

# CIE OXFORD

College of International Education



# All you need to know 2024/5

**Before you arrive, Life at CIE, Living  
in Oxford & Staying Safe in a new city**

*English for Tomorrow, Today*

# *Welcome to CIE Oxford*

Think of this booklet as your essential guide to starting your journey with us at CIE and living in England. From packing tips to emergencies, health care and staying safe in a new city, we've got you covered. Your adventure begins soon, and we can't wait to welcome you!

## *What's inside:*

> CONTACT DETAILS > BEFORE YOU ARRIVE & PACKING LIST > ARRIVAL > YOUR FIRST DAY  
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PROBLEM > DISCIPLINARY, BULLYING AND ABSENTEEISM > LESSONS & ACTIVITIES > SELF STUDY,  
INTERNET & ONLINE SAFETY > LIVING IN OXFORD > BUSES & TRANSPORT IN OXFORD > STAYING  
SAFE IN A NEW CITY > HOMESTAY ACCOMMODATION > UI8S > LIFE AFTER CIE





# A warm welcome *from our principals*

All of our staff at CIE are looking forward to greeting you, and we shall do our best to provide you with an unforgettable experience.

Oxford is, in our opinion, one of the most beautiful cities in the world. Matthew Arnold wrote that Oxford, "whispers from her towers the last enchantments of the Middle Ages". You will notice the beautiful combination of Gothic, Renaissance and Baroque architecture together with some splendid stained glass windows and some fine paintings housed in the Ashmolean museum. Situated between the Rivers Cherwell and the Thames, Oxford is also a place of considerable natural beauty, and offers many fascinating walks and experiences. It was at Christ Church that Lewis Carroll wrote the story of Alice in Wonderland, basing it on Alice, the daughter of the Dean of Christ Church, and other Oxford people and places. CS Lewis and JRR Tolkien were both teachers at the university.

We hope you will feel something of the "magic" of Oxford so that you have an enriching experience and take away with you many happy memories, new families and a determination to visit this beautiful city again.

Yours faithfully,  
John and Irma  
Principals  
CIE Oxford



# Contact *Details*

## **CIE OFFICE**

Email - [enquiries@cie-oxford.com](mailto:enquiries@cie-oxford.com)

Phone - 01865 202238

## **EMERGENCY NUMBERS**

+44(0)7963 905 355

Police or Ambulance - 999

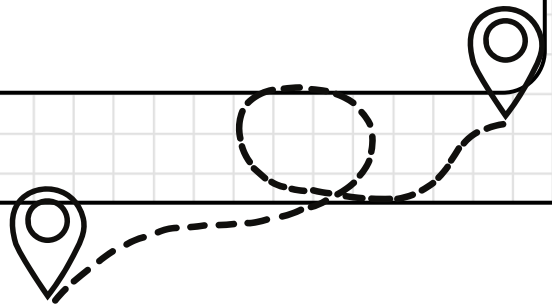
## **CONTACTING HOME**

- WiFi is available at CIE - access to and details will be made available upon your arrival
- 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.



*Before your first day we should have received :*

- Your completed enrolment form
- Your online placement test
- Your contact details & emergency contacts/ next of kin
- Your mobile number that you will be using in the UK



## *Packing List:*



- Passport / visa / important documents
- Any medication you rely on
- Electronics and chargers
- UK plug adaptor
- Comfortable, appropriate clothing and shoes for all weather, including raincoats! Remember a warm jacket or coat if you are coming during the winter months.
- Learning aids e.g. a notebook & stationery
- Many shops, cafes and venues no longer accept cash. We recommend using a contactless prepaid travel money card as a safe and convenient alternative
- Any small home comforts that you may not be able to find in the UK!

# Arriving in the UK

## & Getting to Oxford



Oxford is easily accessible from London and its airports. The journey takes between 60 and 180 min depending on the airport/ station and a single ticket might cost between £12 - £30.

For more information please look at the following websites:

### Trains

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

### 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)

### Taxi - Most popular option

We are happy to arrange airport transfers by taxi - the cost is £160 one way from Heathrow / Luton and £220 from Gatwick / Stansted.

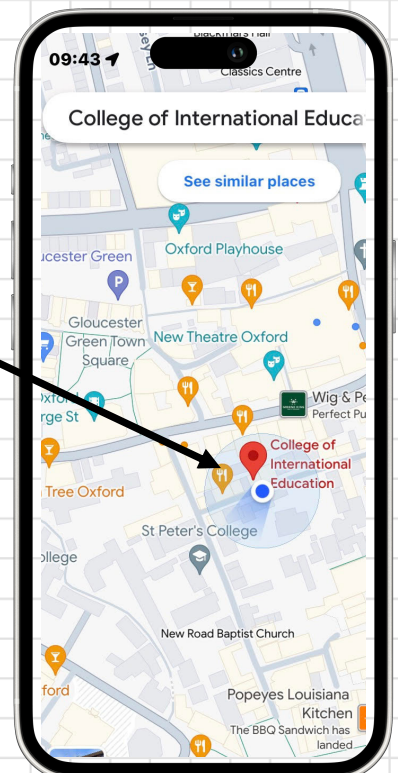
## Finding CIE

CIE's city centre main campus is located in the centre of Oxford. This is where our all year round and summer courses for senior students are delivered. CIE administrative staff are based here.

Bocardo House  
24b St Michael's St  
OX1 2EB

### USEFUL WEBSITES ABOUT OXFORD

- <https://www.dailyinfo.co.uk/>
- <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



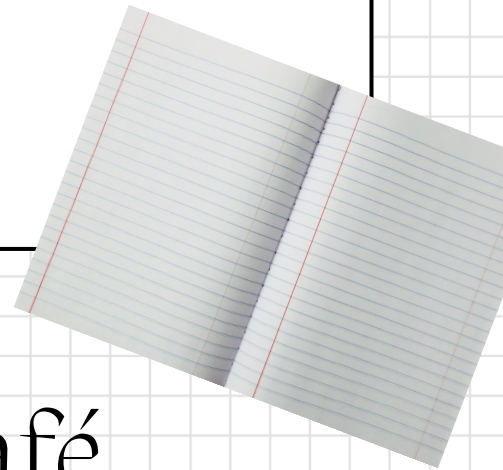


# Your first day

Please arrive at the school on your first day at 8.45 am. You will be shown your classroom and facilities. You will also be given a 'welcome pack' with a pencil, notebook, and useful information. The test that you took before arriving will allow us to place you in the most appropriate class.

## A typical day at CIE

- 8:45 - Help yourself to tea or coffee from the kitchen
- 9am-10am - Functional English
- 10:15-12:30am - General English
- 12:30-1:30 - Lunch / free time
- 1:30-3:45 - Topic or Exam preparation lesson



## Friday Conversation Café

On Fridays, one student is nominated to hold 'conversation cafe' where for the first hour of the day we get together in the common room with a cup of tea or coffee and listen to the student's topic of choice and have a good discussion based on their topic. Previous topics have been about food, culture, sports, travel and many more.



# Health Care

Medical conditions must be stated 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 England is free for all, but this does not always apply to follow up treatment. If you are entitled to NHS treatment you will not have to pay for a visit to the doctor or hospital treatment. However, you will have to pay for medicines, dental treatment and optical treatment.

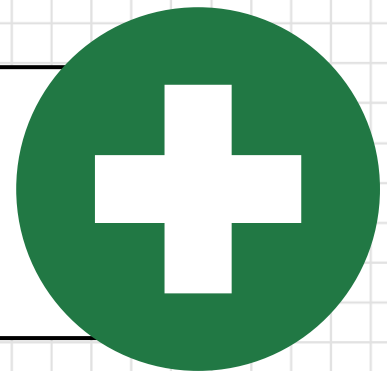
There are First Aid notices at CIE and at our other teaching centres. We keep a record of all accidents and injuries, and have a procedure for ensuring that these are reviewed regularly to minimise the likelihood of recurrence. We will contact next of kin if a student suffers more than a trivial injury.

The following members of staff are qualified as Emergency Aiders and may be called to assist with an emergency:

- Irma Banyte-Kelly
- Luca Marinuzzi
- Simon Llewellyn
- Fernanda Cid Godoy

## Tips for staying healthy

- Get enough sleep
- Drink lots of water
- Daily fresh air and exercise
- Eat a balanced diet with lots of fruit and vegetables
- Minimise the use of social media



### DISABILITY

CIE is committed to advancing an environment in which all students and staff are given the opportunity to demonstrate and realise their full potential. All discussions and information regarding a disability or learning difficulty are treated in a confidential manner. For our full disability policy please see our website policies.



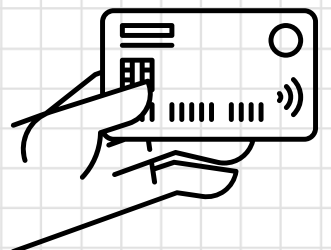
# £ Money

Cash is no longer widely accepted in Oxford. 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.

For cash, the easiest way to access cash is from the many 24-hour ATM machines throughout Oxford, accepting VISA & Mastercard.

## 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, Lloyds, Barclays, Natwest, HSBC, Metro Bank and Santander.



# Meet Our Team

Our small but friendly and experienced team will make you feel like you are part of a family.

**Irma - Co-principal**

**John - Co-principal**

**Simon - Academic Manager**

**Andy - Assistant Academic Manager**

**Luca - Welfare Officer**



**Hisashi - Finance manager**

**Fernanda - Activities Manager**

**Julie - Accommodation Manager**

**Immy - Marketing Manager**

**Fun Fact: most of us are also qualified teachers with a range of experience, so you may just find yourselves being taught by one or two (or three!) of us.**



# School Guidelines

Remember that CIE is a place for study. Even if you have free time, other students might be studying, so please keep noise to a minimum.



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, religions and backgrounds.



Look after your own property. CIE is not responsible for damaged or lost property.



Leave your classroom clean and tidy for the next students. Take all your papers with you when you leave and respect college property.



Do not smoke or vape anywhere in the building. You are not allowed to drink alcohol in the building. Please, check CIE's Alcohol & Drug policy on the website.



# What if I have a problem?

It doesn't matter what the problem is, it can be a big problem or a small one. By discussing it, you may come up with some positive ideas.

If you do not want anyone else to know about your problem, tell the staff: they will understand. Even if you find the problem hurtful or embarrassing, do not worry, only staff who can help you will talk about it and we will always talk to you about what action we are thinking of taking.

If you have a problem with your teacher or class, talk to Simon or Andy.

If you have a problem with your home stay accommodation, please talk to Julie.

If there is anything making you unhappy, from school to home stay, or a personal problem, please mention this to your teacher or a member of CIE staff. We are here to help with any problem, no matter how big or small!

# Disciplinary Procedure

Did you break the rules?

1st time	→	verbal warning
2nd time	→	written warning
3rd time	→	<b>expulsion</b>

# Bullying

CIE will not accept bullying or harassment of any kind. Bullying is treating someone badly for any reason, either because of who they are or what they believe. At CIE you will meet many different types of people and you should treat everyone with respect. If you feel that somebody is treating you badly, please tell us.

# Absenteeism

If you are late for a lesson or activity we will take 30 minutes off from your attendance %. If you are more than 15 minutes late for a 60 minute class, your teacher will decide if you can come into the class.

Expected  
100%

Good attendance is important because:

Concern  
95%

Unacceptable  
>90%

- Regular attenders make better progress both socially and academically
- Low attendance is disruptive to your teacher and classmates.
- You may have to repeat a level.
- Low attendance can affect future visa and university applications.

We only excuse an absence if:

- The host family confirms you are ill/sick
- Or you have permission from the Academic Manager to have a day off. Anything else will be recorded as an absence



# Lessons & Activities

Phone the school on 01865 202238 if you are going to be absent or late for class. Be on time, attend all lessons and do not be disruptive. Your teacher can decide not to let you into class.

Make sure you complete all of your set homework and give it to your teacher on time.

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.

Tell your activity leader if you have any problems regarding certain activities. Be on time for activities and weekend trips. If you are late, make sure you call. If you don't, the group might leave without you!

NOTE FOR UNDER 18's:

If for any reason you cannot attend an activity, we need your parents' written permission.

# Self-study, the Internet & staying safe online



If you need to use a computer, you can book one free of charge at the public library, in the Westgate Centre online or by calling 01865 815549.

There is limited space available for students' private study at CIE. We recommend you use the public library, in the Westgate centre, if you need a quiet area to study in.

Students are welcome to borrow books from the CIE bookshelf, but please remember to sign them in and out. Reference books, dictionaries, graded readers, and online materials are available for self-study. Our filtering system allows us to monitor internet access for the purpose of enforcing this policy. If you do not follow the rules this will be regarded as a disciplinary offence and could lead to your removal from the school. Do not download any software onto CIE laptops or visit sites that are deemed explicit, discriminatory or offensive.

## Online safety

- Keep your personal information and social media pages private
- Don't trust anyone you are talking to online, no matter how nice they may seem
- Don't arrange to meet anyone in person that you have met online
- Be mindful of what you choose to share online
- If you see something online that you don't like or has upset you, report it
- Beware of scams, don't give out your personal information or bank details to anyone unless you are 100% sure the company is legitimate
- If you are a parent and your child is bringing their own IT device to the UK, we ask that you ensure parental settings have been set on the device.

# Living in Oxford

## Traffic

Cars drive on the LEFT in England - make sure you look both ways before crossing the road. Many people in Oxford use bicycles. Look out for bicycles in the street.

## The Law

No alcohol is sold to persons aged under 18.

If you are over 18 and wish to visit a pub or bar, drink in moderation.

No cigarettes are to be sold to persons aged under 18.

Showing mutual respect and tolerance are core British values and is therefore a basic expectation.

## Behaviour in Oxford

Respect the British custom of queuing. If you are waiting for the bus or to be served in a shop, you must stand in line and wait for your turn.

Do not block the pavement.

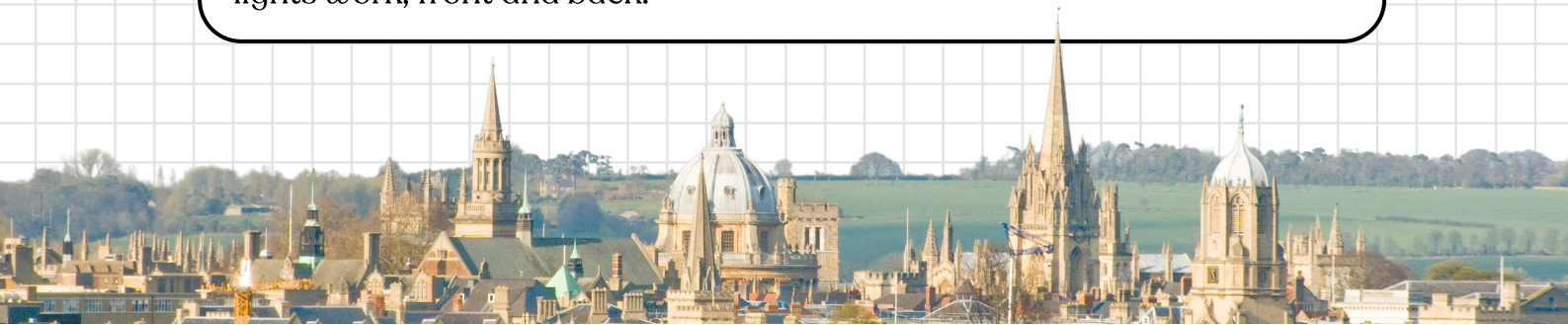
Do not make too much noise in public places.

Do not drop litter & use the bins provided.

## Driving & Cycling

If you drive a car in the UK, you must have a UK driving licence or an International

Driving Permit. You must be over 17 years old, have insurance and wear your seatbelt. If you ride a bicycle, you are advised to wear a crash helmet, and must make sure that your brakes and lights work, front and back.





# Buses & Transport in Oxford

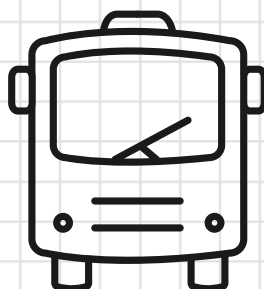
Oxford buses are run by 2 companies - Stagecoach and Oxford Bus Company. Stagecoach tickets are not valid on Oxford Bus Company buses and vice versa. For this reason, we recommend opting for an Oxford Smart Zone ticket when purchasing your daily/ weekly or monthly ticket on the app. This will allow you to travel on buses from both companies. A single bus ticket is usually around £2 but it can change depending on the area you are travelling from: the farther you are from the city centre, the more expensive the single ticket will be.

## Paying for bus tickets:

- Cash (be sure to have the exact amount, as bus drivers do not give change)
- Contactless bank card
- Purchase a daily / weekly / monthly ticket from one of the two major bus companies in Oxford: Oxford Bus Company and Stagecoach. Their apps are available to download for both Android and iOS.

## Bus etiquette:

- While at the bus stop, put your hand up to get the driver's attention (especially if you are the only one waiting or there are many possible busses stopping at that bus stop)
- Queue and always let people off the bus first
- Have the right amount of cash
- Unless you or someone you are with requires one, do not sit in seats designated for elderly, wheelchairs or pushchairs
- Press the 'stop' button when you need to get off
- Say 'thank you' to the driver when getting off



# Staying safe in a new city

Oxford is not a particularly dangerous place but, as in all cities, you need to be careful. Try not to walk by yourself, especially late at night. Do not leave your bag, mobile phone or valuables unattended.

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

Do not carry more money than you need, try not to carry high value notes (e.g. £20, £50) and make sure you carry money in a safe place (NOT your back pocket). Remember that you are responsible for your cash and valuables.

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

Do not accept lifts or rides from strangers.  
If you are on the bus late at night, sit at the front, near the driver.

# Homestay accommodation



Always tell your hosts if:

- You are going to be late
- You are going to miss a meal at home
- You are going to be out overnight (over 18s only)
  - You would like to have a visitor
  - You break or damage anything
- You need a packed lunch for a weekend trip.

When you arrive, remember to make a note of your address and phone number and keep it with you all the time. Also find out what the arrangements are for keys, meals, telephone, visitors, and laundry.

## *Please Remember;*

- You are responsible for tidying up your room.
- Usually, you will be sharing the bathroom. Make sure you keep it clean and tidy.
- You must be on time for meals.
- Don't stick pictures on the wall unless you have an agreement with your host.
- Host families are responsible for your care, they do not expect you to help yourself to food or do your own cooking.
- Over 18s: Use common courtesy when leaving the house - you should let your host know if you are going out so they don't worry about you or know if they don't need to provide a meal for you if you are eating out. Under 18s: You should never leave your home without letting your host know.
- Lights, electric fires, heaters, mobile chargers etc. should be switched off when you go out.
- If you want to leave your host family, you need to have a good reason. CIE need to give the family a week's notice so please inform the Accommodation Officer.

# Under 18s

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 number so that the family can contact you at anytime
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

You can talk to your teacher or to any of the staff at CIE and you may also call one of the counsellors at CHILDLINE on the free-phone number 0800 1111.



# Leaving CIE

## Your last day at CIE, feedback and certificates



At the end of your course we will ask you to tell us about your experience at CIE by completing the end of course feedback form. We also really appreciate Google Reviews, you can find the QR code ready to scan around the school. You will be awarded a certificate to show that you have successfully completed your course. Students who do not attend at least 90% of their lessons will not qualify for a certificate.

## Life after CIE

We love to stay in touch with all of our students long after they have left. Send us an email or keep talking to us on social media!

### 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.

# Follow us

*on social media*

Instagram



@CIE\_OXFORD

facebook



FACEBOOK.COM/CIE.OXFORD



@CIEOXFORD

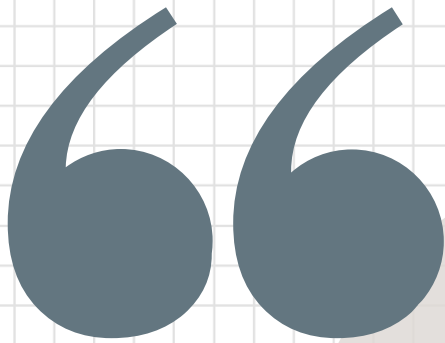
## Complaints procedure

We hope you will be happy at CIE. However, if you have a problem, we hope you will find the information below helpful. We want you to know that there are people at CIE who are ready to listen. Our policies can be found on our website <https://cie-oxford.com/our-policies/>

# What our students say

I highly recommend CIE because their small classes allow you to quickly reach a high English level. I have always had the opportunities to work on my weakness because the teachers adapt their lessons in order to enhance your skills.

The teachers are very professional through the quality of the classes and the way they make you feel relaxed and confident.



The treatment of the students is excellent, they adapt to your needs and the teachers are incredible.  
Great professionals.

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