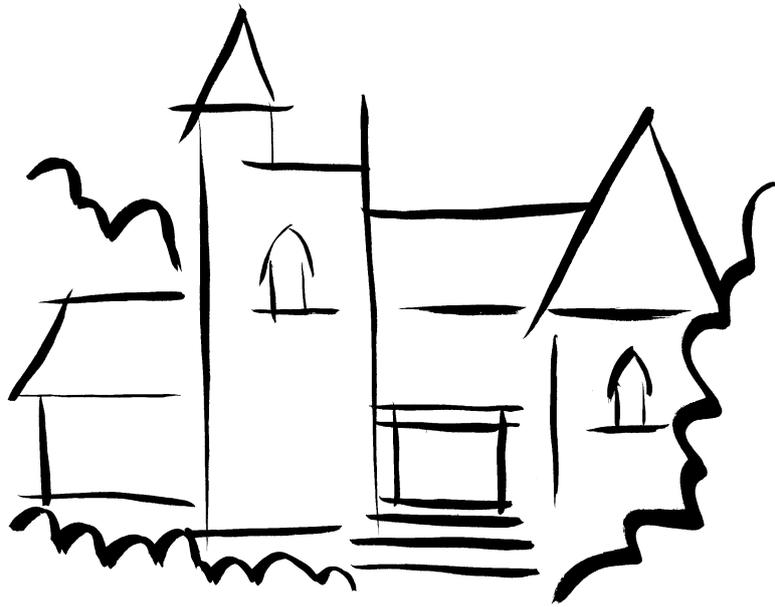


THE  
*OXFORD*  
English Centre



# Student Guide

Accredited by the  
 BRITISH  
COUNCIL

ENGLISHUK   
member

EDUCATION   
the best you can be

Dear Student

A very warm welcome to the United Kingdom, Oxford, and especially OXFORD ENGLISH CENTRE! We have been welcoming students to our school since 1979 and it is our mission to ensure that your time with us will be rewarding, stimulating and unforgettable.

If you have a question, need information, or are experiencing any difficulty, please talk to us, so that we can help you. It is extremely important to us that you feel happy and comfortable here in Oxford, so that you can make the most of your time at Oxford English Centre.

At Oxford English Centre we take your safety and welfare very seriously, and therefore we have a 24/7 emergency mobile phone number, which is always 'ON', and is always carried by a member of staff, even at night and weekends so you can be sure that one of us will always be available if you have an emergency.

Please make sure that you have this number with you at all times, put it into your mobile, it is also on the back of your student card. For Emergencies only **07976 256618**

### **Other useful telephone numbers:**

**Emergency: 999 or 112** (in an extreme emergency for Police, Ambulance or Fire,).

**01865 841148 or 101** for St Aldates Police Station, Oxford (Police for non emergency, i.e. lost passport or wallet)

**Taxis: 001 Taxi** 01865 240000      **ABC Taxi** 01865 770077

### **Mission Statement**

*Our mission is to inspire our students to achieve their potential and their personal goals in language learning in a supportive international environment.*

### **Our Ethos**

A high quality of student welfare is central to our ethos at the school, along with a high standard of teaching and learning.

*Our aims include:*

- being a school where the well-being of everyone is the prime concern of each member of our community
- supporting a learning community in which all students can realize their full potential, whatever that may be
- providing a safe, stimulating and enriching environment where everyone is able to enjoy his/her learning experience
- encouraging students to be active members of their school community through a range of activities, trips and events
- promoting regular attendance and good behaviour as pre-conditions for maintaining high standards of achievement
- providing a caring environment in our host families, in which students can feel safe and supported
- encouraging tolerance and understanding between all members of our community
- fostering an enjoyment and appreciation of British life and culture while promoting a sense of belonging to an international community

## Oxford English Centre – Floor Plan

Please note the school is a non-smoking area.  
Please smoke in the allocated area outside.

### **Fire Evacuation:**

Emergency assembly point: Front car park.

1<sup>st</sup> Floor: via the rear of the building, then to front car park.

2<sup>nd</sup> Floor, 3<sup>rd</sup> Floor and 4th Floor: via front entrance to front car park.

## Fire procedures and Health and safety

If you hear the fire alarm bell at any point during the day please leave the building by the nearest exit, as instructed to do so by a member of staff. Leave your belongings and move quickly and calmly. Once outside, stay in your class group and meet in the front car park where your teacher will check you are present. Do not go back into the building for any reason until a member of staff has told you that it is safe to do so.

The Fire Alarm is tested every Wednesday at 10.00 am. The alarm will sound for just a few seconds and then stop, so please do not worry!

**Colin** is the trained Fire Marshal for Oxford English Centre.

There are Fire Extinguishers on each floor of the building, and in Caramba.

There are 3 qualified First-Aiders in the school; **Brian, Colin and Melanie**. The First Aid location is at reception, and there are several First Aid boxes. If you need First Aid, come to reception or speak to your teacher.

The qualified Child Protection Officer is **Colin**. If you need to talk to someone, come to reception and ask for them.

## Other useful information:

**Reception** – open from 8.30am – 5.30pm Monday to Friday

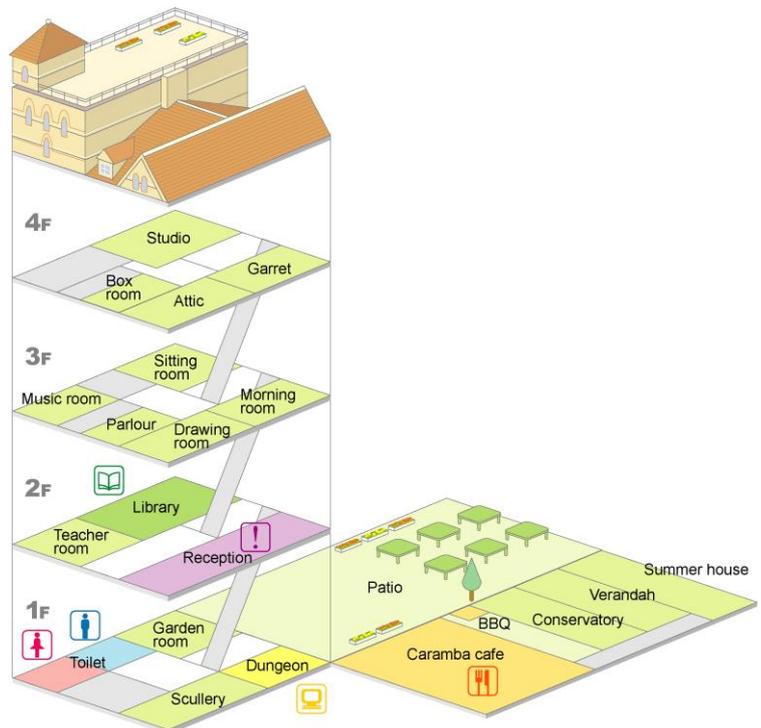
**Internet** – Internet access is available during school opening times in the library. We also have free **Wifi** available.

Wifi name: **OEC Student**

Wifi password: **66banburyroad.**

## **School Rules**

- Please make sure you attend **all your lessons** everyday.
- Please do not use mobile phones in class.
- Lessons start at 09.30, so please don't be late.
- Please do not smoke at the front of the school.
- You may only smoke in the 'Smoke House' at the rear of the building.
- Please speak English at all times in the classroom and the school in general.
- Students under 18 years old must return to their homestay family by **22.30 every night**.



## **Who to speak to if you have a question:**

Our **Centre Director** is **Terry Malone**.

He is responsible for the overall running of Oxford English Centre. Go to **Terry** if you have any issues that other staff members cannot help you with.

Our **Registrar** is **Carol Clarke**.

Carol is responsible for money matters relating to enrolments. **Go to Carol if you need to make any changes to your course booking**, e.g extend your course, pay for an exam fee, book a course holiday, pay for your homestay accommodation, etc

For **Accommodation** speak to **Carol Clarke**

For all your accommodation queries, come to reception and we will be pleased to help you.

Our **Social Activities Manager** is **Diego Pelaez Torres**.

Diego is responsible for the design and delivery of your social activity programme. **Go to Diego for information on social activities and trips.**

**Student Services – Please see Diego**

Go to reception for any help or information e.g. bus passes, airport transfers, or if you are feeling ill.

Our **Course Directors** are **Colin Lockhart and Brian Finch**.

**Colin** is the Director of Studies. See **Colin** if you have any questions about timetables, classes, courses and exams. Go to **Brian** if you have any questions about the Self-Study centre, reports , certificates, or BULATS exams.

## **Academic Timetable**

At the Oxford English Centre, our courses are made up of 45 minute lessons. Each class lasts 90 minutes. Specialized courses such as IELTS, Business, Legal, Medical, Cambridge, TOEIC and TOEFL take place in lessons 5 & 6.

**For your timetable see the back page of this guide**

If you are a 20-lesson adult student you have lessons 1-4. If you are a 30-lesson adult student you have lessons 1-4 and either 5&6 and 7&8. **Lessons 1 & 2**, and **3 & 4**, will be in the same room, with two different teachers. Fluency and Specialist classes may be in a different room, with a third teacher.

If you have booked individual tuition, you will receive a welcome letter on your first day, detailing the times, locations, and teachers of your lessons. Please come to reception a few minutes before your first lesson to be met by your teacher, who will show you to your classroom.

If you wish to make your course more intensive, you can choose any of the following Options;

- Book individual tuition while you are studying at Oxford English Centre.
- Upgrade a 20-lesson course to a 30-lesson one.
- Extend your course.

## **Self-Study Resources Centre**

**Brian** is the member of the Academic team responsible for our self-study centre. It is very important that you realise, if you want to make maximum progress, you will have to work just as much outside the classroom as in it. This is especially true if you are thinking of doing an exam e.g IELTS, or a Cambridge exam. So, come and see **Brian** in the Library, he is there everyday between 15.30 and 17.00, and he will give you a short induction to the centre and suggest a scheme of work based on your needs.

There is a wide variety of activities available to you, and remember, it is included in your course as a valuable FREE extra, so you really have no reason for not going.

So, whether you want to get some help with your homework, find some extra grammar practice, borrow a graded reader, watch a DVD, do some pronunciation work, or have the writing in your Learner Diary checked, the self-study centre is the place to start.

We have also prepared a list of on-line resources to help you study and make progress, both while you are here, and also after you return home, so that you can continue learning after your time here with us.

## **Student ID card**

We will give you a Student ID card. You will need to bring a passport photo to the Reception and inform us of your address in Oxford (if not staying in accommodation arranged by us). It may also enable you to get discounts on some things in Oxford.

## **General Safety in the UK**

- Stay in well-lit areas and avoid dark, remote places.
- When you are out at night, stay with a friend.
- If you feel threatened go immediately to a place where there are other people such as shops, petrol stations and pubs.
- Tell someone where you are going and when you will return.
- Don't wear expensive jewellery.
- Don't carry large amounts of money.
- Don't accept a lift in a stranger's car.
- Don't let anyone see your PIN number when you take money from bank cash machines. Thieves sometimes wait near machines.

## **Health and Safety**

If you have any problems please come to the reception. If you need to see a doctor or dentist we can help you make an appointment. We also have first aid kits available in the Office, Caramba and the Teachers Room. If you are staying here for more than 3 months you should register with a doctor.

### **NHS Entitlement in the UK:**

A full time student from any country studying for more than 6 months. Please register with a GP.

### **EEA Students – Studying less than 6 months:**

European students will require a European Health Card (EHIC) which must be obtained in your home country, prior to arrival in the UK. Swiss nationals are also entitled.

### **Visa National Students – Studying less than 6 months:**

Health care insurance is required for any non emergency treatment which should be purchased in your home country before arriving in the UK.

### **The following NHS services are free to all:**

Emergency treatment in an Accident & Emergency Department.

Treatment for certain infectious diseases.

Compulsory psychiatric treatment.

Family planning services (sexual health)

Please inform your teacher or Reception immediately if you notice any appliances, fixtures or fittings in the College buildings which appear dangerous or unsafe. Please use the litter/recycling bins provided and help us to keep the College buildings clean.

## **Behaviour**

Oxford English Centre is a multi-national and multi-ethnic learning community. Therefore, please respect your fellow students, members of staff, and other guests and visitors to the school. Oxford English Centre will not tolerate abusive or aggressive behaviour because we want to keep our school as a safe and secure environment for everyone. If you have a serious concern regarding abusive behaviour from a fellow student, staff member or homestay; please speak to the centre director, **Terry Malone**. Any concerns that you have will be dealt with in the strictest confidentiality. You can email him if you prefer:

**t.malone@oxfordenglish.co.uk** or please come to the reception.

## **Bullying/Cyber Bullying**

### **Bullying**

Bullying is something we take very seriously at The Oxford English Centre. It will not be tolerated under any circumstances. Bullying can exist in many different forms and may include physical or verbal abuse, racist, sexist or offensive remarks or exclusion. If you feel you have experienced any kind of bullying then please come and speak to **Colin**.

### **Cyber Bullying**

Bullying is not something that only happens in the real world any more. Now it can happen on mobile phones, over email, in chat-rooms, on social networks and other websites. Cyber bullying is when one or more people try to tease, harass, threaten or embarrass another person using technology such as mobile phones or the Internet.

Children and young people can fall victim to cyber bullying, but they can also become the bully, or be drawn into cyber bullying without even realising it.

Even though cyber bullying cannot physically hurt someone – the effects can be devastating. Due to its 24/7 nature, escaping from it can be hard and victims can be left feeling very isolated, lonely, distressed, scared and vulnerable.

### **What to do if you feel bullied:**

- Sign off the computer. It's best to ignore attacks and walk away from the cyber bully.
- Don't respond or retaliate.
- Block the bully. If you get mean messages through IM or a social networking site, take the person off your buddy or friends list. You can also delete messages from bullies without reading them.
- Save and print out bullying messages. If the harassment continues, save the evidence. This could be important proof to show teachers if the bullying doesn't stop.
- Tell a trusted adult. A trusted adult is someone you believe will listen and who has the skills, and authority to help you. At the school, the right people to speak to are **Carol** and **Colin**. Telling someone what's going on isn't telling tales - it's standing up for yourself and **you are doing the right thing**.

### **Lateness and Absenteeism**

All our students are expected to be on time to classes and are expected to attend all classes regularly. If you have entered the UK on a Tier 4 visa or are under 18 years old, you must sign in and out, each day at reception. Your attendance is recorded and monitored on our computer records. The Admissions department will check each class 30 minutes after each lesson begins for any students who are absent.

#### **How Lateness is recorded:**

Students who arrive less than 15 minutes late, will be marked present.

Students who arrive between 15 and 30 minutes late will be permitted into class but marked late.

Students who arrive more than 30 minutes late will not be permitted into class and will be marked absent.

If you are not able to come to school for any reason, you must phone and tell us. If you are absent for TWO days without an explanation, we will contact you to find out why. You will have an interview with the Registrar, who may give you a verbal warning, depending on the reasons for your absence. After two verbal warnings, you will receive a first written warning. After two written warnings, we will inform your sponsor or guardian (if you have one) and the Immigration Authorities. You may also be expelled from the school.

If your total attendance is below 80%, you will not receive a Certificate of Attendance for the course taken.

## Staying with a homestay family

You may find your homestay family different to a family in your own country. It often takes a few days for you and your family to get to know each other. Our homestay families are all carefully selected and they will;

- Provide you with a clean, comfortable room where you can sleep, study, or just relax.
- Offer you breakfast and evening meal, and lunch / packed lunch at weekends.
- Give you opportunities to practise your English, especially at mealtimes
- Make sure you stay healthy, safe and well during your stay
- Keep in touch with Oxford English Centre to help look after you

## Useful points

- 1) Telephone. Please do not use your homestay family's home phone without having their permission. If you want to receive incoming calls, please negotiate an appropriate time with your homestay family. **ALWAYS ASK YOUR FAMILY FIRST!!** You might like to think about buying an English Sim-card for your mobile, they cost about £5.00 or come to Reception for a free Lebara sim cards.
- 2) WiFi. Many of our homestay families have WiFi, but we cannot guarantee that every family does. The school has free internet facilities and WIFI for students.
- 3) Meal Times. Please find out at what times your family has their meals so that you are there to eat with them. **If you are likely to be late or absent, let your homestay family know as soon as possible.** Do tell your homestay what food you like and don't like, they will not be offended by this.
- 4) Heating. In England many people turn down or switch off the heating at night – if you are cold, please ask for extra bedding – do not flick switches without checking with the family first.
- 5) Laundry. Homestay families will normally do your washing **once a week**, probably at the weekend. Please do NOT ask your Homestay to do your laundry every day. If you are likely to bring home dirty sports clothes please offer to pay an extra amount for this washing.
- 6) Bathrooms. Bathrooms are typically shared – remember to leave them clean and how you would like to find them. Be considerate about the length of time you spend using the bathroom. Do not shower too late at night as you may disturb other members of the household.
- 7) If you are over 18 years of age and come home late at night please do not make a noise, we advise adults student to return home by 12 midnight during the week as your homestay family will need to get up early for work. **You may only go to your own Homestay. Under no circumstances should you go to another student's family, or bring anyone back to yours, without the express permission of the family, except in an emergency.**
- 8) **Students under 18 years of age, must be home by 10:30 PM at the latest without exception.**
- 9) The electricity voltage is 240V

If you have any problems please go to the Reception.

## Local Facilities and Amenities

### Places of worship

#### Churches

- St. Aldate's, Oxford, 01865 244713
- Kidlington Baptist Church, High Street, Kidlington. 01865 374983
- St Ebbe's, 2 Roger Bacon Lanes, Oxford. 01865 240438
- St. Ebbe's in Headington, Headington School, Headington. 01865 761812
- St Thomas More, 142 Oxford Road, Kidlington. 01865 377093s
- St Anthony of Padua Roman Catholic Church, 115 Headley Way, Headington. 01865 762964
- Quaker Religious Society of Friends, 43 St Giles, Oxford. 01865 557373
- Northway Evangelical Church, Sutton Road, Headington. 01865 766284
- Jehovah's Witnesses, 55 Edinburgh Drive, Didcot. 01235 814008

#### Mosques

- Ahmadiyya Muslim Mosque, 257 Cowley Road. 01865 250732
- Bengali Masjid Oxford, 57 Cowley Road, OX4 1HR. Tel. 01865 793118
- Madina Masjid, 2 Stanley Road (off Iffley Road), OX4 1GZ. Tel. 01865 243142
- Central Oxford Mosque, Manzil Way (off Cowley Road), OX4 1DJ. 01865 245547

#### Synagogue

- Jewish Synagogue, 21 Richmond Road, Jericho. 01865 553042

Visit [www.dailyinfo.co.uk](http://www.dailyinfo.co.uk) for other places to worship and more information about Oxford.

### Sports Facilities

- **Horse Riding** – Old Manor House Riding Stables, North Hinksey Lane. Tel: 01865 242274
- **Ice Skating** – Oxford Ice Rink, Oxpens Road. Tel: 01865 467000
- **Swimming** – Kidlington & Gosford Leisure Centre, Oxford Road, Kidlington, Tel: 01865 376368, Ferry Leisure Centre, Marston Ferry Road. Tel: 01865 467 060
- **Golf** – Oxford Golf Club, Binsey Lane, Oxford. Tel: 01865 721592
- **Tennis** – Alexandra Courts, Middle Way, Summertown, Tel: 01865 252849
- **Sport Centres** : Ferry Leisure Centre, Summertown. Tel: 0844 893 3222, Kidlington & Gosford Sports Centre, Kidlington. Tel: 01865 376368

### Entertainment

- Cinema – Odeon George Street & Odeon Magdalen Street. Tel: 0870 5050007
- Phoenix Picture House – Jericho. Tel: 08707 583218
- Bowling – Kassam Stadium, Grenoble Road. Tel: 01865 714100

## **School Lunch Voucher**

If you have booked and paid for vouchers you will be given these on arrival. The vouchers are for food and drink to the value of £5.00 per voucher. You can exchange the vouchers at any of the places listed below. (Please note that the voucher is for LUNCH only and the staff in the restaurants are not allowed to accept the vouchers for other items like cigarettes, chocolate, cakes, drinks only, crisps etc.) If you receive lunch vouchers, please look after them carefully, lost or missing vouchers cannot be replaced.

**CARAMBA:** The café in the school offers a variety of food as well as tea, coffee and light refreshments.

**FERNANDO'S CARFAX CAFÉ:** A popular café right in the centre of Oxford, next to the Carfax Tower.

**ON THE HOOF:** A speciality sandwich shop which offers a range of sandwiches, baguettes, breakfasts and wraps, located across the road in North Parade

**THE GARDENERS' ARMS:** A pub in North Parade, it offers a selection of hot and cold food and coffee. You cannot buy alcoholic drinks with your vouchers.

**JEE SAHEB:** A taste of India. In North Parade, opposite the school.

**CHEZ GASTON:** Found in North Parade, this restaurant serves many French dishes as well as tasty snacks

**VINEY'S CAFE:** Located across the road in North Parade and offers baguettes and sandwiches.

### **Please note the following:**

- You will not be given change if you spend less than £5.00.
- You will have to pay any extra if you spend more than £5.00.
- If you wish, you may save lunch vouchers from one day to another and have a more expensive lunch.
- Neither the school nor our restaurant can exchange the vouchers for money.

## **Authorised Holiday and Leave of Absence**

You must have completed 12 weeks of study before you can request an authorised holiday.

If you are a visa national student you must have a valid visa.

Long term students are entitled to 1 week holiday for every 10 weeks of study.

Holidays should be requested 2 weeks in advance of your holiday date.

The homestay fee is still due unless you take all of your belongings with you and give 2 weeks notice.

Authorised holiday is added to the end of your course if your visa expiry date allows.

Authorised holiday can only be taken as complete weeks (Monday to Friday).

Any additional unauthorised holiday time may result in loss of tuition weeks.

Upon returning from an authorised break or a leave of absence, we will try to place you in the same classes you were in previously but this may not always be possible if the classes are full.

Please come to reception to complete the holiday request form.

## **How do I make a complaint?**

We trust that you will be satisfied with the courses you take at Oxford English centre. However, if you are unhappy with any part of the school's service, or just have a question, please come and speak to us during your stay, so that we can help you immediately. It is our aim to solve any problems as soon as possible so that you can continue to enjoy your time with us. Also, it is more difficult to solve problems once you have left the school and returned home.

If you remain dissatisfied, go to **Terry Malone**, the Centre Director.

Oxford English Centre  
Wolsey Hall  
66 Banbury Road  
Oxford OX2 6PR

Tel: +44 (0) 1865 516162  
Fax: +44 (0) 1865 310910  
Email: [t.malone@oxfordenglish.co.uk](mailto:t.malone@oxfordenglish.co.uk)

If you are not satisfied with the solution found by **Terry**, you may also contact our national association, English UK, who will look into your complaint independently.

Their contact details are:

English UK  
219 St John Street  
London EC1V 4LY

Tel: +44 (0) 20 7608 7960  
Fax: +44 (0) 20 7608 7961  
Email: [enquiries@englishuk.com](mailto:enquiries@englishuk.com)

## **Web Resources**

### **General Sites**

<http://www.ego4u.com>

Excellent language practice site. Great for reviewing grammar –explanations and exercises

<http://www.manythings.org/>

Fantastic site with loads of activities

<http://a4esl.org/>

exercises, links, bilingual quizzes and more

<http://www.bbc.co.uk/worldservice/learningenglish/>

Great site for listening practice and natural English  
See 'The Teacher' – excellent way to learn idioms

<http://www.learnenglish.org.uk> British council site

Site for adult learners and kids section

### **Listening Resources**

Ted talks – excellent site for higher levels- lots of interesting talks

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

Randell's ESL Cyber Listening Lab – lots of activities

<http://www.esl-lab.com/>

English Online Listening Practice:

<http://eolf.univ-fcomte.fr/index.php?page=english-listening-exercises>

ESL Listening Activities: [http://englishenglish.com/listening\\_skills.htm](http://englishenglish.com/listening_skills.htm)

English Language Listening Lab Online –over 1000 listening activities:

<http://www.elllo.org>

### **Listening Resources**

Learn English through football podcasts:

<http://languagecaster.com/>

Podcasts for ESL: <http://a4esl.org/podcasts/>

Learn English through short movies:

<http://www.lingual.net/lingualproductitems>

BBC Watch and Listen\_ short videos for learning English:

<http://www.bbc.co.uk/worldservice/learningenglish/multimedia/>

### **BBC Pronunciation tips:**

<http://www.bbc.co.uk/worldservice/learningenglish/grammar/pron/>

### **Video useful sites:**

- [www.youtube.com](http://www.youtube.com) – great video resource
- [www.videojug.com](http://www.videojug.com) - 'How to...' videos
- [www.nationalgeographic.com](http://www.nationalgeographic.com) – lots of great videos for the more serious students

### **Newspapers**

Broadsheet Newspapers

<http://www.timesonline.co.uk/tol/news/>

<http://www.independent.co.uk/>

Best Tabloid Newspapers

<http://www.dailymail.co.uk/home/index.html>

<http://www.express.co.uk/home>

### **Reading Books**

<http://www.readbookonline.net/>

Short stories, novels and essays to read online

### **Exam Sites**

<http://www.flo-joe.co.uk/>

Great resource with practice for the Cambridge Exams – FCE, CAE, CPE

<http://www.cambridgeesol.org/>

This is the main Cambridge site for exams – it gives you details and tips/strategies for preparing for the exams

<http://www.cambridgeesol.org/resources/index.html> - for practice on this site

<http://www.examenglish.com/>

Some free online practice tests

<http://www.ielts.org/>

The Cambridge IELTS site with online practice

### **Lots of TV online**

<http://www.channel4.com/programmes/4od>

<http://www.bbc.co.uk/iplayer>

<http://demand.five.tv/Home.aspx>

<http://www.itv.com/itvplayer/>

## Behaviour For learning

Here are some questions for you to think about.....

### **In class.....**

- Do you speak only English in class?
- Are you on time for class?
- Do you go to all your classes?
- Have you got pens, paper etc with you?
- Do you organise your work in a file?
- Have you got a bi-lingual dictionary?



### **Outside class.....**

- Have you had enough sleep?
- Have you had enough to eat and drink?
- Do you speak English in Caramba?
- Do you try to talk in English with students from other countries and cultures?
- Have you done your homework?
- Are you using the self-study centre?
- Are you writing regularly in your Diary?
- Do you borrow graded readers?
- Do you go to the **Social Activities** to practise your English?
- Do you practise your English with your homestay family?



If you can answer **'YES'** to all these questions, you have got good learning habits, if you have a lot of **'NO'** answers, then you need to make some changes to your study habits in order to make more progress.

## Timetable

### Adult Programme:

**Lessons 1&2:** 09.30 – 11.00

**Lessons 3&4:** 11.30 – 13.00

**Lessons 5&6:** 14.00 – 15.30 (Fluency/Options)

**Lessons 7&8:** 15:30 – 17:00

(Self-Access/Options)

### Teen Programme:

**Supervised morning Activities** (See your activity programme)

**Class:** 13.15 - 14.45

**Break:** 14.45 – 15.00

**Class:** 15.00 - 16.30