



Welcome to Summer School at Loxdale English Centre!

For many, this is your first time studying in England and some students might be a bit nervous. We have written this Information Sheet to help you with your course and your stay in England.

As well as being a guide to all the different aspects of studying at Loxdale, this is also to let you know what the school expects from you and what you can expect from your course here.



### Our guiding principles

- To promote tolerance & respect for other people, other cultures & other ideas.
- To enable students of all ages and social backgrounds to reach their full potential.
- To provide an interesting learning environment based on co-operation & active participation.

### Staff

You will meet the following staff whilst you are studying at Loxdale:



Principal: **Anna Thatcher**

Accommodation & Welfare:

**Karen Lilley & Jodie Morden**

Accounts Secretary: **Karen Lilley**

Director of Studies: **James de Malplaquet**

Teachers:

- **Caroline Adams** - **Oona Knapp**
- **Stuart Spencer** - **Oscar de Malplaquet**
- **Nikki Webb** - **Victoria Arce Mejias**
- **Sarah Windebank**

Social Manager: **James Chiesa**

Social Organisers:

- **Alice Cotgreave** - **Will Faras**
- **Scott Packham** - **Maria Ruiz**
- **Josh Brown** - **Fenella Watson**
- **Axel Skauby** - **Beth Chamberlayne**
- **Alice Ferrario** - **Gary Matthews**

Safeguarding & Prevent Officers:

**Anna Thatcher & Karen Lilley**

School Catering Manager: **Alison Arnone**

### First Day:

Most students are a little nervous but you will receive a warm welcome here and we all want you to feel relaxed and happy.

Normally you will start the day with a briefing about the school and your course. After this you will take your Placement Test. Please do not worry about this test, it is simply for us to be able to place you in the correct level class.

If you have any questions, please ask for help.

### Timetable:

Anna or James will go through the timetable with you. If you would like to add anything to your programme, please ask. We will do all we can to try to help.

### Homestay families:

Many of our hosts have been with us for many years. They have been specially selected by Karen & Jodie, Accommodation Officers, for the quality of their home, their warm welcome and interest in talking to students.



Living with hosts is not the same as living in a hotel. Your hosts want you to become part of their family.

Please give your mobile phone number to your hosts and get their mobile number too so that you can always contact them.

The key to being happy with your hosts is communication. Please tell them if you don't like a certain food or if you will not be home for dinner.

If you are going to be home late, please call them to let them know otherwise they will worry. You **MUST** be home by 1800 for dinner every evening.

Your hosts know what time you should be home after evening activities. **They have a duty of care to report to the School if you return home later than expected.**

Please don't put them in that position.



Please always ask your host first if you want to use the telephone and ask how much/if it will cost.

Show consideration to your family when using the phone. Don't speak on the phone for longer than 20 minutes at a time.

Hosts will do one laundry load a week for you. If you would like more done please talk to the School.



If you are worried about how to ask for something, please see Jodie or Anna and they will go through how you can best ask your question.

Communicate – don't be afraid to ask! Respect them and their home.

Our hosts are lovely and, like our staff, want you to have a happy stay in England.

### **Residential Accommodation:**

We also have students living at Truleigh Hill, our residential centre. You have been given an information sheet showing details of life here.

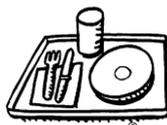


### **Meals:**

All students have breakfast with their hosts. Normally we will eat cereal and toast. It is not usual to have a cooked breakfast.

If you have a special diet e.g. vegetarian, lactose intolerant, halal, gluten free, you should already have let us know. If there is a meal or something that you are not keen on eating, please do talk to Alison and they will do their best to accommodate you.

Some students have a cooked lunch, others have a packed lunch. Both are given to you by school.



All students have dinner with their hosts in the evening. It is a good time to talk with them and learn more about living in Britain.

All students have a packed lunch on Saturdays and Sundays. Your hosts will give you this.

### **Lessons:**

You will have lessons at the following times:

0845 to 1015 and 1030 to 1200



### **OR**

1300 to 1430 and 1500 to 1630

Whatever time your lessons are due to start, please make sure you are on time.

If you are late, you are marked absent and this will show on your End of Course Certificate.

During the first week you may feel that your lessons are either too difficult or too easy. It can take a little time to settle into a class so don't worry for the first three days.

However, after that if you still feel the class is not at your level, please do talk to your teacher and let him/her know how you feel.

If you want to move to a different level, it is important that the teacher has seen what you are capable of. You should speak up in class and try to answer the questions asked.

The teachers always monitor your progress.



You will be given homework.

### **Social Programme:**

The programme has already been arranged and you will be given a copy of it.

Everybody must be at the meeting point for registration **EVERY DAY** at 1300 if you have morning lessons or at 0900 if you have afternoon lessons.

Please make sure you are on time for all activities and trips. Remember to take your student card with you everywhere.

**If that you are aged 13 or above**, then after 1500, if we have written permission from your parents, you can go into town on in small groups.

You can't go to the beach without staff.

**Everybody aged under 13** must always be taken to places, you cannot walk home alone and must be with a member of staff.

For safety reasons, all students must travel home by minibus after the evening activities.

You can only walk home if you live less than 10 minutes away and must then go straight home.

### **Computers:**

There is a computer room in the school so you can look at your e-mails and do homework in your free time.

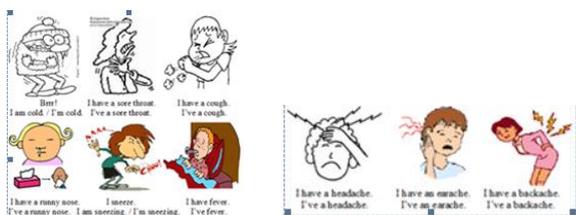
There is also wi-fi so you can use your own laptops/tablets/phones. There are rules about using the internet and computers that you must follow shown on the notice boards. You cannot download or look at illegal or offensive material or download any software.

Remember that there are laws in the UK about being horrible to people, sexting, lying or bullying online or on social networks.

### **Money:**

We have a bank at the school on Mondays and Thursdays from 1015 to 1030 and from 1500 to 1600.

You leave your money with the school and sign for it every time you want some.



### **Health & Welfare:**

If you are ill, please call the School in the morning before 0845 to let us know.

If you need a doctor or dentist, please first ask your host to book it. If this is not possible, please see Jodie and she will make an appointment for you.

You may have to pay for a doctor and definitely for a dentist. We recommend that you have medical insurance and keep all your receipts.

For your safety, please let us know if you suffer from any medical condition or are on any medication. All medicine must be in English.

At Loxdale we don't tolerate any bullying or violence. If you are being teased or bullied or are feeling unhappy or, if you see anybody else being bullied, please talk to Anna, Karen or your teacher.

If you are worried about the safety or wellbeing of another student, please do talk to Anna or Karen. We want to help.

### **Your teachers & school staff & hosts:**

Our staff and host families are here to look after you, to protect you and to make sure you have a great time.

Remember though, that British law can be a little different to other countries, so please don't ask our staff to:

- Meet you out of school activities
- Let you do something against the school rules
- Teach you inappropriate words

- Keep a secret about you or your friends behaviour from the school or your parents
- Join your Facebook or any other social media account

We hope that you feel that you can come and talk to all our staff any time you want.

### **British Law:**

It is illegal for people aged 17 and under to buy alcohol.

It is illegal to smoke in all public buildings.

Recreational drugs are illegal.

No stealing/shoplifting.

No vandalism or graffiti. Whether at school or the host family, you will have to pay for it and it may lead to criminal proceedings.

Any student found to be sexting will be sent home.

If someone has done anything illegal, or we have reasonable suspicion, we reserve the right to search and confiscate.

Any student found to have broken the law will be asked to leave the school at your parent's expense immediately with no refund of course fees even if the police choose not to press charges.

### **Breakages:**

If you own up to damaging school property you will be behaving responsibly and you will not be punished. You may have to pay for the damage caused but you will be treated kindly and with respect.

### **Safety:**

Please look both ways when crossing roads. Remember that the English drive on the left.

As with any city in all countries around the world, people can be more vulnerable at night. Please only walk down roads that have good lighting and do not take any short cuts.



### **Emergencies:**

You have been given a Student Card. This card has your name and details and also has the emergency telephone numbers on it. So, if you have an emergency after office hours, you can always talk to someone and we can help you.

You can hand in your passport/ID card and ticket to the school office to look after if you would like to. Do not carry these around with you.

There is a **First Aid box** in the Main Office, Anna's Office and Sports Hall reception.



Many staff are First Aiders.

During your course you will experience a **Fire Drill**. If you hear the alarm, please go quickly and quietly outside into the back garden and stand with your teacher for your register to be taken.

You will also experience a **Lock-In**. If you hear the alarm, quickly and quietly go to your classroom and stand with your teacher.

If you need the help of the **ambulance, fire brigade or police**, you should dial 999 on any telephone. These calls are free. The operator will want to know exactly where you are so it is important to know this. Look for a street name or shop name.

### Local Information

The nearest Post Office is in the Old Village, part of the general store. This shop is open Mondays to Thursdays 0900 to 1730 and on Fridays until 1230. The main Post Office is in Boundary Road.

Public Telephones: You must have a minimum of 60p. This is the cost of a local call. If you are calling a mobile or long distance, add more money once connected. They do not give refunds. It is cheaper to telephone landlines abroad after 2000 and at weekends.

### Getting to town

The No. 1 and 1A bus goes from outside the School direct to Churchill Square. No. 2 goes from Old Shoreham Road to the centre.

There is a copy of the bus timetable in your welcome pack.

You can buy weekly bus tickets from reception for £23 per person.

There is also a train station in Portslade.

Taxis from Portslade to Brighton cost approximately £18. There are various companies including:

Taxi Link: (0) 1273 - 595959  
Car Cabs Brighton: (0) 1273 - 414141

### Shopping:

- Tesco, Aldi & Lidl are normally cheaper than Sainsbury.
- Primark is very cheap for almost everything.
- Snappy Snaps has best value prints for photos
- The Pound Shop.
- Top Shop
- North Laine, Bond Street shops.



### School Services:

The School is open Mondays to Fridays from 0845 to 1700.

If you would like us to post your letters or postcards, please hand them in to the Main Office by 1630.

There is a vending machine with chocolates, snacks and drinks in the dining room.

You can buy SIM cards and bus passes from the Reception as well.



### Communication:

Please do come and talk to us if you have any ideas, problems, suggestions or questions. Anna and Karen are always available to you.

James de Malplaquet is the Director of Studies and is happy to talk to you about your studies.

**Remember - there is always somebody to talk to.**



### Phone cards:

We do have SIM cards and sell top up vouchers in the reception. These give good rates for foreign and local calls. They cost £5 and then you add at least £10 credit. After that you can buy £5 or £10 top ups.

**Please turn off your telephone in class!**

### And finally:

- Speak only English at school – you will learn faster!
- You must attend the social and lessons activities – they are fun!
- If you don't want to come to the evening activity, please let us know and you must stay at home with your homestay.
- Please be home by 6pm each day for dinner.
- Use *please, thank you* and *sorry* all the time!
- Have a great time and enjoy yourselves!

We are sure you will have a great time here but please do let us know if you are having any difficulties. Most problems can be solved if we know about them.

We hope that you enjoy your course with us at Loxdale, learn a lot of English and make a lot of new friends. We will certainly do all we can to ensure you have a happy time with us.