

CIE OXFORD

College of International Education



All you need to know **2024/5** for juniors

**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!

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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, the author of Narnia novels, and JRR Tolkien, the author of the Hobbit and the Lord of the Rings, were both teachers at the university. You might also recognise places from Harry Potter or Wonka while exploring the city.

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

Phone - 01865 202238

EMERGENCY

+44(0)7963 905 355

Police or Ambulance - 999

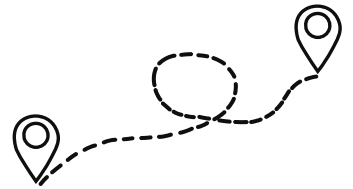
CONTACTING HOME

- 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 CIE will have received :

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

Packing List:



- Passport / visa / insurance and any other important documents
- Any medication you rely on
- Electronics and chargers
- Money/ contactless card/ a small amount of cash
- UK plug adaptor
- Toiletries
- Weather appropriate clothing; umbrella / hat / sunblock/ raincoat/ and 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 or snacks 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. We recommend purchasing a return ticket as this will be cheaper than 2 singles.

For more information please look at the following websites:

Trains

www.nationalrail.co.uk / trainline app

Buses

From Central London: www.oxfordtube.com, www.oxfordbus.co.uk

From Heathrow & Gatwick: www.theairlineoxford.co.uk

From Stansted: 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.

NB: Students under 16 must have an airport transfer arranged if travelling without an adult.

Arrival and departure (residential only)

Check in day: Sunday only

Check in time: 4pm - 6pm

Check out day: Saturday

Check out time: Before 12pm

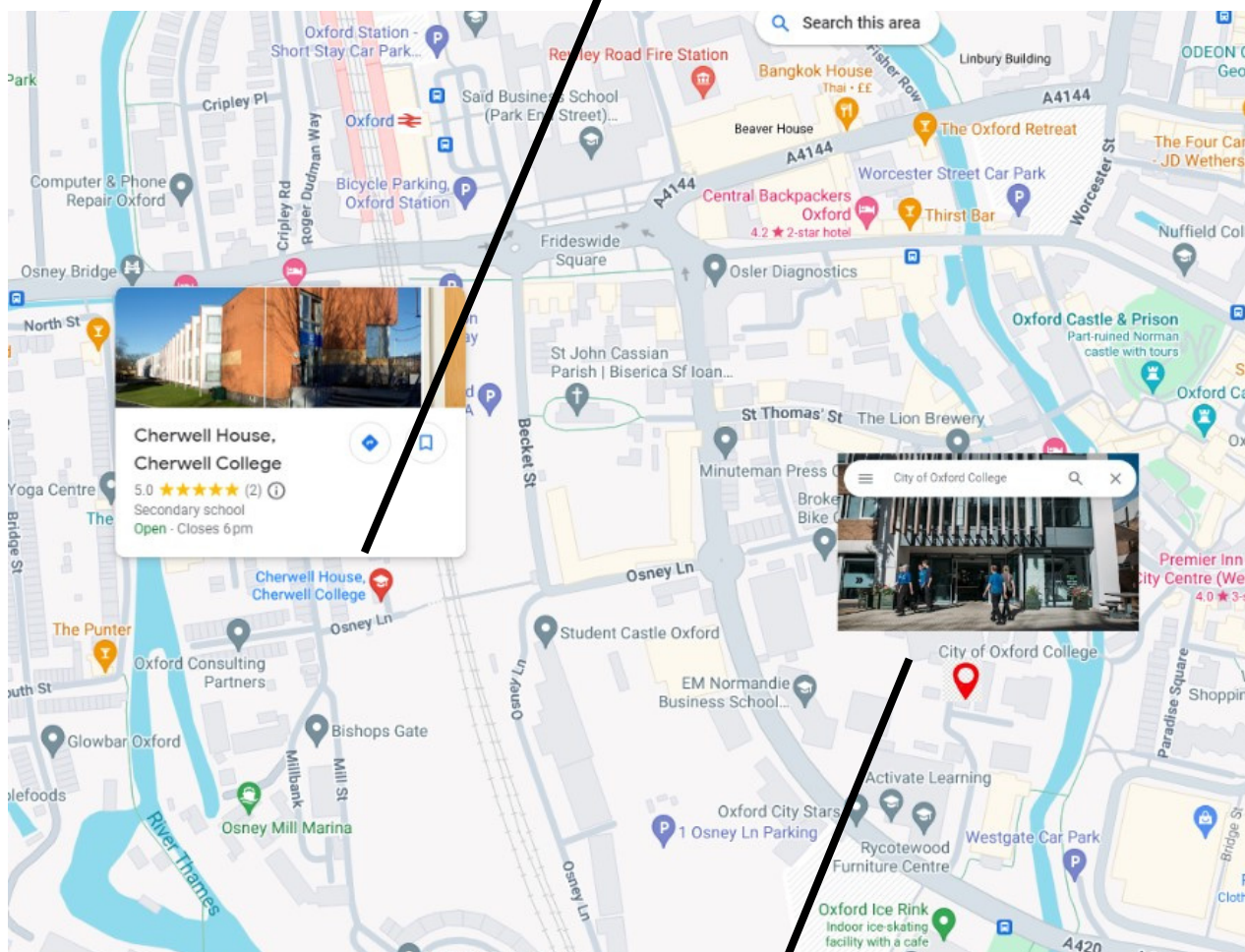
Arrivals outside of these times are only accepted under exceptional circumstances; please ensure that you contact CIE in advance if arrivals inside these times are not at all possible.

Cherwell House residence: Osney Lane, Oxford, OX1 1BZ

Your First Day

Residential accommodation

Find our accommodation at Cherwell House, Osney Ln, Oxford OX1 1BZ



Classes

Find our summer school at the City of Oxford College, Oxpens Rd, Oxford OX1 1SA

On your first day, meet at the **main reception** at:

- 8.50am - (14-17yo) to start your day with lessons
- 9.15am - (12-13yo) to start your day with activities

Residential students: members of CIE staff will walk you from the residential accommodation to the college. Residential students between 12 and 13 years old will always be supervised by members of CIE staff.

Non-residential students: before your first day, make sure to familiarise yourself with your route and bus stop. If possible, test out the journey beforehand to ensure a smooth first day!

Junior Campus

Residency



Social area



Our students aged 12-17 will study in classrooms like these

Dining hall



Sample food menu:

AM:

English/ Continental Breakfast

PM:

Cooked Lunch:

Lasagne/Chicken Kebabs/Stir-Frys Etc

Fruit Bowl Selection and refreshments

Dinner: Complete Meal, Sides and Dessert Choices

***snacks will be available to purchase during break times**

Accommodation

Our students aged 12-17 will reside at Cherwell House – a purpose-built student residential accommodation located within a short walking distance from City of Oxford College and the Westgate shopping centre. The boarding facilities comprise of 55 single en-suite study bedrooms with a residential welfare team responsible for the students' pastoral care and wellbeing. Breakfast and dinner will be served here, including weekends. Lunch will be served in the college. Packed lunch will be provided on Saturdays and Sundays.*

FACILITIES INCLUDE:

- En-suite (single) student rooms
- Dining room
- Full-board catering (freshly prepared meals)
- Water coolers
- Student common area
- Laundry room
- Medical room
- Weekly housekeeping/cleaning (linen, bedding, and towels supplied and cleaned weekly)
- Wi-Fi
- Outside garden
- Bike storage



*We reserve the right to make changes to breakfast and dinner location should we deem it necessary.

Junior Sample Summer Timetables

12-13 YEAR OLDS

ACTIVITIES

Treasure hunt
Oxford colleges
Ice skating
Museums
Mini Olympics

COMMUNICATIVE ENGLISH

To improve
your listening
skills and
spoken fluency

DRAMA / PROJECT

Role plays
Games
Creative tasks
Presentations

EVENING ACTIVITIES

Team building
activities and
making
friends

08:00

-
08:45

09:30

-
12:00

12:00

-
13:00

13:00

-
14:30

14:45

-
16:15

18:00

-
19:00

19:00

-
20:30

BREAKFAST

LUNCH

BREAK

DINNER

14-17 YEAR OLDS

COMMUNICATIVE ENGLISH

To improve your
listening skills
and spoken
fluency

21st c. SKILLS

Study skills
Critical thinking
Problem solving
Presentation
skills

ACTIVITIES

Treasure hunt
Oxford colleges
Ice skating
Ashmolean
Museum

EVENING ACTIVITIES

Team
building
activities
and making
friends

08:00

-
08:45*

09:00

-
10:30

10:45

-
12:15

12:30

-
13:30

13:30

-
16:00

18:00

-
19:00

19:00

-
20:30

BREAKFAST

BREAK

LUNCH

DINNER

*08:30 on the first day

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

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 policies on <https://cie-oxford.com/our-policies/>.

Tips for staying healthy & looking after yourself

Spending an entire summer away from home might feel a little overwhelming, but we've got your back to ensure you have the best time possible. Check out our tips below to keep yourself in tip-top shape this summer!

Daily fresh air and exercise

Drink lots of water

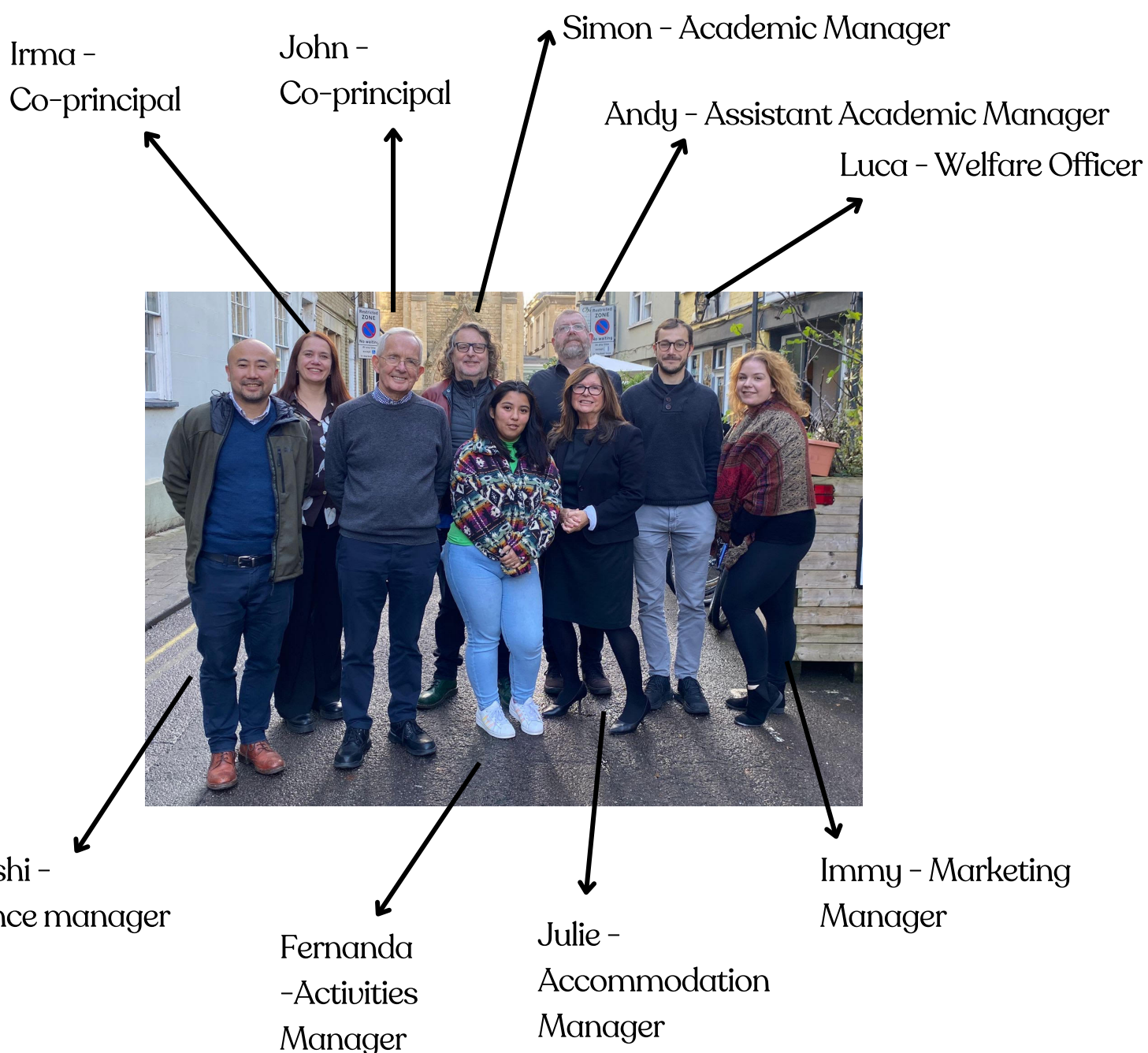
Get enough sleep

**Eat a balanced diet with lots of fruit
and vegetables**

**Minimise the use of social media and
screen time**

Meet The Team

This is our 'all year round' team, some of whom you will meet during the summer, working alongside new summer staff members. Our friendly and experienced team will make you feel like you are part of a family.



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 could 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.



It is illegal for minors to smoke and drink in the UK. Do not smoke or vape anywhere in the building. You are not allowed to buy or drink alcohol. Please, check CIE's Alcohol & Drug policy on the website.



Summer Camp & Residential Rules

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

- Under no circumstances is alcohol to be brought onto or consumed on the premises.
- Smoking and vaping is not permitted anywhere on the premises or in the grounds.
- A curfew time set by CIE or your group leader must be obeyed.
- You are not permitted to leave accommodation unsupervised after dinner.
- You are not permitted to enter the bedrooms of other students.
- No playing loud music in your bedroom or in communal areas.
- No food or drink to be consumed in your bedroom.
- Respect all areas and property.
- Any breakages will be charged to the individual involved.
- No ball games or disruptive behaviour in the bedrooms, corridors, or indoor and outdoor communal areas.

Under 18s Curfew times

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

Homestay accommodation

Always tell your hosts if:

- You are going to be late
- You are going to miss a meal at home
- 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 host's phone number and keep it with you all the time. Find out what the arrangements are for keys, meals, telephone, visitors, and laundry.

- You are responsible for tidying up your room.
- Usually, you will be sharing the bathroom. Make sure you keep it clean and tidy.
- 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.
- 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.

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 (senior campus) or Andy (junior campus).

If you have a problem with your residential accommodation, please talk to Irma. If you need to discuss home stay, please talk to Julie at CIE.

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 → expulsion

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 90 minute class, your teacher will decide if you can come into the class.

Expected
100%

Good attendance is important because:

- 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.

Concern
95%

Unacceptable
>90%

We only excuse an absence if:

- The host family, group leader or a member of CIE staff confirms you are ill/sick;
- You have permission from the Academic Manager to have a day off.

Anything else will be recorded as 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.

Staying safe online

- 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
- Do not take photos or videos of other people without their consent
- Do not share photos or videos of other people on your social media
- 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.

**Please note that
Wi-Fi will be
switched off
between 11pm and
6am.**



Life in Oxford & Staying safe outside

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, cigarettes or vapes are to be sold to persons aged under 18.

No cigarettes are to be sold to under 18.

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

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.

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. You are responsible for your own belongings.



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.

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.

Keep your money in a safe place. Cash is no longer widely accepted in Oxford. 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.

USEFUL WEBSITES ABOUT OXFORD

- <https://www.dailyinfo.co.uk/> - useful information about Oxford
- <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

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 or in the shop in Gloucester Green Square. 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 out to get the driver's attention (especially if you are the only one waiting or there are many possible buses 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



**NEW
FRIENDS**



**TEAM
BUILDING**



**FUN
ACTIVITIES**



SIGHTSEEING



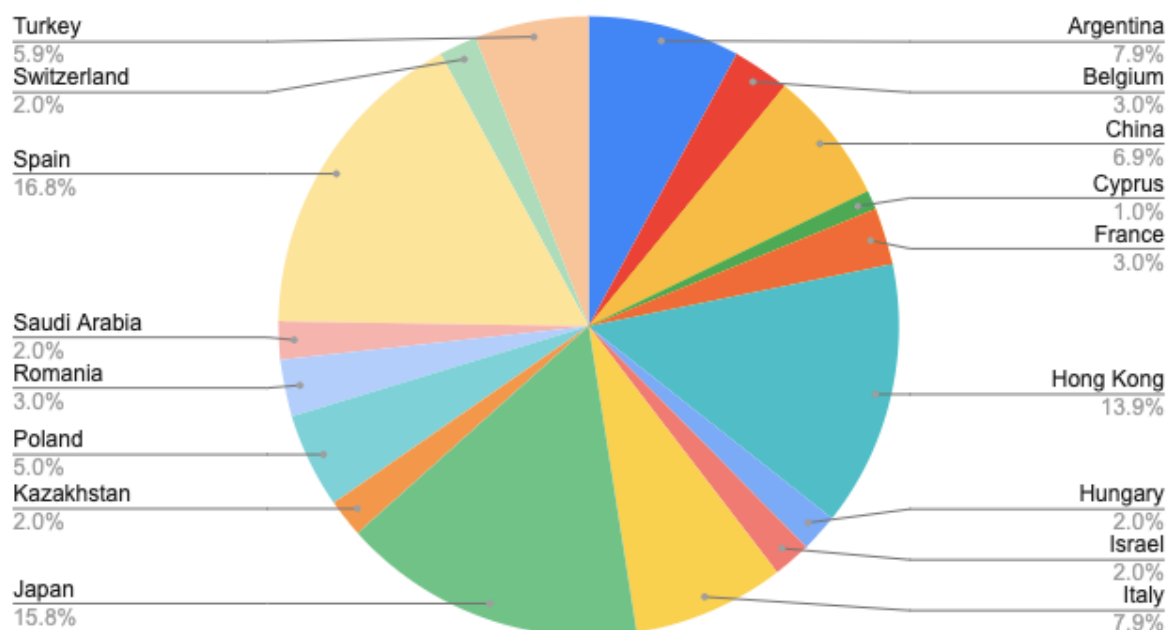
**AMAZING
TEACHERS**



Where our students come from

“The aim of CIE is to enhance the academic and social potential of students, while promoting their understanding and appreciation of the diversity of various cultural traditions. The school provides courses that widen students’ social, professional and educational opportunities.”

Our students come together from all over the world and celebrate the richness of our differences, where traditions, languages, and perspectives intermingle, creating an educational experience like no other. Together, we learn not only from textbooks but from one another, fostering a deep understanding of the world and a profound appreciation for the beauty of cultural diversity.



*data from summer 2023

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.

"It was the best experience of my life. Amazing teachers and unique people from all around the world, China, Japan, Saudi Arabia, Spain, Brazil. I'm going to miss all of them."

Enzo, Italy

"She came home very happy because she met many kind people, visited beautiful places and she made a lot of friends. In a word, she lived a beautiful experience and she loved so much all she was doing there."

Parent's words

Follow us on social media

Instagram



@CIE_oxford



facebook



FACEBOOK.COM/CIE.OXFORD

Complaints

CIE is accredited by the British Council and British Accreditation Council to ensure the courses are delivered to a high standard and appropriate to the abilities and needs of each student. We provide a safe and secure environment in which students and teachers feel empowered to develop their skills and also feel valued and respected.

We want you to know that there are people at CIE who are ready to listen. If you have a problem and are not happy with any of the information provided, please feel free to contact any of our accrediting bodies: British Council or the British Accreditation Council who will also be able to effectively deal with your complaint. You can find our complaints procedure on our website <https://cie-oxford.com/our-policies/>

English for Tomorrow, Today

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



CEI OXFORD
College of International Education