Lauren Henderson	Director of Studies	+44 (0) 7707261755
Daniella Di Mambro	Director of Studies	+44 (0) 7738497346
Ally Connet	Summer School Operations Coordinator England	+44 (0) 7738497641

Please say hello if you see them on your campus!

Simon McMillan
Managing Director

Elena Bueno Galån
General Manager

Raquel Boag
Welfare and Student Services Coordinator

Fraser Hutchison
Summer School Operations Coordinator: Scotland

Lauren Henderson
Director of Studies

Daniella Di Mambro
Director of Studies

Ally Connet
Summer School Operations Coordinator England

Our Hope

You should always be happy in your English classes, activities, excursions and free time at St. Andrew's College Language Schools. Our staff should help you!

All St. Andrew's College Language School's staff are responsible for the welfare, safety and security of all students staying with us. They can give support, advice and help 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.

Campus Information

Eating

Where and When?

Breakfast: 07.00 - 08.45

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

Lunch: 13.00 - 14.00

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

Dinner 18.30 - 20.00

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

The Dining Room is modern and well-appointed with in-house catering.

There will be Activity Leaders helping at Breakfast, Lunch and Dinner.

- Students should carry their food on a tray
- Return trays to correct place when finished.
- Please tidy up before you leave!!

Accommodation

The student accommodation at Colchester is on campus. You will stay in small flats (4-9 students) which have single, en-suite bedrooms.

The flats have small kitchens, clean facilities and free WIFI. Every flat has a shared sitting area where you can talk and relax with your friends.

Your safety is always very important. Colchester has a 24hr security presence, CCTV and secure access entry systems

Damage Deposit

When you arrive you must pay £40 because you might damage something or lose your room key.

You will get the money back, when you leave, if you do not break/ damage anything or lose your key. Please note that damages/ key replacement costs may vary according to specific university policies.

Lunch and Dinner

On full-Day excursions you will get a packed lunch and sometimes eat dinner off Campus

ESB Building

Campus Facilities

Your Campus has the following Facilities which you can use...

- Campus shop
- Post office
- Banks
- 3 canteens
- Vending machines
- Sport centre
- Outside pitches
- Frisbee golf course
- Hair salon
- Student Union

Internet Access (WIFI)

Student.com WIFI network is on campus for you to use.

You can register/log-on online with your email address.

Choose "Student.com" network on your device. On starting a browser, you will be asked to register for an account with Student.com or use your existing account if you are already a user of this service.

Student.com internet service is secure and there is a strict filtering in force for all internet use.

In addition, free internet can be used in many public places such as cafes and shops.

All internet and computer use on campus should be safe for your age.

Laundry Services

You will need to wash and dry your own clothes.

The laundry on campus is open 24 hours a day and can be found between Square 5 and the North Campus Accommodation or at South Courts accommodation.

There are currently 2 coin-operated machines in the Launderettes. The machine takes £1 coins, 50p, 20p and 10p's. A wash costs £2.80 and a dry cost £1.40.

You can also buy pre-loaded laundry cards from the Event Essex Office for £6.10. The cards include 1 wash, 1 dry and a £2.00 deposit fee that will be refunded once the laundry card is returned to the Event Essex reception. Please note that this does not include detergents and these can be purchased from our Campus stores on Square 4.

The Marquee

Care & Welfare

We want you to be very safe and enjoy your visit to the UK.

From before your arrive to when you leave, your safety and happiness are very important.

Before you arrive:

You will get an email with an E-Student Handbook (The same as this handbook).

When you arrive:

Our staff will meet you and tell you about...

- The campus rules and good behaviour
- Fire procedures,
- Emergency numbers
- Helpful tips and ideas for staying safe in the UK

You'll meet:

- St Andrew's College staff- our staff wear purple uniforms and white ID lanyards.
- The Welfare Coordinator (the 'named' person on campus)
- First Aid staff

We'll give you:

- Your room key for accommodation
- Your identity (ID) tags/lanyard, with 24-hour emergency numbers.

You must always wear this.

We'll show you the important places on your campus. Watch and Listen carefully!!

Accommodation

Laundry

Canteen

Staff Office

Classrooms

Meeting Points

Notice Boards

Lecture Theatres

Shops

ATM Cash Machine

When you are here:

All our staff will be watching you and looking after you.

- During English lessons.
- During all activities and excursions.
- Sometimes your Group Leader will look after you.

Welfare Coordinator

On every campus there is a Student Welfare Coordinator. This person will be friendly and trained to help all our students. They will check that you are happy, healthy and safe.

Individual students

- If you do not have a group/group leader you are an 'individual student'.
- The Welfare Coordinator will look after you and check that you are making friends and are happy, healthy and safe.

All students will have 24 hour, on campus, emergency assistance.

Additional Support

We can help you with:

- Medical matters
- Confidential counselling and support
- Advice on local religious and cultural organisations
- Communication with parents and group leaders
- Assistance with visa applications for our summer schools, and anything else
- If you have any concerns speak to your Welfare Officer

If you need help, Talk to us!!

Remember!!! Our campus staff wear purple T-shirts and St Andrew's identity (ID) tags.

Staff Lanyard

Childline

If you have a problem and do not want to speak our staff, you can call Childline.

Childline is a charity in Britain. They can help all people aged under 19 in the UK with personal problems.

With big or small problems, they have trained counsellors who can support you. A counsellor is a person who can give advice on personal problems.

Childline is free, confidential (private) and 24 hours.

Childline Number +44 (0) 800 1111

childline

ONLINE, ON THE PHONE, ANYTIME

HELP! What should I do?

Need Help? Talk to us!

If you need help, please talk to a member of staff at St Andrew's College Language Schools.

We want to help you!

Your English Lessons

Your English language classes/lessons are for young people aged between **11** and **18**.

There are 5 levels of English: CEFR or A1+-C1

First Lesson = Level Test

In the first lesson you will sit an English language level test. This will tell us which class will be best for you.

The English Lessons

- There are usually 12 lessons per week (Monday - Friday).
- You will have three lessons in the morning or two lessons in the afternoon.
- Each lesson is 1 hour and 20 minutes each.
- You will have a short break between lessons.
- There will be up to 15 students in your class.
- Classrooms will be modern with WIFI, projectors or smart boards.

*see campus programme

Final Lesson = Certificates

Before you go home, you will get a personal certificate. On the certificate will be:

- Your name
- Campus
- Dates of study
- CEFR level of your lessons and commitment to learning.

Student Books

English Classes

Graduation Certificates

Teaching & Learning

Your Teachers

Your English language teachers enjoy teaching young people and want to help you learn.

Your teachers will be:

- Friendly
- Helpful
- Knowledgeable

St. Andrew's College Language Schools' Book

You will get 2 books

- 1x St. Andrew's College Language Schools Student Diary
- 1x St. Andrew's College Language Schools Student Book

Your Student Book is for:

- English lessons

After Your Course

After your course you can:

- Review vocabulary
- Remember lessons
- Complete any extra exercises
- Keep in touch with new friends (in English!)

Learning

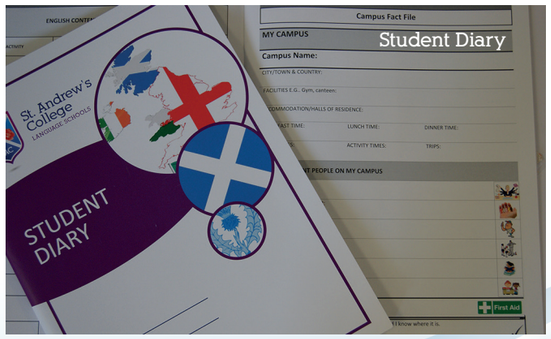
You will:

- Learn general English through topics of interest to young people.
- Take part in conversations and activities with other students, in group work and pair work.
- Practise new vocabulary and "use of English" through your student's book, student diary activities, and class projects.
- Think about your learning through discussions, self-assessment and personal learning plans.

Sometimes, your teacher will take you outside of the classroom for your lesson. This will help you to become more confident using everyday English and will help you learn about the UK.

The course structure each level is at the front of your Student Book and on our website.

English Classes



Student Diary

Your Student Diary is for:

- English Lessons
- Trips and excursions
- Campus information
- Names of staff
- Activities
- New vocabulary
- Your learning plan

On your first day

You will receive your Student Diary at the welcome talk. You can write down any important information you hear about...

- Members of staff
- The campus
- Meal times
- The activity programme
- The trips you will go on

In class

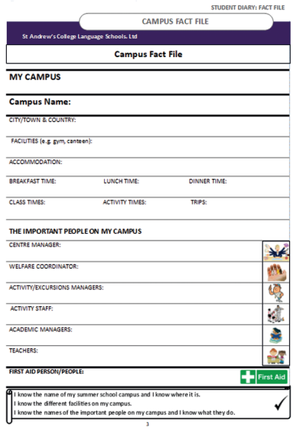
You can also use your Student Diary in class to...

- Write new words/phrases
- Learn about your teachers and classmates
- See what you have learnt each week
- Do class work

On trips

Remember to take your Student Diary with you to...

- Learn about the place you are going to
- Do activates at different places
- Write down where and when to meet the activity leader
- Record your memories


STUDENT DIARY: FACT FILE

CAMPUS FACT FILE

St Andrew's College Language Schools, Ltd

Campus Fact File

MY CAMPUS

Campus Name:

CITY/TOWN & COUNTRY:

FACILITIES (e.g. gym, canteen):

ACCOMMODATION:

BREAKFAST TIME: LUNCH TIME: DINNER TIME:

CLASS TIMES: ACTIVITY TIMES: TRIPS:

THE IMPORTANT PEOPLE ON MY CAMPUS

CENTRE MANAGER:

WELFARE COORDINATOR:

ACTIVITY/EXCURSIONS MANAGERS:

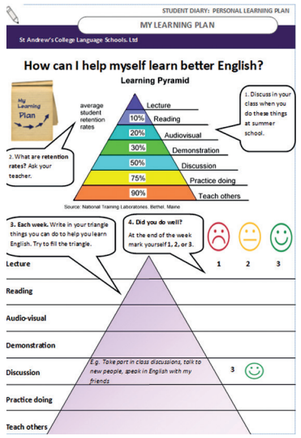
ACTIVITY STAFF:

ACADEMIC MANAGERS:

TEACHERS:

FIRST AID PERSON/PEOPLE: First Aid

I know the name of my summer school campus and I know where it is.
I know the different facilities on my campus.
I know the names of the important people on my campus and I know what they do. ✓


STUDENT DIARY: PERSONAL LEARNING PLAN

MY LEARNING PLAN

St Andrew's College Language Schools, Ltd

How can I help myself learn better English?

Learning Pyramid

My Learning Plan

average student retention rates

Lecture 10%
Reading 20%
Audiovisual 30%
Demonstration 50%
Discussion 75%
Practice doing 90%
Teach others

Source: National Training Laboratories. Bethel, Maine

1. Discuss in your class when you do these things at summer school.

2. What are retention rates? Ask your teacher.

3. Each week. Write in your triangle things you can do to help you learn English. Try to fill the triangle.

4. Did you do well? At the end of the week mark yourself 1, 2, or 3.

Lecture
Reading
Audio-visual
Demonstration
Discussion
Practice doing
Teach others

E.g. Take part in class discussions, talk to new people, speak in English with my friends

STUDENT DIARY: MY TRIPS

MY TRIPS

St Andrew's College Language Schools, Ltd

Which trips will you go on?

Tick the boxes

Go by _____ Go by _____ Go on _____

River Thames Cruise
London Walking Tour
Natural History Museum
London Science Museum
British Museum
Oxford Street
Hyde Park
Camden Market
Covent Garden
Greenwich
Chatham Historic Dockyard
Dover & Canterbury
Brighton
Cambridge
Colchester Town Centre
Colchester Castle
Clacton on Sea

Discuss with your partner or in groups. Have you been to the UK before? What trips are you most excited for? What will you do on the trips?

Others:

Public Signs

You might see these important signs on your trips.

What do you think they mean?

Fire exit

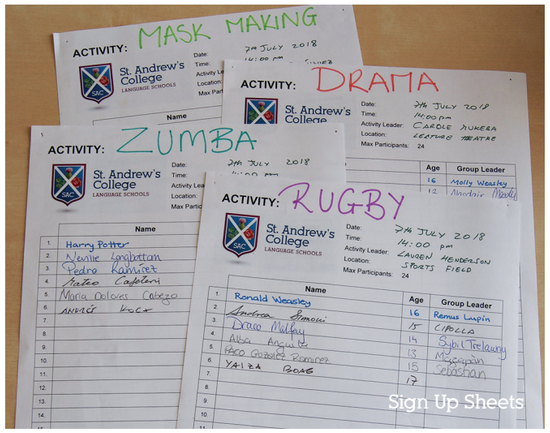
Activities

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

You will do many different types of sports and activities with St Andrew's College Language Schools and you will be able to choose the activities that you want to do.

To choose your activity, just write your name on the activity sheet that you prefer.

- The sports and activities in Colchester take place on Mondays, Wednesdays, Fridays and every evening.
- The activities are organised and supervised by our friendly Activity Leaders.
- During the activities, you will meet new students and you can practise your English language skills.



Sign Up Sheets

Morning and Afternoon Activities

Our activities and sports are carefully planned for all ages, abilities and interests.

Some examples of activities are:

- 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

Nail Art

Evening Activities

In the evenings you will have the opportunity to participate in fun activities interacting with the rest of the students on campus. During these activities you will meet friends from different cultures, relax and, of course, practise your English.

Cross Dress Disco

Excursions

You will go on full day excursions and half day-excursions.

A very important part of visiting the UK is enjoying the culture, history and beauty of the country. Your excursion programme has been carefully planned so that you can see and learn about many new things.

Your Student Diary has information and activities about the places you will go to. The teachers and activity leaders will also help you with facts and information about your visits.

Safety on excursions

- When you travel by bus, you must wear a seat belt and stay in your seat.
- Always stay with 3 or more students
- Do not take anything from strangers.
- Please listen carefully for all meeting places and times.

Your safety and security is very important and we will be looking after you on your excursions to check that you are safe, happy and learning about the UK.

Safety

1. Walk on the pavement.
2. When crossing the road, look right/left right. (Cars drive on the left side in the UK).
3. Don't carry lots of money with you when you are out.
4. Look after your bag and jacket.
5. Walk away from difficult situations.
6. Be quick and careful using a mobile phone. Keep your phone safe.
7. Stay with your friends (groups of 3 or more).
8. Tell an adult where you are going.
9. Always wear your ID/lanyard. It has important contact information.
10. Wait in line (Queue).

Sample Two Week Programme:

Week 1	Wed 3rd July	Thurs 4th July	Fri 5th July	Sat 6th July	Sun 7th July	Mon 8th July	Tues 9th July
7:30	ARRIVAL DAY	BREAKFAST					
8:40		Testing	Class 4	LONDON Cruise down the River Thames (cruise entry included) from the Tower of London (optional entry) to Westminster, then tour round all of the famous sites including Westminster Parliament, Buckingham Palace, Leicester Square, and Oxford Street	CAMBRIDGE Walk around the University Colleges - entry to Kings College	Class 7	Class 10
10:00		Break				Break	
10.10		Class 2	Class 5			Class 8	Class 11
11:30		Break				Break	
11:40		Class 3	Class 6			Class 9	Class 12
13:00						LUNCH	
14:30		IPSWICH Visit to Ipswich Museum and City Centre	Basketball Athletics Conversation Club Sketching			Zumba Football Conversation Club Mask Making	COLCHESTER Explore the historic Roman City
15:40			Badminton Rounders Drama Games Painting			Dancing Fitness Drama Games Nail Art	
17:00			Volleyball Hockey Debate Workshop Clay Modelling			Aerobics Touch Rugby Debate Workshop Jewellery Making	
17:10			Conversation clubs			Conversation clubs	
18:30					DINNER		
20:00		Murder mystery OR Board Games	Karaoke OR Social Media Challenge		Black and White Themed Disco OR Wildlife Sketching	Karaoke OR Social Media Challenge	Find the logo OR Scottish Country Dancing Night

Week 2	Wed 3rd July	Thurs 4th July	Fri 5th July	Sat 6th July	Sun 7th July	Mon 8th July	Tues 9th July
7:30	BREAKFAST						
8:45	Break	COLCHESTER INTERVIEW Explore the town centre in groups and improve your practical English skills by interviewing members of the public	Break	LONDON MUSEUMS	OPTIONAL EXCURSION DAY	CLACTON ON SEA	Break
9:00	Basketball Athletics Conversation Club Sketching		Zumba Football Conversation Club Mask Making				Zumba Football Conversation Club Mask Making
10.00	Badminton Rounders Drama Games Painting		Dancing Fitness Drama Games Nail Art				Dancing Fitness Drama Games Nail Art
11:00	Volleyball Hockey Debate Workshop Clay Modelling		Aerobics Touch Rugby Debate Workshop Jewellery Making				Aerobics Touch Rugby Debate Workshop Jewellery Making
12:00	Conversation clubs		Conversation clubs				Conversation clubs
13:00	LUNCH					LUNCH	
14:10	Class 13	Class 16	Class 19			Class 22	Class 25
15:30	Break					Break	
15:40	Class 14	Class 17	Class 20			Class 23	Class 26
17:00	Break					Break	
17:10	Class 15	Class 18	Class 21			Class 24	GRADUATION
18:30	DINNER						
20:00	Photograph competition OR Werewolves Game	Blind Date Game Show OR Card Games	Murder mystery OR Board Games	Invent, Create & Sell OR Action Film Night	Costume Disco OR Picasso Portraits	I'm a Student, Get Me Out of Here! OR Yoga	Karaoke OR Social Media Challenge

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

This is a zig-zag campus, so programme may be reversed

Rules and Regulations

Be friendly and polite to all St. Andrew's College Language schools' staff, Campus Staff, Group Leaders and other students.

Be on time for all classes, activities and excursions.

Look after the campus buildings and all facilities. Look after the surroundings and environment.

Common areas and kitchen areas in the accommodation should be kept clean and tidy at all times.

Immediately tell a manager about a personal accident, or if something is broken or not working.

No smoking - smoking is not allowed on the campus or in the accommodation.

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

Immediately tell a manager if something is lost or stolen.

Alcohol is not allowed when you are with St Andrew's College Language Schools. Any student 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.

Be friendly and polite to local people and members of staff who live on campus.

All students must be inside their accommodation by 11pm. The campus must be quiet after 11pm.

Your campus has CCTV.

Put rubbish and litter in bins and leave your room and accommodation clean and tidy.

Positive Behaviour Policy

St Andrew's College Language Schools want all students to have a positive experience.

We will encourage and support good behaviour.

Aims

- To create an environment which encourages and supports 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 schools' expectations and strategies are widely known and understood by staff, students and group leaders.
- To encourage everyone to follow 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.

SAC Students

Online safety

Definition of cyberbullying

Cyberbullying is using the internet, email, online games or any digital technology to hurt someone else – such as name calling, spreading rumours, upsetting or humiliating someone else.

Reporting cyberbullying

If this happens to you or someone you know, please talk to the welfare office or any other member of staff.

S

SAFE

Keep safe by being careful not to give out personal information when you're chatting or posting online. Personal information includes your email address, phone number and password.

M

MEETING

Meeting someone you have only been in touch with online can be dangerous. Only do so with your parents' or carers' permission and even then only when they can be present. Remember online friends are still strangers even if you have been talking to them for a long time.

A

ACCEPTING

Accepting emails, IM messages, or opening files, pictures or texts from people you don't know or trust can lead to problems – they may contain viruses or nasty messages!

R

RELIABLE

Someone online might lie about who they are and information on the internet may not be true. Always check information with other websites, books or someone who knows. If you like chatting online it's best to only chat to your real world friends and family.

T

TELL

Tell your parents, carer or a trusted adult if someone or something makes you feel uncomfortable or worried, or if you or someone you know is being bullied online.

Complaints

I am not happy with / I do not like ...

... my lessons, my accommodation, my activities or something at St Andrews's College etc.

What should I do?

1. A small problem

a) Talk to your Welfare Co-ordinator, Director of Studies or Centre Manager (on campus)

2. A big problem

a) Talk to the Director of Studies or Centre Manager (on campus)

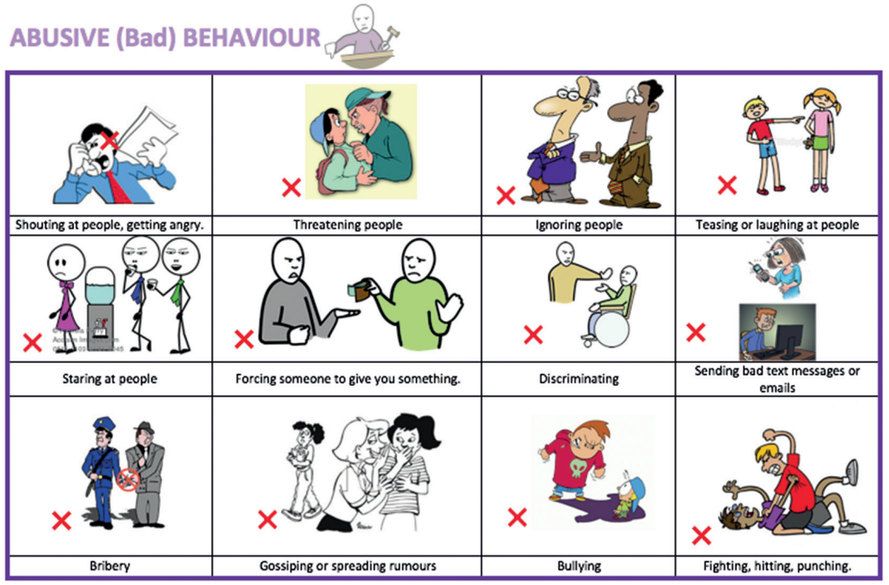
b) Talk to the Managing Director, Simon McMillan: +44(0)7701022664 (off campus)

c) Write an email to the Managing Director: Simon McMillan (off campus) simon.mcmillan@standrewscollege.com

3 Problem not solved

a) Ask for a meeting with the Managing Director: Simon McMillan: +44(0)7701022664 (off campus)

We want to help you!



British Culture

English Language

- Try to speak in English all the time.
- The main language spoken throughout the UK is English.
- Different people, from different places, may have different English accents.
- If you do not understand what someone is saying to you, you can say ...Could you say that again, please? ...Thank you!
- People are usually happy to help and you will soon learn new phrases and expressions.

Local Customs

There are very few customs that you need to know, but these might help you!

- Queue when waiting for a bus or for service in banks or shops
- Hold the door open for people
- Say "please" and "thank you" when you ask for something or get something.
- It is polite to be on time for appointments or when meeting people. If you think you are going to be late, tell someone.
- You must also tell someone if you cannot attend class or keep an appointment etc.

Shopping

- Shops are usually open from Monday to Saturday, 09:00 to 17:30.
- Many shops also open on Sundays.
- Most supermarkets are open every day, until 20:00 or 21:00 on weekdays and Saturday evenings,
- Some shops open, late to 21:00 in the evenings.

Money

UK Money in English (STERLING)

Pounds (£) and pence (p)?

£1 = 100p

Examples

£1.00 = one pound, a pound

£5.00 = five pounds etc.

50p = fifty pence or fifty P

£1.50 = one pound, fifty or one, fifty

£25.99 = twenty-five pounds, ninety-nine or twenty-five, ninety-nine

Notes and Coins

Coins = 1p, 2p, 5p, 10p, 20p 50p, £1 and £2

Notes = £1, £5, £10, £20, £50 and £100

Keep your money safe! Always have some money in your pocket, wallet, or purse!

Post

You can post letters and parcels

Where?

In a Post box (letters and postcards) or a Post Office (letters and parcels)

How?

Letters: To post a letter you will need stamps. You can buy stamps in the Post Office or small shops. (Stamp)

Parcels: Take your parcel to the Post Office.

- Give it to the assistant to weigh .
- Pay the money.

How much does it cost?

The cost of post is different for letters, parcels and where the parcel is going to.

Weather

Although the weather in the UK can change, between May and September it is usually warm and sunny and it might rain.

A good idea is to bring a Waterproof jacket.

There will be many shops which sell clothes for all weather.

Mobile Phones

- You can buy a sim-card in many small shops and in Mobile Phone shops
- You can buy prepaid sim-cards (you pay first and then you use it) for local (in the UK) and international calls in most small shops
- UK local calls (in the UK) are cheaper between 18:00 and 06:00 Monday Friday and Saturday and Sunday

Telephones/Landline

How do I use the UK phone numbers?

To call a UK telephone from outside the UK

0044* + (area code) (0) _ _ _ _ + (number) _ _ _ _ _ _

E.g. 0044* (0) 1292 826743

To call a UK telephone from inside the UK

(area code) 0 _ _ _ _+ (number) _ _ _ _ _ _

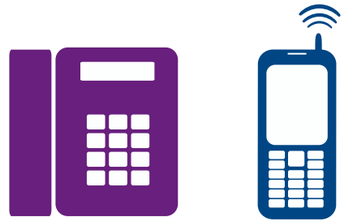
E.g. 01292 826743

How do I call my country?

To call your country

00 _ _** (0) _ _ _ _ _ (area code) + _ _ _ _ _ _ _ (number)

The UK country code = 0044



Electricity

UK electricity is 240 volts/50 cycles

The UK uses 13-amp, square pin, fused plugs.

You can buy an adaptor at an electrical shop or a large department store.

NHS, Doctors, Dentists and The NHS (National Health Service)

GP - (General Practitioner/Local Doctor/Doctor) for minor illness/injury

GP Surgery/Clinic (n) -The place a GP works

Treatment (n) Treat (v) - (Help & medicine for illness or injury)

Patient (n) - person who needs treatment for illness/ injury

Hospital (n)- Place for serious illness/injury

Ward (n) - Place in hospital where you stay (in bed)

Dentist (n) Dental (adj) - treatment for teeth

Optician (n) Optical (adj) - treatment for eyes/sight

Entitled (v) - can have/allowed something by law

Outpatent (n) - patent who has appointments with a doctor in a hospital

Students be entiled to some NHS treatment.

Only treatment given in an NHS Accident and Emergency department might be free of charge.

If the patient has to stay in hospital or given an outpatient appointment, you might have to pay.

GPs might agree to treat short-stay students for free, but this will usually be limited to emergency treatment that cannot be delayed until the student returns home.

What NHS services are provided free of charge?

If you are entitled to NHS treatment, the following services should be free.

- GP appointment (e.g. visiting a local doctor)
- 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 need 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 is open, contact NHS 24: **111** or **www.nhs24.com**

Doctors

NHS walk in Centre, Turner Road, Colchester CO4 5JR

Telephone: +44 (0) 1206 314015

Nearest Hospital (Accident And Emergency)

A&E Colchester General Hospital, Turner Road, Colchester CO4 5JL

Telephone: +44 (0) 1206 747474

Dentist

Dental Practice -Wivenhoe Dentist

94 The Avenue, CO7 9PP

Telephone: +44 (0)1206 760153

Religion and Religious Services

There are many religions and faiths represented in the UK.

There are Protestant churches, Roman Catholic and Episcopal churches, Synagogues, Mosques, as well as Hindu and Sikh centres of worship.

A prayer room can also be provided on campus for students.

Church of England

St. Mary's, Wivenhoe High St Church Services: 10:30am on Sundays

Saint John Payne (Catholic Church)

21 Blackthorn Avenue

Mass times:

Monday - 08:30

Tuesday & Thursday - 09:15

Wednesday - 09:45

Friday: 07:30

Saturday: 12:00 & 18:30

Sunday: 08:50 & 10:45

Other religious services may be near to your campus. Please ask us if you would like help.

Accidents and First Aid

What should I do?

Please talk to a member of staff at St Andrew's College Language Schools.

Fire

What to do, if you hear a fire alarm.

3 things you must know:

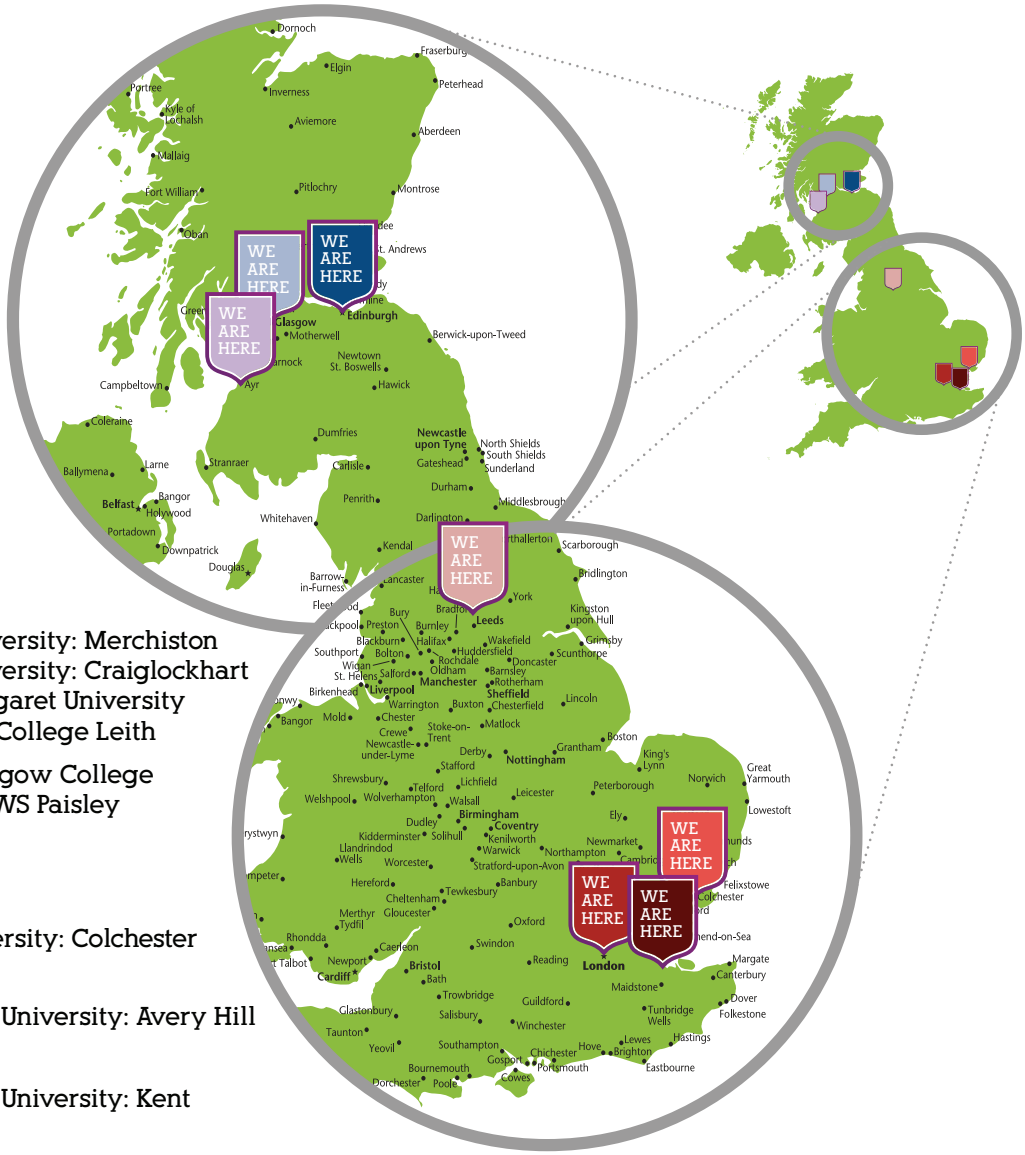
1. The nearest fire escape.
2. The nearest fire alarm.
3. The assembly point.

If you are a wheelchair user or have difficulty using the stairs:

1. Go to the nearest refuge area.
2. Use the telephone to let the control room know where you are.
3. Wait in the refuge area for further instructions.

What to do, if you see a fire:

1. Turn on the nearest fire alarm and call 999.
2. Give the exact location of the fire.
3. Find the nearest fire exit.
4. Go to the assembly point.



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