



Welcome to your Winter Young Learner English course at Loxdale English Centre! We are accredited by the British Council for the teaching of English and a member of English UK.

We realise that for many this is your first time studying in England and that some students might be a bit nervous. With this in mind 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.

Background:

Loxdale English Centre started in 1968 and moved to Portslade in 1979. We are an EFL school teaching English to foreign students.



Our guiding principles

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

Staff

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

Principal: **Anna Thatcher**
Accommodation & Welfare: **Karen Lilley and Jodie Morden**
Accounts Secretary: **Karen Lilley**
Director of Studies: **James de Malplaquet**
Teachers:
- **Oscar de Malplaquet - Stuart Spencer**
- **Oona Knapp - Caroline Adams**
- **Sarah Windemere - Nikki Webb**

Social Manager: **Alice Cotgreave**
School Caretaker: **Michael Fitchie**
School Catering Manager: **Alison Arnone**

Safeguarding & Prevent Officers:
Anna Thatcher & Karen Lilley

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.

You will first be given some information about the course and shown around the school. Then you will normally 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 feel free to ask for help.

Timetable:

On your first day Anna, James or Alice will go through the course timetable with you. If you would like to add anything to your programme, please do 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 are specially selected by Karen and Jodie, Accommodation Officers, for the quality of their accommodation, their warm welcome and interest in talking to students.

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

Please you get your host's mobile phone numbers as soon as possible so that you can always contact them. Give them your phone number too.

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. Also, if you are going to be home late, please call them to let them know and don't worry about you.

Your hosts know what time you are expected 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 if/how much you have to pay for

calls. 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 ask the School.



If you are worried about something, please see Jodie or Karen and they will go through it with you.

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.

Meals:

You have breakfast with your host. We normally eat cereal and toast. It is not usual to have a cooked breakfast.



If you have a special diet e.g. vegetarian, lactose intolerant, gluten free, halal, you should already have let us know. If there is a meal or something that you don't like, please talk to Alison and she will do her best to help you.

Students choose to have a packed lunch or cooked lunch (extra cost) at School.

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

All students have breakfast, lunch and dinner at weekends. If you have a trip, your hosts will provide you with a packed lunch.

Lessons:

Most students start lessons at 0845 or 0915. Whatever time your



lessons are, please make sure you are on time.

If you are late, you are marked absent and this will show on your Leaving Certificate.

During the first week, you may feel that your lessons are 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 do wish to move to a higher level, it is important that the teacher has seen what you can do, you should speak up in class and try to answer the questions asked.

The teachers always monitor your progress.



Homework You will be given homework.

Social Programme:

Most students have a programme already arranged. If you would like us to arrange any extra activities at extra cost, please do speak to Anna or the Social Manager.

Please be 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 in small groups.

Nobody is allowed on the beach without a member of staff.

For safety reasons, *no student* is allowed out in the evenings unless to a school activity.

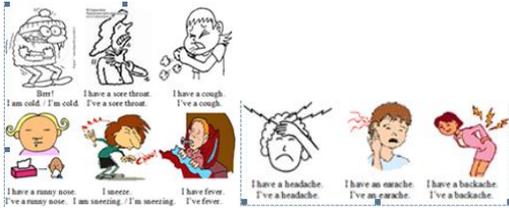
Please don't ask your hosts to let you out on other evenings, they have to say no.

Computers:

There is a computer room at school so you can look at your e-mails and do homework in your free time. We also have computer games for you to play if you ask Jack.

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, lying or bullying online or on social networks.



Health & Welfare:

If you need a doctor or dentist, please come to School before 0845 so we can book an appointment.

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

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 should 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 well-being 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, 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 and drink alcohol.

It is illegal to smoke in all public buildings. There is no smoking in any of the School buildings.

Recreational drugs are illegal.

Stealing/shoplifting is illegal.

Any vandalism or graffiti. Whether at school or the host family, you will have to pay for it and it may lead to criminal proceedings.

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, 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 by you, 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 at night.



Emergencies:

All students are given a Student Card. This card has your name and details on it and it also has the emergency telephone numbers on it. This means that if you have an emergency after office hours, you can always talk to somebody and we can help.



There are **First Aid** boxes in Reception, Anna's office and the Pavilion kitchen. Many staff are First Aiders.

During your course you will experience a **Fire Drill**. If you hear the alarm (long and constant), 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 Drill**. If you hear the alarm (3 seconds on, 3 seconds off etc), 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. It is open Monday to Thursday, 0900 to 1730 and on Fridays until 1230. The main Post Office is in Boundary Road.

Telephones: To use you must insert a minimum of 60p. If you are phoning a mobile or long distance, add more money once connected. They do not give refunds. It is cheaper to telephone abroad after 2000 and at weekends.

Reverse charge calls (or collect calls). If you want the person you are phoning to pay for the call, you ask the operator (European calls – dial 155) to connect you on a reverse charge basis, i.e. you don't have to pay but the cost will appear on the bill in your home country.

Getting to town

The No. 1 & 1A buses go from outside 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.

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

Taxis from Portslade train station to Loxdale cost approximately £5.

School Services:

The School is open Mondays to Fridays from 0830 to 1630.

If you would like us to post your letters or postcards please hand them in to Reception by 1600 and we will do so.

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



Communication:

Please do come and talk to us if you have any ideas, problems, suggestions or queries. Anna, the Principal, and Karen Lilley, the Accommodation & Welfare Officer, 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.



Shopping:

Many shops will give you a student discount if you show your Student Card. Always ask!

- Tesco, Aldi & Lidl are normally cheaper than Sainsbury.
- Primark is cheap for almost everything.
- Snappy Snaps gives you best value prints for photographs.
- The Pound Shop.
- Top Shop
- North Laine, Bond Street have lots of fun shops.



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 activities – they are fun!
- You must be home by 6pm for dinner
- If you don't want to come to the evening activity, please let us know and you must stay at home with your homestay.
- 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 and fun time with us.