

PRE-ARRIVAL INFORMATION FOR STUDENTS

CIE is looking forward to welcoming you to Oxford. Here is some useful information which will help you prepare for your stay and ensure you get the most out of the programme.

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ENROLMENT FORMS

Thank you for completing the online enrolment form. The information you have provided will enable us to prepare for your arrival and ensure you have as safe and enjoyable an experience as possible. If any of the information has changed, please inform us.

CONTACT DETAILS

In the enrolment form we ask you to provide contact details for your emergency contacts. On your arrival we will also ask for a mobile number on which we will be able to contact you while you are in the UK. Please ensure these details are up-to-date and if they change during your stay please ensure you inform us.

WHAT SHOULD YOU BRING WITH YOU?

Here are some important items for you to bring with you:

- ☺ Passport
- ☺ Any prescription medications you require
- ☺ Medical insurance
- ☺ Comfortable, appropriate clothing for all weather, including raincoats!
- ☺ Toiletries (toothpaste, shower gel, shampoo, sunscreen, etc.) and bathroom towel/s
- ☺ Learning aids e.g., dictionary, notebook & stationery

Please note:

Due to coronavirus we also advise you to bring:

- ☺ Face masks and hand sanitiser
- ☺ Many shops, cafes and venues are **not** accepting cash. We recommend using a contactless prepaid travel money card as a safe and convenient alternative

<https://www.moneyadvice.service.org.uk/en/articles/prepaid-cards-explained>

USEFUL WEBSITES ABOUT OXFORD

- <https://www.dailyinfo.co.uk/> – lots of information about Oxford city, with reviews and maps etc.
- <https://oxfordcity.co.uk/> – tourist information
- <https://www.ox.ac.uk/> – the website of Oxford University
- <https://www.oxford.gov.uk/> – the city council website

ARRIVAL INFORMATION

The CIE Junior Summer Programme including Residential Junior Summer programme for 10 to 17y.o. students will be held at **Wychwood School**.

FINDING WYCHWOOD SCHOOL

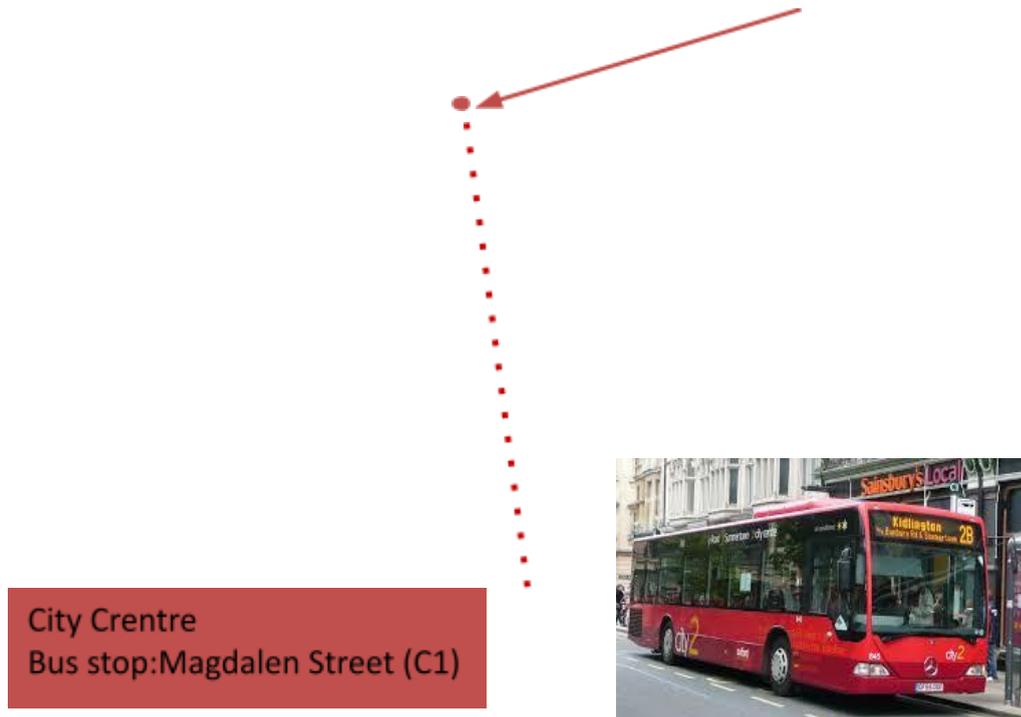
Wychwood is located to the north of the city centre:

Wychwood School

74 Banbury Rd,

Oxford OX2 6JR





FINDING CIE

CIE's city centre main campus is located in the centre of Oxford. This is where CIE administrative staff are based:
Bocado House,
24b St Michael's St,
OX1 2EB



IMPORTANT PHONE NUMBERS

CIE Office – for general enquiries during office hours (9am-5pm on weekdays), or if students you are going to be absent from or late for a lesson: **+44 (0)1865 202238**

Emergency number – for emergencies only (including accommodation emergencies), in the evening or at the weekend: **+44 (0)7963 905355**

SCHOOL ARRANGEMENTS

YOUR FIRST DAY

Upon arrival you will be provided with welcome information as well as a 'welcome pack' which will include a pencil, notebook, a map of Oxford and useful information. You will be shown around the facilities at Wychwood including the dormitory, the canteen and your classroom.

DAILY LESSONS TIMETABLE

This is a sample timetable. You will have classes **either** in the morning **or** the afternoon.

8:00 - 8:45 Breakfast



Morning classes (14-17 years old)

09.00 - 10:30 Morning Class 1

10.45 - 12:15 Morning Class 2

12.30 to 13.30 Lunch

Afternoon classes (10-13 years old and English plus)

13.00 – 14.30 Afternoon Class 1

14.45 – 16.15 Afternoon Class 2

18:00 -19:00 Dinner

ACTIVITIES

CIE has prepared an exciting activities programme which includes cultural visits and social events to introduce you to the beautiful city of Oxford and British culture as well as provide you with opportunities to practise your English and build friendships. Residential programme also includes evening activities.



MEALS

All residential students will be provided with breakfast, lunch and dinner in the dining room at Wychwood.

All homestay students will be provided with breakfast and dinner by host families and lunch at Wychwood.



CERTIFICATES

At the end of your course, you will be awarded a certificate to show that you have successfully completed the course. Students that do not attend at least 90% of their lessons will not qualify for a certificate.

CIE ONLINE

Age 15+: After you have completed your course at CIE you are invited to continue your learning experience with CIE through one of our CIE Online courses. For details about the different courses available please see our [English courses](#) page on our website.

POLICIES AND PROCEDURES

Our policies can be found on our website <https://cie-oxford.com/our-policies/>

We ask all CIE staff, host parents, group leaders and students to familiarise themselves with our policies. They are a useful guide to CIE's protocols and procedures regarding safeguarding, health and safety and disciplinary rules.

COMPLAINTS PROCEDURE

If you have a problem or complaint you should speak to a member of the administrative staff, or if it relates to accommodation, speak to the Accommodation Officer. Complaint forms can be found in Reception in CIE's city centre campus or are available to download on our website <https://cie-oxford.com/wp-content/uploads/2021/06/CIE-Complaint-form.pdf>. All complaints will be investigated fully and will be handled sensitively and with confidentiality.

WELFARE SUPPORT & COUNSELLING

If you wish to speak to someone about any concerns or problems during your CIE programme, our Welfare Officer, Luca Marinuzzi, and our Co-Principal, Irma Banyte-Kelly, are both available and are keen to provide support. Their email addresses are:

Luca Marinuzzi activities@cie-oxford.com
Irma Banyte-Kelly dos@cie-oxford.com

You can also contact them at CIE by telephone between 9am-5pm **+44 (0)1865 202238**.

An external counsellor is also available if you wish to speak to someone outside the school, we can provide contact details or make arrangements for this.

DISCIPLINARY PROCEDURE

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 unable to continue with the programme. CIE reserves the right, in the case of gross misconduct, such as bullying and violence, to expel the student from the programme immediately.

Absenteeism

You are expected to attend 100% of your lessons. We will only excuse an absence if your parent/ guardian or your group leader confirms you are sick or have a satisfactory reason for being unable to attend class. If you are late for a lesson or activity we will deduct 30 minutes from your attendance. If you are more than 15 minutes late for a 90 minute class, CIE reserves the right (in the interest of the other students) to refuse entry into that class.



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.

OTHER PREPARATIONS & CONSIDERATIONS

MEDICAL & DENTAL CARE

If you have any medical conditions please state this clearly in the online enrolment form. All students who come to study at CIE should take out travel insurance that covers medical treatment, even those students who are entitled to NHS treatment. Emergency treatment in the John Radcliffe Hospital Accident and Emergency department is free for everyone, but this does not always apply to a follow-up treatment. Students visiting the UK from an EU country can use a European Health Insurance Card (EHIC) issued in their country. Their EHIC will cover the costs of treatment if they get ill on the visit. If they are entitled to NHS treatment they will not have to pay for a visit to the doctor or hospital treatment. However, they will have to pay for medicines, dental treatment and optical treatment.

CONTACTING HOME

WiFi connection at Wychwood will be available in bedrooms, classrooms and common areas that students have access to and details will be made available upon your arrival.

PLEASE BE AWARE! *You may have access to data roaming on your mobile phones but we advise you to turn it off when not in use to avoid expensive charges.*

MONEY

Due to the Covid-19 pandemic most shops, cafes, restaurants and venues are not accepting cash. It is advisable for students to have a contactless VISA / Mastercard. For safety we recommend a pre-paid travel money card that can be topped up if necessary: <https://www.moneyadviceservice.org.uk/en/articles/prepaid-cards-explained> For cash, the easiest way to access cash is from the many 24-hour ATM machines throughout Oxford, accepting VISA & Mastercard.

INSURANCE

Students should arrange adequate travel insurance to cover any medical and repatriation costs in the case of an accident or emergency.

Note: The EHIC is not an alternative to travel insurance. It will not cover any private medical healthcare, being flown back home, or stolen property.

Residential accommodation



WHAT TO EXPECT

Your accommodation at Wychwood School (as organised by CIE) will include:

- Shared, dormitory-style bedrooms
- Appropriate, clean, well-lit and heated/ventilated rooms in good repair
- Use of a bathroom with shower facilities
- Breakfast, lunch and dinner every day
- Use of some outdoor and indoor recreation areas
- Bed linen changed weekly
- Washing facilities for clothes made available
- Towels provided and laundered once a week
- WiFi connection in bedrooms and communal areas
- Wychwood will cater for any dietary requirements of the student wherever possible, and a balanced diet will be provided
- All adults (18+) in contact with students will have been police-checked and a responsible adult will always be present at night

Reminder: You should bring your own toiletries and bathroom towel/s with you.

If you have any problems during your stay, please do not hesitate to inform a member of staff or your group leader who will contact the CIE accommodation team and we will try to resolve the problem as quickly as possible.

NOTES ABOUT STAYING IN RESIDENTIAL ACCOMMODATION

Here are some guidelines to ensure you know what to expect in your accommodation and what is expected of you:

1. You will be sharing your bedroom with other (same sex) members of CIE.
2. The bathroom will be shared between your dormitory room and other (same sex) rooms.
3. The bedroom and bathroom will be cleaned by members of staff at Wychwood during your stay but it is your responsibility to keep your room tidy and make your bed each day.
4. Please respect the students you are sharing facilities with by keeping things clean, tidy and by being considerate of others needs.
5. You will be told what time your meals will be served and you are expected to be on time. If you are going to be late please inform a member of staff as soon as possible.
6. Please do not attach pictures or anything else to the walls of your dormitory.
7. Lights and any electrical items should be switched off when you leave the room.

The Golden Rules

These rules are to be followed at all times to ensure you can have a safe and rewarding experience. These rules must be followed.

- Under no circumstances is alcohol to be brought onto or consumed on the premises.
- Smoking is not permitted anywhere on the premises.
- A curfew time set by CIE or your group leader must be obeyed.
- No playing loud music in your bedroom or in communal areas.
- You are not permitted to enter the bedrooms of other students.
- You have 3 meals each day and snacks will be provided at break times in communal areas. Please do not consume food or drink in your bedrooms.
- Respect all areas and property on the Wychwood premises.--
- Any breakages will be charged to the individual involved.
- You will have access to outside space for sports and recreation time. No running, ball games or disruptive behaviour in the bedrooms, corridors, or indoor communal areas.

We thank you for your cooperation and respect.

Homestay



LIVING WITH A HOST FAMILY

What you can expect from homestay accommodation organised by CEI:

- Inclusion in the family as a full member of the household.
- An appropriate, well-lit and heated, clean room in good repair.
- A room located in a 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 the bathroom and available shower daily.
- Towels are provided and cleaned on a weekly basis.
- At least one load of laundry will be provided per week
- Meals eaten together with family, for English-speaking practice.
- Bed linen and towels changed weekly and washing facilities for clothes made available.
- Host's will provide personal laundry service and at least one load of laundry per week
- No more than 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. You are also obliged to inform us of any change of address during your stay with CIE Oxford, while in the UK.

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 experience

1. Make a note of your address and phone number and keep it with you all the time.
2. Find out what the arrangements are for keys, meals, communication, 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. Find out what time they normally eat in the evenings and try to be there on time. If you are going to be late or out please tell them in advance.
6. You shouldn't put pictures up on the wall unless you have made an agreement with your host.
7. Host families are asked 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 and 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