



Welcome to the Hampstead School of English!

We want you to make progress with your English, feel comfortable in your class and in your accommodation, and enjoy your time in London as much as possible.

We hope this information about the school will answer some of your questions, but please remember:

Everyone at the school is ready to help at any time!

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1. If you need help

Each person at the Hampstead School of English cares about and is responsible for your welfare. You can speak to any member of staff for help and advice. If the person you speak to cannot answer your questions, they will direct you to the member of staff who will best be able to help.



If you have any questions about the classes, speak to your teacher, the Director of Studies or anyone in the Reception. The Assistant Director of Studies can be found in the Main Office.

If you have any questions about your accommodation, please speak to any member of staff in Reception and they will help you or direct you to a member of staff who will be able to help you.

We want to be sure that you enjoy your stay and ask you to point out anything that you feel can help us make your stay more enjoyable.

Please note that it is not possible to resolve problems after you have left, so do please let us know immediately if there is anything that does not meet your satisfaction.

2. Your Classes

Class Times

You will have a break of 25 minutes in your morning classes. The break time is written clearly in each classroom and we ask you to return to class promptly.



Monday: 10.00 - 13.10
 13.25 - 14.20
 15.05 - 16.00
 16.10 - 17.05
 17.15 - 18.10

Tuesday to Friday: 09.15 - 12.25
 12.40 - 13.35
 14.20 - 15.15
 15.25 - 16.20
 16.30 - 17.35

Note that on Mondays all classes start and end 45 minutes later than the time shown on your timetable.

There may be some classes where the start and end times are slightly different, but all consist of the same amount of class time.

Lateness

Please try to be punctual for all your classes. If you are more than 20 minutes late your teacher may ask you to wait in the coffee room until after the break.

Homework

You will be given homework every day and it should be possible for you to complete this without difficulty. Please speak to your teacher if you have any problems with this.

Private Tuition

If your course includes private tuition (e.g. University Preparation Course) you will have some one-to-one classes. Please arrive at these classes promptly and give us at least 24 hours' notice of intended absences so that we can try to re-schedule the class. If we are not informed of any absence at least 24 hours in advance of the arranged time it may not be possible to re-schedule these classes.



Changing Class or Level

If you would like to change class, please speak to your teacher or the Assistant Director of Studies. We hope to place you in the correct class but we understand that different students have different needs and expectations and progress at different rates and that class changes may be necessary. If

possible, we believe that staying in a class for a full week is best but understand that there may be occasions when you need to change class during the week. Most students change class after consultation with their teacher during the Friday test, but please feel free to talk to your teacher or Director of Studies at any time.

Classrooms

Please keep your classroom tidy. We try to keep the school looking good and we ask you to help by using the bins provided for your rubbish. No drinks or food may be taken into the classrooms. Please familiarise yourself with the fire exits.

Books

You will need a book for your course and your teacher will tell you which book is used in your class. You can either buy the book or borrow it from Reception.



To borrow a book you will need to pay a deposit of £30.00. At the end of the course you can return the book to the office and you will receive a refund of £10.00. Please keep the book in good condition and do not write in it. You also need to keep the white receipt together with your book to claim your refund. It is not possible to give you a refund unless you have the white receipt as well as the book.

If you wish to buy a book, please order it from Reception and allow up to 5 days for delivery.

Fees

Fees are payable before your first class. Anyone who has not paid their fees may find that they do not have a place in class. If you have a problem with payment of fees, please speak to someone in Reception as soon as possible.

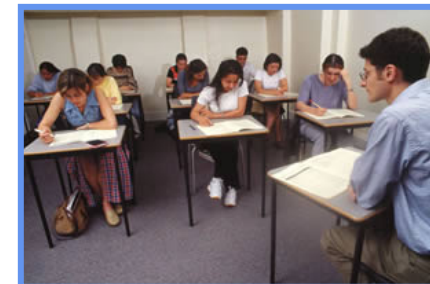
Cancellations and Changes of Course

We hope that all the students at the school are happy to be here. If you need to cancel, shorten or interrupt your course for any reason you will need to give

the School three weeks' notice in writing. The course fees are not refundable but you may apply for a credit for the tuition fees for any time remaining after the three-week period. This credit will be valid for 12 months after the date of issue and is not transferable. There is a £40.00 administrative charge for any change. If your booking was made through an agency, we will need to refer to them and take instructions from them.

Examinations

The School prepares students for a range of examinations including the University of Cambridge, London Chamber of Commerce & Industry, TOEIC, TOEFL, IELTS and others. Please look at the chart in your classroom or ask your teacher to see whether any of these may be suitable.



Student cards

Student cards are available to all students and provide a useful form of identification as well as making it possible to get reduced price entry to some museums, galleries and exhibitions. If you would like a student card, please bring a passport-sized photograph of yourself to Reception with your name and date of birth clearly written on the back of the photograph. Your Student Card will be ready for collection on the following day.

Certificates and Letters

The School will give you a Certificate at the end of your course. Your certificate will confirm your completion date and level. We are also happy to give you letters confirming your attendance at the school for bank, travel or housing purposes. Please ask anyone at Reception to help you with this.

3. Attendance

We hope you will enjoy your time at school and find your course so interesting and useful that you will want to attend 100% of your lessons!

You are required to attend at least 90% of your lessons during your time in London. Absence from lessons is not compensated.

If you are absent from school for 3 or more days we will contact you by telephone or email to see if we can be of any help or assistance. If we receive no response we will try to contact you again.

If, after the second attempt to contact you, you are still absent from school and have not responded to our telephone calls or emails, we are obliged to inform the Home Office of your absence which may affect your visa status.

4. Information for students visiting the UK with a Student Visa

Please note that the UK Border Agency treats unauthorised absence of 10 consecutive days from school as a failure to comply with the requirements of your Student Visa¹. Failure to comply will result in a withdrawal of your right to remain in the UK. If you are absent from school, you must inform us in writing of the reason for your absence as soon as possible.



Please make a note of the school's contact email address: info@hampstead-english.ac.uk

One of the requirements of your Student Visa is your responsibility to provide accurate and full contact details (address, telephone number and email address) to the school and to inform us immediately if there are any changes in these details. In addition, in order to fulfill our obligations to you and to the UK Border Agency, it is necessary for us to see and copy your passport and visa.

5. School Facilities and Other Services

Library

The library is on the lower ground floor and is open until the school closes at 17.00. The Student Library Assistants are here from 8:30 to 17:00 to help you

¹ Please note that any or all of these requirements may change at any time. In order to protect your status in the UK we urge you to inform us immediately and in writing of any planned or unplanned absence

find what you need. There will be a teacher available from 16:30 who is able to help with any academic matters. All students are encouraged to take advantage of the materials available. There are cassettes, DVDs, CD-ROMs, computer exercises and tests, books, graded readers, worksheets, examination materials and newspapers and magazines. The computers in the Library have numerous English learning software loaded and are not linked to the internet.

Library cards are issued at Reception on payment of a £10.00 deposit (books only) or £20.00 (dvds and books). The deposit is refunded at the end of your stay provided that all books, DVDs, cassettes, worksheets and all other materials have been returned and your card has been signed by one of the library assistants.

Email and Internet Access

There is free internet access available to all students at all times. We have wireless connection throughout the lower, ground and first floors enabling you to access the internet using your laptop in any of the public areas, patios, and some classrooms.



The Computer Room, with 24 computers for student access, is on the lower ground floor and has computers connected to the internet so that you can access your email account, send and receive emails and browse the internet. If you do not know how to set up a email account, please ask a member of Reception staff to arrange this for you.

If you have a laptop computer, you can connect to the internet wirelessly anywhere in the building.

Telephone & Mobile Phones

There are 2 payphones in the school for student use and phone cards are sold at Reception.

All international calls begin with 00. To call abroad with reverse charges please dial 155.

If you have a mobile phone handset, you can buy a SIM-card pack from any registered dealer such as Vodafone or Carphone Warehouse, which gives you a UK mobile phone number and pre-paid calls. If you do not have a mobile phone you can buy a mobile phone at the same shop.

Photocopying and Faxing

The School does not have facilities for students to make photocopies or send faxes. Copying and faxing facilities are available at the shop called Atlanta, which is located on Finchley Road five minutes' walk from the School (turn right as you leave the School). We are happy to receive faxes for students and these will be placed in the post tray at Reception.

University and Further Education Advice

Our University Counsellor is available in the afternoons for appointments of 15-30 minutes to answer questions about University Placements as well as helping with other academic matters. Please make an appointment to see the University Counsellor with the Librarian.

The University Counsellor is there to assist you in all areas of your University application and offer impartial advice. They will help organise any visits you may wish to make to prospective universities and if necessary liaise on your behalf. We have numerous prospectuses and guidelines for Higher Education within the UK. These are in the Library for your reference.

Social programme & other tourist information

We have a varied programme of social events every week. We try to offer a range of different activities and excursions and we welcome new ideas. The Social Programme is printed weekly and is available from Reception.



London is an exciting city with a huge range of entertainment, galleries, museums, theatres, music, sporting events etc and we recommend that you look in "Time Out" or one of the numerous London guides for listings of what is currently on in London.

We want you to enjoy your time at the school and to make the most of what London offers. We have a range of information about tourist attractions and events in Reception, so please ask anyone at Reception for help and advice.

Lunch/Cafeteria

We have a range of hot food, salads, freshly prepared sandwiches and baguettes made daily by our own chef that are on sale in the canteen from morning break until 14:30. In addition, there are vending machines in the Coffee Room where you can buy hot drinks, canned drinks and chocolates.



Sport

There are gym and swimming pool facilities near the school at:

Esporta,

The O2 Centre, 255 Finchley Road near Finchley Road Station.

Tel: +44 (0)20 7644 2400.
(daily and monthly rates available)

Holmes Place,

Cricklewood Lane, NW2 2DS.

Tel: +44 (0)20 8453 7200, Fax: +44 (0)20 8450 6776
(monthly membership available)

LA Fitness,

152 Golders Green Road, Golders Green.

Tel: +44 (0)20 8731 3712
(monthly membership available)

The Armoury,

25 Pond Street, Hampstead. Tel: +44 (0)20 7431 2263

(daily rates available for non-members; no swimming pool)

Copthall Leisure Centre,

Champions Way, Hendon.

Tel: +44 (0)20 8457 9900

Swiss Cottage Leisure Centre,

Adelaide Road, London, NW3 3NF.
+44 (0)20 7974 2012

Please speak to anyone at Reception for more information.

6. Important Information

Smoking

Smoking is NOT permitted anywhere inside the school building. It is possible to smoke in the patio area or outside the school but the school itself is a SMOKE-FREE area. It is against the law to smoke in public enclosed spaces in the UK.

Eating and Drinking

Eating and drinking is only permitted in the coffee room, canteen and patios. We would be grateful if you would not eat or drink in the classrooms, library, passages or foyers.



Fire Precautions

There is a diagram on the back of each door showing where the nearest fire exit is located. Please make sure you know the route to the nearest fire exit.

Fire drills are held at regular intervals. When you hear the fire bell, please put everything down immediately and go to the nearest fire exit quickly and calmly. **DO NOT STOP. DO NOT STAND IN FRONT OF THE SCHOOL BUILDING.** You must stay with your group and wait for instructions from your teacher or another member of staff. Do not go back into the building until you have been told it is safe to do so.

If the Fire Alarm goes off when you are in the coffee room, patio or any general area, please go to the nearest fire exit quickly and calmly. Do NOT go into the classrooms or any other areas. Please wait outside and do not go back into the building until you have been told it is safe to do so.

Fire Alarm Testing

We test the fire alarm every Friday at 18.00 by sounding the alarm. There is no need to leave the building during the test.

Health and Safety

Your health and safety is our concern and we would be grateful if you would point out anything that you feel is a hazard. There is a First Aid box at Reception and in the staff room. Please ask any member of staff for help if you need this. Please note that we are unable to supply medicine or pain relief of any sort. If you need medicine or pain relief, please ask any of the Reception staff to direct you to the nearest pharmacist.



Abuse or Bullying

If you feel at any point that you are being treated unfairly by any other student, member of staff, homestay host or member of the public please come and report this to the School Manager or Principal immediately. The matter will be dealt with in the strictest confidence.

Security at School

The School is generally a safe environment but remember that it is a public place and you should keep your valuables with you at all times. The School is not responsible for any loss or damage to students' or visitors' property. We advise all students to ensure that they and their belongings are covered by their insurance policy.

Lost Property

If you find or lose something at school bring it or report it to Reception Staff.

Extending your visa

If your visa finishes before the end of your course, you must renew it with the Home Office one month before it finishes. You will need a letter from the school proving that you are a student here together with details of your

address in London and proof that your fees have been paid. You will also need a CAS number which the school will issue for you. Please note that the letter will also include a summary of your attendance and the Home Office will not accept attendance of less than 80%. Please speak to anyone at Reception for help and advice with this.

Police Registration

Students from the European Community need not register with the police, but all other students – if you are staying in the UK for more than six months – must register with Borough Police Station this can be found at: Ground floor, Brandon House 180 Borough High St London SE1 1LH
Tel: +44 (0) 20 7230 1208 Nearest Underground Station Borough (Northern Line)



Places of Worship

To locate your nearest place of worship, please ask at Reception.

Insurance

We strongly advise all students to take insurance that covers them for medical attention, loss or theft of property, course cancellation and travel expenses. Fees are not refundable and medical attention can be costly.

Illness and Medical Treatment

If you need medical attention you should ask your homestay or hostel who will help you to see a local doctor. If you prefer to ask someone at school to help, we will refer you to one of the local doctors. If you are staying in one of the Hampstead Studios, please refer to the information given to you on your first day.

If you have an emergency, please go to the “Out Patients” department at the nearest hospital. If you need an ambulance the telephone number is 999.

The nearest hospital to the school is the Royal Free Hospital in Pond Street, Hampstead (Tel: +44(0)20 7794 0500). The nearest underground station is Belsize Park (Northern Line)

Pharmacists can give useful advice and remedies for minor ailments and it is often worth speaking to a pharmacist before booking an appointment with a doctor, which may incur some charges.



Unless you belong to a European Community country, or one with which the UK has reciprocal health arrangements, you will be charged for the full cost of medical treatment here, except in the case of accidents or emergencies requiring outpatient treatment only. It is wise to take out full medical insurance before leaving home or on arrival at the school.

Emergency Numbers

Fire/Police/ Ambulance 999

Hampstead School of English
+44 (0)20 7794 3533 Office hours
+44 (0)7855 33 0145 Emergency – Outside Office Hours

Local Taxi Services
+44 (0)20 7328 5555 (Meadway)
+44 (0)20 7433 1000 (Swiss Cottage Cars)

In case of emergency outside school hours, please call: +44 (0)7855 330 145

Who's Who

Managing Director: Kevin McNally

School Manager: Frances Macklon
Operations Manager: Rachel Johnson

Academic Staff

Director of Studies: Angela Signorastrì

Assistant Director of Studies:
University Counsellor:
Library Manager:

Daragh Behrman
Jessica Crisp
Kim Tan

Office Staff

Project Manager
Accommodation Manager
Accommodation Officer
Office Manager
Client Services Coordinator
Client Services Coordinator
Client Services Coordinator
Client Services Coordinator
Credit Controller

Sabina Mallo
Rosario Surace
Renee Garbutt
Jennifer Glover
Emily Omonua
Nicola MacGregor
Lauren Donnebaum
Stacy Rodger
Joanna Steele
Lucy Cornish

7. Our Code of Practice

Everyone who works at the School will:

- Help you with your studies in any possible way.
- Speak to you in a polite and patient manner.
- Solve any problem with your class, accommodation or welfare immediately, or tell you when it will be solved.
- Encourage to make the most of your time in London.



If there is anything you need please ask one of us!

Complaints Procedure

If you have a problem or complaint about anything that the school has provided, please speak to a member of Reception staff as soon as possible so that we can try to resolve it quickly. Please note that it is not possible to

resolve problems after you have left, so do please let us know immediately if there is anything that does not meet your satisfaction.

We try hard to ensure that we offer tuition and services of the highest standard and will be pleased to get your suggestions to help us maintain this quality. You may also speak to the Managing Director or School Manager.



If your complaint cannot be resolved immediately, you may be asked to put it in writing and give the complaint to the Managing Director or School Manager.

If you find that your complaint is not resolved to your satisfaction, you may contact one of the following organisations at:

English UK
219 St John Street
London,
EC1V 4LY
Tel +44 (0) 207 608 7960
Fax +44 (0) 207 608 7961
Email: <mailto:reception@englishuk.org.uk>

EAQUALS Registered Office
Via Torrebianca 18 34132
Trieste, Italy
Tel +39 040 369 369
Fax +39 040 76 000 75
Email <mailto:chair@eaquals.org>

8. Student Code of Conduct

All members of staff at Hampstead School of English will treat you in a polite, respectful and helpful manner. We expect all of our students to behave in the same way towards both staff members and other students.

We try to correct any problems as soon as possible and ask you to let us know as soon as you have any problems, concerns or worries. Please note that it is not possible to resolve any problems after you have left.

Disciplinary Procedure

In the event of misconduct or unsatisfactory behaviour, we reserve the right to cancel your course without notice or refund. The Management's decision is final in this matter.

9. Other Useful Information

Travel in London

Public transport – by underground “tube” or bus is the quickest way of travelling in and around London. You must have a valid ticket and if you are caught without one you will have to pay an “on the spot” fine of £20. There is a fine of £1000 for smoking on the tube or in the stations. London is divided into six zones and the fare is calculated by the number of zones you cross. The School is in Zone 2 but we recommend buying a travel card that includes Zone 1 so that you can travel easily in and out of the centre.

London Transport regulations change frequently but it is much cheaper to travel if you have an “Oyster Card”. Please see the notice boards and leaflets in School and at tube stations.

Travel Cards

We advise all students to buy weekly or monthly travel cards. With these you can have unlimited travel within specific zones on buses or the underground. The School is in Zone 2 and if you wish to go to the centre you will need a Travel Card that includes Zone 1. Travel cards are available for sale at Tube stations. You will need a passport-sized photo if you get a monthly travel card.



Discounted Student Travel Cards

A Discount Card for 30% discount on London Transport (buses and tubes only) is available for students aged over 18, who are in full-time education (more than 15 hours a week), who have registered for a consecutive period of 15 weeks or more and whose fees are fully paid in advance.

You must apply for the Discount card through the school and you will need to complete an application form and return it to the Reception with a photo and £5.00 postal order. The travel card takes 2-3 weeks to be issued by Transport for London. Please ask at Reception for an application form if you think you are eligible for this.

Buses

All buses have a route number and destination on the front. There is a bus stop outside the school for north-bound destinations, and across the road for south-bound destinations. If you do not have a travel card you will need to buy a ticket from the driver. You request a stop by ringing the bell. Buses that stop outside the school are numbers 113, 13 and 82. Bus number 328 stops behind the school (on Fortune Green Road). Buses generally run from the early hours of the morning (approximately 6.00am, although this varies from district to district) until midnight. After midnight, you can take a night bus and you will see the special N sign on these buses. We have detailed maps showing the bus routes for the areas you will need and these are available from Reception and in your first day pack.



Taxis

You can get or “hail” a black cab anywhere in London and although this is more expensive than travelling by bus or tube, they are reliable, comfortable and are often useful if you are lost or it is late at night.

It is not possible to “hail” a mini cab but you can book these by telephoning a cab service company in advance. If you are travelling from home, ask your host for the local minicab service or we recommend Meadway (+44 (0) 20 7328 5555) or Swiss Cottage Cars (+44 (0) 20 7433 1000). Please confirm the price of the journey when booking.

Please note that ONLY registered London taxis (with yellow signs on the roof and registration numbers at the rear) can pick up passengers from any point. Do not get into cabs that are not registered unless you have pre-booked the minicab.

Maps of London

Even Londoners use maps to plan their routes. We advise everyone to buy a copy of one of the London Street Guides such as “A-Z” or Nicholson’s Guide.

Banks & Cash Machines

Banks are usually open from 09.30 to 16.30 from Monday to Friday and many banks are also open on Saturday morning. Cash machines are located at most banks and outside some high street shops. The nearest cash machine is outside Sainsbury's at the O2 Centre.

If you are here for three months or more and would like to open a bank account, please ask anyone at Reception for a letter from the school proving that you are studying here. You will also need to take your passport, proof of your address in London and your home country. Many banks are reluctant to open accounts for students who are here for less than one year, but please go into Reception and we will recommend a bank that is happy to open an account for you.

Bureau de Change

There are Bureau de Change services available all over London but please check in advance the rate of exchange and the commission charged as these vary considerably. There is a Bureau de Change at the Hampstead Safe Deposit a few doors away from the school. Some branches of the Post Office (e.g. Golders Green) offer a Bureau de Change service with lower commission rates than most banks.



Money Transfer

For fast money transfer (although fees can be high), the nearest Western Union branch is at 'Atlanta' (+44 (0) 20 7794 4325), located five minutes walk from the School on Finchley Road (turn right outside the School).

Remember that you are in a big city and should not carry a lot of cash with you.

Business and Shopping

Most businesses and shops are open from 09:00 or 09:30 until 17:30 or 18:00 Monday to Saturday. Many stores in shopping centres or the West End stay

open later than this and from 12:00 until 17:00 on Sundays. Some areas have one night a week when stores are open until 20:00.

Rush Hour

London is a large city and there are peak travelling times or "rush hours" when large numbers of people are travelling in and out of the West End and City to and from work. At these times (07:30 to 09:30 and 16:30 to 18:30) public transport is very busy and often crowded.

Post

The closest Post Office to the school is at 368 Cricklewood Lane near the corner of Finchley Road and this is open from 09:00 to 17:30 Monday to Friday and 09:00 to 13:00 on Saturday. There are also post offices in Golders Green and West Hampstead. You can buy stamps at newsagents, supermarkets and many other shops and letters can be posted in the red letterboxes all over London. There is a Postage Rate card opposite the computer room. Although the Royal Mail service is extremely reliable, we advise everyone sending money or important documents to send these by Registered Mail (available from a post office).



We suggest that you use your accommodation address to receive mail but if we do receive mail on your behalf it will be put in the tray at Reception and left there for one week. Please check this regularly.

Tipping

There are no fixed rules about tipping and this is just a guide:

- Restaurants – if the service charge is not included, then 10-15% is usually left for the waiter.
- Porters – 50-70 pence per suitcase
- Taxis – 10-15% of the fare
- Hairdressers – 10% of the cost

10. Safety and Security

Embassy Registration

It is a good idea to register with your embassy in London in case you lose your passport or have an accident. We have all the embassy addresses in the school so please ask anyone at Reception for this.

Personal Safety, Care and Valuables

Please remember that London is a very large city and has its share of pickpockets. It is quite safe if you follow these precautions:

Do not carry your passport, tickets and a lot of money with you. Please leave these in a safe place in your home or rent a safebox for the duration of your stay. You can have access to this when you like and we recommend The Hampstead Safe Depository on the corner of Fortune Green Road and Finchley Road. Please ask them for details.

Please keep your money spread between a number of pockets when you are out. Do not leave purses or money in jacket pockets or in your back pockets.

Keep your hand on the opening of your bag at all times, especially in crowds or in the Tube. Keep your bag in front of you and, if you are wearing a backpack, do not keep your cash or personal valuables in it. It gets dark quite early (around 16.00) in the winter and we recommend that you do not linger when walking around on your own. Know where you are going and walk purposefully at all times.



Please be aware of people and what is going on around you. If you ever have any problems, please call the police or the school emergency number +44 (0) 78 55 33 01 45. Please do not stop cars by “thumbing a lift” or hitchhiking.

Remember that, in England, cars drive on the left side of the road. You must look carefully before you cross the road. Please use the pedestrian crossing or traffic lights whenever you can and be patient – waiting a few minutes may improve your safety.

Noise and Obstruction

If you are going home late in the evening with your friends, please remember that other people may be sleeping. Do not make too much noise in the street.

Many young people like to stand in the street and talk to their friends. If you do this, please remember to leave room for other people to pass by freely. It is against the law to obstruct the pavement.

Licensing laws in the UK

You must be 14 or over to enter a public bar or public house and you must be 18 or over to buy or consume alcohol in a public bar. If you are 18 or over, you must not buy alcohol for anyone under the age of 18.

If you enter a licensed place and the person there thinks you may be under 18, they may ask you to show your ID to prove your age. If you do not have valid ID, they do not have to serve you a drink.



Betting Shops

Betting shops are places where people bet on horse and dog races as well as sporting events. You must be 18 years old to enter.

Smoking

You must be over the age of 18 to buy cigarettes in the United Kingdom. It is illegal for anyone to sell you cigarettes if you are under 18.

If you ask to buy cigarettes in a shop and the person there thinks you are under 18, they may ask you to show ID to prove your age. If you do not have valid ID, they do not have to sell you cigarettes

Lost Property

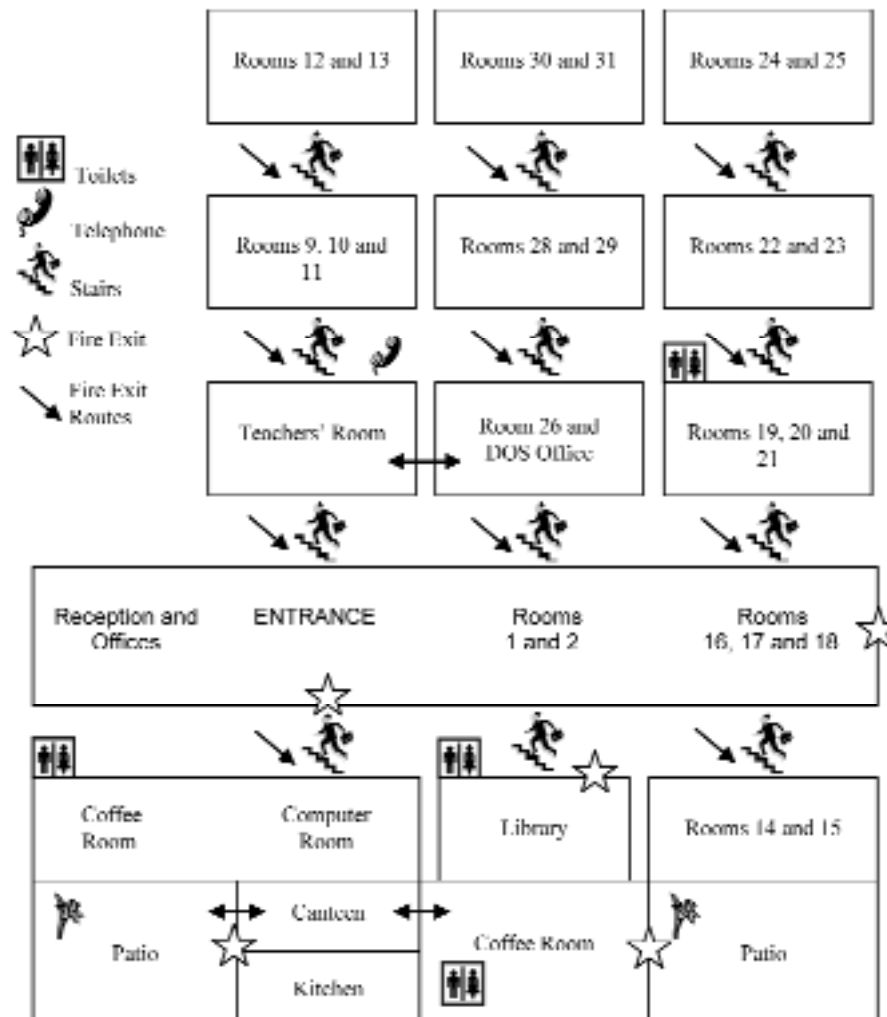
The police are responsible for property that is lost off the school premises. If you lose or find something, please report it to the police station in that area.



Police and Arrest

Police are there to help. If you have any problems, please do not hesitate to approach them. In the unlikely event that you are stopped by the police, please contact a member of staff immediately (see emergency contact number).

11. Floor Plan



12. Fire Drill Instructions

If the fire alarm sounds everyone must get out of the building immediately. Students are expected to put down pens, books, etc and proceed quickly – but without running – to the nearest exit.

Exit Routes and Assembly Points

Exit Front door – main entrance
Rooms 1, 2, 9, 10, 11, 12, 13, staff room and office
Assembly Point: Outside house no 547/549

Exit door Room 14
Rooms 14, 15, 16, and toilets (lower ground floor)
Assembly Point: Patio right side (Room 14 side)



Exit door Library
Library
Assembly Point: Patio right side

Exit door Building 557*- This door has 1 turnkey that must be opened
Rooms 17, 18, 19, 20, 21, 22, 23, 24, 25, beige (2nd floor) toilets
Assembly Point: Outside shop no 565 (computer shop)

Exit Patio doors (from coffee rooms)
Rooms 5, 6, computer room, coffee room, toilets, canteen
Assembly Point: Patio left side /right side as appropriate

Exit door Building 555^{2*} - This door has 2 turnkeys that must be opened
Rooms 26, 27, 28, 29, 30 and 31
Assembly Point: Outside shop no 561 (computer shop)

² Exit doors building 557 and 555 These doors have turnkeys that must be opened by the teachers from Rooms 18/17 and 27/28 respectively.