

# CIE OXFORD

## PRE-ARRIVAL INFORMATION

CIE is looking forward to welcoming you at the school. To follow is some useful information which will help you prepare for your stay and ensure you get the most out of your time in oxford.

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\* Information specifically for under-18s

# CIE OXFORD

## ARRIVAL INFORMATION

### FINDING CIE

We are located in the centre of Oxford at  
Bocado House,  
24b St Michael's St,  
OX1 2EB



# CIE OXFORD

## HOW TO GET TO OXFORD

Oxford is easily accessible from London and its airports. There is a train service from London Paddington to Oxford that takes about 60 minutes. There are also two bus companies that operate regular services from various stops in London; this journey takes about 100 minutes. For more information please look at the following websites:

### Trains

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

### Buses

*from Central London*

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

[www.oxfordbus.co.uk](http://www.oxfordbus.co.uk)

*from Heathrow & Gatwick*

[www.oxfordbus.co.uk](http://www.oxfordbus.co.uk)

*from Stansted*

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

### Taxis

CIE can arrange airport transfers by taxi if requested.

## IMPORTANT PHONE NUMBERS

CIE Office - for general enquiries during office hours (9am-5pm on weekdays), or if you are going to be absent from or late for a lesson.

**01865 202238**

Emergency number - for emergencies only (including accommodation emergencies), in the evening or at the weekend.

**07963 905355**

## SCHOOL ARRANGEMENTS

### YOUR FIRST DAY

Please arrive at the school on your first day at 8:45 am. You will be asked to take a short written and oral test so that your level can be determined. On the basis of this test you will be placed in the most appropriate class.

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## WHAT TO BRING

- ☺ Passport
- ☺ Appropriate clothing for all weather, including raincoats!
- ☺ Dictionary & any other study aids
- ☺ Enough cash for your first few days in Oxford

## DAILY TIMETABLE

9.00am to 10.00am	Morning Class 1
10.15am to 11.15am	Morning Class 2
11.30am to 12.30pm	Morning Class 3
12:30am to 1:30pm	Lunch
1:30pm to 2:30pm	Afternoon Class 1
2:45pm to 3:45pm	Afternoon Class 2
(14.00pm to 4.00pm)	Afternoon activities in summer)
5pm	School closes

\*All under-18 students are strongly advised to attend a full time programme (15hrs of morning lessons + afternoon lessons/activities). Any under-18 student choosing not to attend afternoon activities/lessons must have written permission from their parents or guardians because CIE offer no alternative arrangements in the afternoon.

\*In the summers, lessons for students aged 14+ normally take place at Lady Margaret Hall, University of Oxford or elsewhere outside Bocardo House, such as the Oxford Union or one of the other world-renowned Oxford University colleges. Bocardo House is the main site for our English classes for junior students and young learners. 14&15 year olds may be taught in the same classes as 16 year old students. Depending on intake and timetabling logistics, other 16 year old students may be in classes with students aged 16+ (some of who may be 18+) either in LMH or at another of our summer campuses.

## CERTIFICATES

At the end of your course you will be awarded a certificate to show that you have successfully completed your course. Students that do not attend at least 75% of their lessons will not qualify for a certificate

## LUNCH

Meals are not available at our premises, however as the school is located in the city centre there is a wide selection of eating places close to the school. We recommend students budget approximately £4 a day for lunches.

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## STUDY VISAS

If you are visiting the UK on a student visa, you must attend your lessons. If you stop attending lessons, the school is obliged to inform the home office, which might result in you losing your visa and having to leave the country.

Some international students are required to register their stay with the police within seven days of their arrival. The stamp in your passport will tell you whether or not you need to register. You should take your passport, two photographs and £34 registration fee to the police station at St Aldates, OX1 1SZ. Telephone: 0845 8 505 505

## COMPUTERS & PRIVATE STUDY

There are laptops available for student use (with free wifi) and limited space for private study at CIE. We therefore recommend you use the public library, a short walk away from the college, if you need a quiet area to study in or need to use computers for extended periods of time.

## POLICIES AND PROCEDURES

### \*UNDER 18'S SUPERVISION

You are expected to go straight home after school unless the host family agrees otherwise, with the conditions that:

1. You tell the host family **who** you will be with
2. You tell the host family **where** you will be
3. You provide a contact mobile number (and keep it charged) so that the family can contact you **at any time**
4. You are with **at least** two other people (one to stay with you, and another to find help, in an emergency!)
5. You must be back **by the curfew - or earlier** if the host family prefers!

	13 yr. & under weekdays	13 yr. & under weekends	14&15 yr. weekdays	14&15 yr. weekends	16&17 yr. weekdays	16&17 yr. weekends
<b>British summer</b>	5.30pm	5.30pm	9pm	10pm	10pm	11pm
<b>British winter</b>	N/A	N/A	6pm (15 y.o)	10pm	10pm	11pm

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## What to do after activities and how to get home:

10-13 year olds:

If an adult has not signed you out earlier, your afternoon activities will end at CIE's Bocardo house at 3:45 - 4:00 pm.

- You must stay at CIE under our supervision until 5pm (when your host family will be at home),
- At 5pm you will be accompanied back to your host family

14&15 year olds:

Your afternoon activities/classes will end at CIE's Bocardo House at 3:45-4:00pm.

- You may make your own way to your family without supervision but must have provided a contact number so that CIE or your family can contact you **at any time**

## How you can keep you and your friends safe:



**ALWAYS**  
tell your host family  
where you are going.



- Give your host family and school your number.
- Keep your phone with you.
- Keep your phone charged.



Walk to and from  
school in groups.



If you go out with your  
friends make sure you **stay  
together** even if you are angry  
with your friends.



Do not talk to strangers.



Shout loudly if someone  
is asking you to do  
something you are not  
happy about.



Tell someone you trust  
if someone is making  
you feel uncomfortable.



Report all suspicious behaviour  
and "new adult friends"  
to parents or carers.



Never take shortcuts.  
Always stick to routes  
selected by parents, and  
stay on main roads

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## \* RULES FOR STUDENTS UNDER 18 AT LMH

All students under 18 years old not doing an afternoon programme (ie intensive English or activities) must/will have written permission from their parents to be unattended after 12:30. All students under 18 years old who are participating in an afternoon programme will be monitored during their lunch hour and will be given a 'pass' which is simply a reminder of the following rules:

- Students under 18 years old will have to meet at 12:30 at the entrance to Eleanor Lodge, where they will be met by a member of CIE staff and given their lunch.
- Students under 18 years old will eat their lunch within Lady Margaret Hall grounds.
- Students under 18 years old will then all meet again at the entrance to Eleanor Lodge at 13:30 to either, be escorted to the centre of Oxford to begin their activities or, be shown to their afternoon classes.

Any student under 18 years old who does not follow this procedure will:

- get a warning (after the first offence)
- have their leader/agent/guardian or parents informed (after the second offence). *Once the student has committed their second offence, the student will be expected to sign in at 8:50, 12:30 and 13:30 and out at 15:45 at the administration office at LMH\*.*

If a student then fails to sign in and out correctly, they will:

- get one final warning - accompanied by a written letter which will be sent to their leader/agent/guardian or parents (after their third offence)
- the next time they do not sign in or out on time they will be asked to return home.

*\*after one week of signing in and out correctly the student can return to 'normal rules'.*

## \* RULES FOR UNDER-14s AT CIE

All 10 - 13 year-old students (summer) and all under 16 year old students (year round) not doing an afternoon programme (ie intensive English or activities) must/will have written permission from their parents to be free from CIE care after 12:30. All 10-13 year-old students who are participating in an afternoon programme will be monitored during their lunch hour and must abide by the following rules:

- Junior students will have to meet at 12:30 in the CIE common room, where they will be met by a member of CIE staff and given their lunch.
- Junior students will eat their lunch under the care of a member of CIE staff.
- Junior students will then all meet again in the CIE common room at 13:30 to begin their activities.

Any 10-13 year old student who does not follow this procedure will:

- get a warning (after the first offence)
- have their leader/agent/guardian or parents informed (after the second offence). *Once the student has committed their second offence, the student will be expected to sign in at 8:50, 12:30 and 13:30 and out at 15:45 at the administration office at CIE\*.*

If a student then fails to sign in and out correctly, they will:

- get one final warning - accompanied by a written letter which will be sent to their leader/agent/guardian or parents (after their third offence)
- the next time they do not sign in or out on time they will be asked to return home.

*\* after one week of signing in and out correctly the student can return to 'normal rules'.*

**Our policies can be found on our website [www.cie-oxford.com](http://www.cie-oxford.com) by looking in the 'About us' drop-down menu, or go directly to this page: <http://www.cie-oxford.com/aboutus/policies.html>**



## DISCIPLINARY PROCEDURE

All members of the CIE community are asked to do all that they can towards maintaining a happy, calm and purposeful atmosphere throughout the school. We believe that good relations, good manners and a secure learning environment play a crucial part in the development of pupils as life-long learners.

### Guidelines

- Remember that CIE is a place for study. Even if you have free time, other students will be studying, so you should be quiet at all times.
- Leave your classroom clean and tidy for the next group. Take all your papers with you when you leave, and respect college property.
- Look after your own property. CIE is not responsible for damaged or lost property.
- Show respect to other people. CIE is a place to learn and exchange experiences. Be aware that you are going to be studying with people from different cultures.
- Do not smoke anywhere in the building
- If there is anything making you unhappy, you must mention this to either your teacher or to any of the CIE staff.

### Lessons at CIE

- Be on time, attend all lessons and do not be disruptive
- Make sure you are prepared before your lesson begins
- Complete all set homework and give it to your teacher on time
- Make sure your mobile phone is off during your class period
- Phone the school on 01865 202238 if you are going to be absent or late for class
- You must attend your lessons. If you are here on a student visa and you stop coming to lessons, you might lose your visa and have to leave the country.

If a student does not follow the school guidelines the student will receive a verbal warning, this will be followed by a written warning and if the student still does not change they will be asked to leave.

**With specific reference to "absenteeism and lateness" non-TIER 4 students will**, when they fall below 80% (90% for under 18s) - and after CIE has phoned the student, family or agent - receive a verbal warning. If, after a further two weeks, they haven't raised their attendance to above 80%, this will result in a written warning which, after a further week of the same, will result in a final written warning. No satisfactory response within a further week will result in expulsion. **TIER 4 students** have a responsibility to attend and we have a responsibility as sponsors, where students have failed to attend 5 expected interactions/consecutive days, a warning letter will be issued. Following an absence of 10 interactions, the student will be reported to UKBA. CIE reserves the right, in the case of gross misconduct, such as bullying and violence, to expel the student immediately.

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## COMPLAINTS PROCEDURE

If you have a problem or complaint you should speak to your teacher, or if it relates to your host family accommodation, speak to the Accommodation Officer. You may also speak to our external counsellor if you wish to speak to someone outside the school. Please complete a complaint form. All complaints will be investigated fully and will be handled sensitively and with confidentiality. Please see the website for more details <http://cie-oxford.com/us/our-policies/> (this information will also be given to you in a student guidebook called 'Life at CIE' on the first Monday of your course).

## DISABILITY

CIE is committed to advancing an environment in which all applicants, students, and staff are given the opportunity to demonstrate and realise their full potential. With its Disability Policy, CIE aims to embed a culture of support and equal opportunities for students with disabilities or learning difficulties. CIE will ensure that :

- applicants and students are given the opportunity to disclose a disability or learning difficulty.
- the requirements of applicants or students who disclose a disability or learning difficulty are assessed on an individual basis.
- reasonable adjustments are provided, within the resources available, for applicants or students who disclose a disability or learning difficulty. In excess of our available resources, adjustments may be offered and made for an additional fee, if possible.
- all discussions and information regarding a disability or learning difficulty are treated in a confidential manner.

## MEDICAL & DENTAL CARE

All the students who come to study at CIE should take out medical insurance, even those students who are entitled to NHS treatment. The whereabouts of this policy should be known by your host family. Emergency treatment in the John Radcliffe Hospital Accident and Emergency department is free for everyone, but this does not always apply to follow up treatment. If you are a full time student for six months or more you are entitled to NHS treatment. If you are here for less than six months you are entitled to the same treatment if you come from countries in the European Economic Area or other countries such as Russia and some of the former Soviet Republics with whom the UK has reciprocal health care agreements. If you are entitled to NHS treatment you will not have to pay for a visit to the doctor or hospital treatment.

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However you will have to pay for medicines, dental treatment and optical treatment. If you are here for more than six months you should register with a doctor on arrival. Your host family will advise you about a suitable doctor or dentist and the Accommodation Officers will also provide you with advice and assistance.

## CONTACTING HOME

**By telephone:** Some international students bring mobile phones with them and buy a 'pay-as-you-go' sim card here in the UK. International phone calls from mobile phones are normally very expensive. However discount phone cards are available to use with mobile phones or from phone boxes. It may be possible to receive calls or make phone calls using pre-paid phone cards from the host family telephone. However, you should discuss this with your host family first.

**By email:** There are 9 laptops available for students use at CIE, however as these are shared with all students, usage is limited. Wifi connection is also available to students with compatible laptops.

## OTHER PREPARATIONS

### MONEY

Do not carry more money than you need. Avoid high value notes (e.g. £20, £50) and make sure you always carry money in a safe place (i.e. NOT your back pocket). Remember that you are responsible for the safety of your cash and valuable possessions.

The easiest way to access cash is from the many 24 hour ATM machines throughout Oxford, accepting VISA & Mastercard. Travellers' cheques can be exchanged in most banks and in the post office, at the desk marked 'Bureau de Change'.

### OPENING A BANK ACCOUNT

If you choose to open a bank account whilst in the UK, to open the account you will need to take your passport and a letter of acceptance from CIE. A letter of reference from your bank in your home country may also be useful.

Most banks are open 9am-5pm on weekdays, and also on Saturday mornings. Banks in Oxford include:

<b>Barclays Bank PLC</b>	54 Cornmarket Street	<b>Tel 08457 555555</b>
<b>Lloyds TSB</b>	1-5 High Street,	<b>Tel 08453 000000</b>

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Natwest

32 Cornmarket Street, Tel 08453 019797

HSBC Bank PLC

65 Cornmarket Street, Tel 08457 404404

## REGISTERING WITH THE POLICE

If the stamp or sticker in your passport says you need to register with the police, you should go to Oxford Police Station in St Aldates ( telephone 01865 855838 ), before you have been in the UK for 7 days. Take with you:

**\*Passport**

**\*34 pounds to pay for the registration**

**( Try to have the exact amount )**

**\*One up-to date passport-sized photograph**

**\*An CIE enrolment letter**

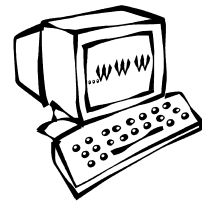
**\*A completed Police Registration Form**

## INSURANCE

Anyone who does not wish to purchase insurance through CIE should arrange adequate travel insurance to cover any medical and repatriation costs in the case of an accident or emergency.

## USEFUL WEBSITES ABOUT OXFORD

- [www.dailyinfo.co.uk](http://www.dailyinfo.co.uk) - lots of information about Oxford city, with reviews and maps etc.
- [www.oxfordcity.co.uk](http://www.oxfordcity.co.uk) - tourist information
- [www.ox.ac.uk](http://www.ox.ac.uk) - the website of Oxford University
- [www.oxford.gov.uk](http://www.oxford.gov.uk) - the city council website



## ACCOMMODATION

What you can expect from homestay accommodation organised by CIE:

- Inclusion in family as full member of the household.
- An appropriate, well-lit and heated, clean room in good repair.
- A room located in clean, reasonably-sized house or flat.
- A bed and storage in the bedroom.
- Breakfast and dinner every day.
- Use of family rooms for recreation.
- Use of bathroom and available shower daily.

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- Meals eaten together with family, for English-speaking practice.
- Bed linen and towels changed weekly and washing facilities for clothes made available.
- Only 4 international students residing in the house at any time.
- Host family selected will be appropriate for the age, background and religion of the student.
- Host families will cater for any dietary requirements of the student, wherever possible, and a balanced diet will be provided.
- Accommodation checked every 2 years to ensure suitability.
- For students under 18, host families will have been police-checked and a responsible adult will always be present at night.

We will make every effort to accommodate your wishes regarding family arrangements/ number and age of children in house, pets and smoking.

It is important to note that many families in Britain are not conventional and our host families may be families with none or many children, only one parent or retired couples whose children have left home.

If you choose not to use our homestay accommodation, it is important to remember that outside lesson time, it may be difficult to obtain English-speaking practice in a real-life environment.

If you have any problems arise during your stay, please do not hesitate to contact the Accommodation team who will try to resolve the problem or will help you find alternative accommodation.

You will also receive information on your first day about how to get from the centre of town to your accommodation, including any relevant bus timetables.

## NOTES ABOUT LIVING IN A HOST FAMILY

For many students the highlight of their stay in Oxford is their host family. Here are some guidelines to ensure you know what to expect and that you get the most out of the host family experience



1. Make a note of your address and phone number and keep it with you all the time.

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2. Find out what the arrangements are for keys, meals, telephone, visitors, and laundry.
3. The host family is not responsible for tidying up your room.
4. In most cases, you will be sharing the bathroom with other members of the family. Please make sure you keep it tidy.
5. The host family expects you to be on time for meals.
6. You shouldn't put pictures up on the wall unless you have made an agreement with your host.
7. Host families are told to take care of the students. They do not expect to find you cooking or helping yourself to food. So please let the host do these things unless you have agreed otherwise.
8. Lights, electric fires, or heaters should be switched off when you go out.
9. You should never leave the house without letting your host know.
10. If you want to leave your host family, you need to give **one** week's notice and inform the Accommodation Officer immediately.

## THE GOLDEN RULES

Always tell your host if:

- You are going to be late
- You are planning to miss a meal
- You are going to be out overnight
- You expect visitors
- You break or damage anything