



# St Giles International Cambridge Student Guide

**St Giles International  
Cambridge**

52 Bateman Street  
Cambridge  
CB2 1LR  
Tel: +44 (0) 1223 358089  
Email: [cambridge@stgiles.co.uk](mailto:cambridge@stgiles.co.uk)

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# A warm welcome to St Giles International Cambridge

Thank you for choosing St Giles International Cambridge!

Our mission is:

- to provide a high-quality, student focussed learning environment;
- to focus on your real and practical needs;
- to offer a range of student services and help you enjoy your course.

That's why we care about your experience from the moment you contact us. We hope you have a good journey to Cambridge, that will be happy in your accommodation, and we will do our best to help you enjoy your stay in Cambridge - and of course you will improve your English.

We now do our Placement Test and Induction online, before you travel to the school, so on your first day at St Giles, you can join your classmates and teacher immediately. To do this, we send you a link to the test and an appointment to meet and speak with our team virtually. This will help us put you in the right class and lets you know about the school and your experience before you arrive. You can ask us any questions you have then.

Please read the information in this guide - it has been written especially for you and contains a lot of important information about the school and helpful advice about living in Cambridge.

If you have any questions or problems at any time during your stay in Cambridge, please speak to our team of teachers and administrative staff, or you can speak to me immediately. We are here to help!



Jessie Goldup

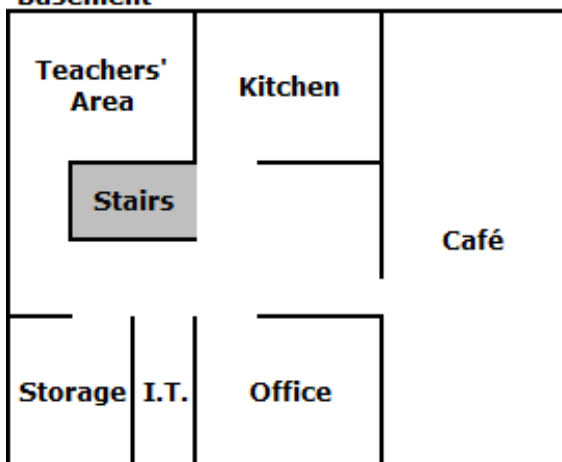
Principal

# School layout

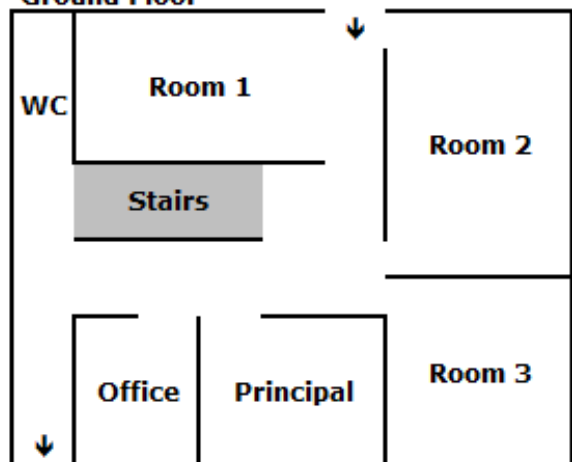
52 Bateman Street

|                             |                                                                                  |
|-----------------------------|----------------------------------------------------------------------------------|
| <b>2<sup>nd</sup> Floor</b> | <b>Classrooms 7 - 8</b><br>Quiet room / Computer room<br>Study room with tablets |
| <b>1<sup>st</sup> Floor</b> | <b>Classrooms 4 – 6</b><br>Toilets                                               |
| <b>Ground Floor</b>         | <b>Classrooms 1 - 3</b><br>Principal's Office<br>The Office                      |
| <b>Basement</b>             | Teachers room<br>Director of Studies' Office<br>Café                             |

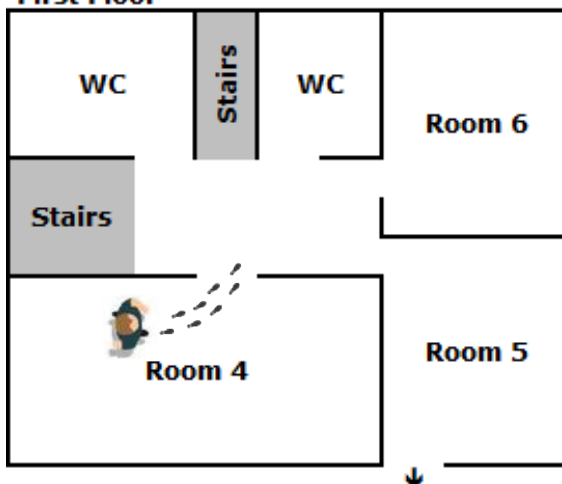
**Basement**



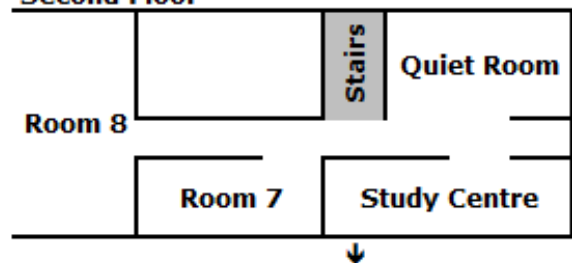
**Ground Floor**



**First Floor**



**Second Floor**



In summer, we may use other buildings within a 5 mile radius

# Lessons times



**General adult** classes throughout the year:

Morning General English  
(20 lessons per week)

Lesson 1 and 2: 09:00 – 10:40

Lesson 3: 11:10 – 12:00

Lesson 4: 12:10 – 13:00

General English  
(28 lessons per week)

Lesson 1 and 2: 09:00 – 10:40

Lesson 3: 11:10 – 12:00

Lesson 4: 12:10 – 13:00

Lesson 5 and 6: 14:00 – 15:40

Afternoon General English  
(20 lessons per week)

Lesson 5 and 6: 14:00 – 15:40

Lesson 7 and 8: 16:00 – 17:40

During our peak times, when running **Junior courses**, we have an additional timetable.

Junior programme (under-18s)

Lesson 1: 09:00 – 09:50

Lessons 2 - 3: 10:10 – 11:30

Lessons 3 - 4: 11:50 – 13:00

Lessons 5 – 6: 14:00 – 15:40

Students aged 16 and 17 may study either with our adult classes or with our Junior students.

# Who to talk to at St Giles Cambridge

We at St Giles Cambridge, we are a small, friendly team who want to make your time with us as fun and beneficial as possible. If you need any help with anything, have any problems, or would like any advice, come and talk to us!



*Jessie Goldup, Principal*



*Sarah Marsden,  
Director of Studies*



*William Parker,  
Teacher*



*Lana Golubeva, Teacher*



*Rose Coutts, Café*



*Bruce Tricker,  
Maintenance*

# Your course

The St Giles approach to teaching and learning is **learner-centred**. We're interested in why you want to improve your English and we're interested in you! You will often work in pairs and groups because we think this is the best way for you to improve your communication in English. You won't be sitting quietly listening to your teacher.



Your teacher and other students will make you feel welcome in class. Try not to be nervous. Remember, making mistakes in English is good! It shows you are learning.

## Coursebooks

You will use a coursebook in class. Your teacher will tell you which one you need to buy for the class. You should not write in it for the first few days (in case you change class).

## Resources

You and your teacher will use many different materials and facilities in the classroom. Every classroom has an Interactive whiteboard and, as well as using the coursebook, you will use the Internet, newspapers, songs, films and much more.

**Homework** is set every day. It should take approximately half an hour to complete. This will help you to improve your English.

# Your English

## Levels of English

There are six levels at St Giles: Beginner, Elementary (A1), Pre-Intermediate (A2), Intermediate (B1), Upper Intermediate (B2) and Advanced (C1-2).

## Progress at St Giles

We want to make sure you feel happy in your class and can see your own improvement in your English. How do we do this?

- **Every Friday**, your teacher will give you a **quick test** in class, this tests what you have studied that week. This tests your language and skills at your current level as well as what you have studied in class.
- Your teacher will also talk to you individually **every other Friday** in **One-to-One Feedback** to discuss your progress and check you are happy in class and in Cambridge.
- **Every 8 weeks** you are invited to do a **Level Assessment Test**. In your week before the last, you can also do an **End-of-Course Test**. Both tests are similar to the one you did on your first day and is a good way to check your progress.
- **How do I change level:** Talk to your teachers as they know you best and you can also do the **Level Assessment test** if you want to check your level.



## Course Report

When you finish your course, you will receive a course report with details of your level and the progress made during your course. If you are here for 4 weeks+, you can do an assessment at the end of your course to show the progress you have made.

# Getting the best of your studies

## Get organised!

### Give yourself goals

Set both short-term goals (such as when you study) and long-term goals (when you start your course and aim to change classes). Review your goals regularly – what can you do already? How can you reach your new goals?

### Make a schedule

Choose a regular time to study, turn off your phone and ask your friends not to disturb you.

### Find somewhere to study

Somewhere you can be comfortable, can concentrate and won't be disturbed. You can use any free classroom for this after your studies or make use of our computer and tablet rooms. The school is open to students until 17:00 Monday to Friday.

### Use a file

It is easier to organise and add to your notes if they are in a file.

### Vocabulary

Buy a notebook for vocabulary. Organise it by topic and/or alphabetically.



# Getting the best of your studies

## Get learning!

### Come to school

Try to come to every lesson and plan your journey so that you arrive ten minutes early for your lessons. Always bring a pen, paper and any books you need.

### Review your notes

Review your notes after class – organise them and make sure you can understand them. Review homework before a lesson and write down any questions you want to ask.

### New language

Review new language at the end of the day and again at the end of the week.

### 'In between times'

Use 'in between times', for example on the bus before the lesson starts, to review new language.

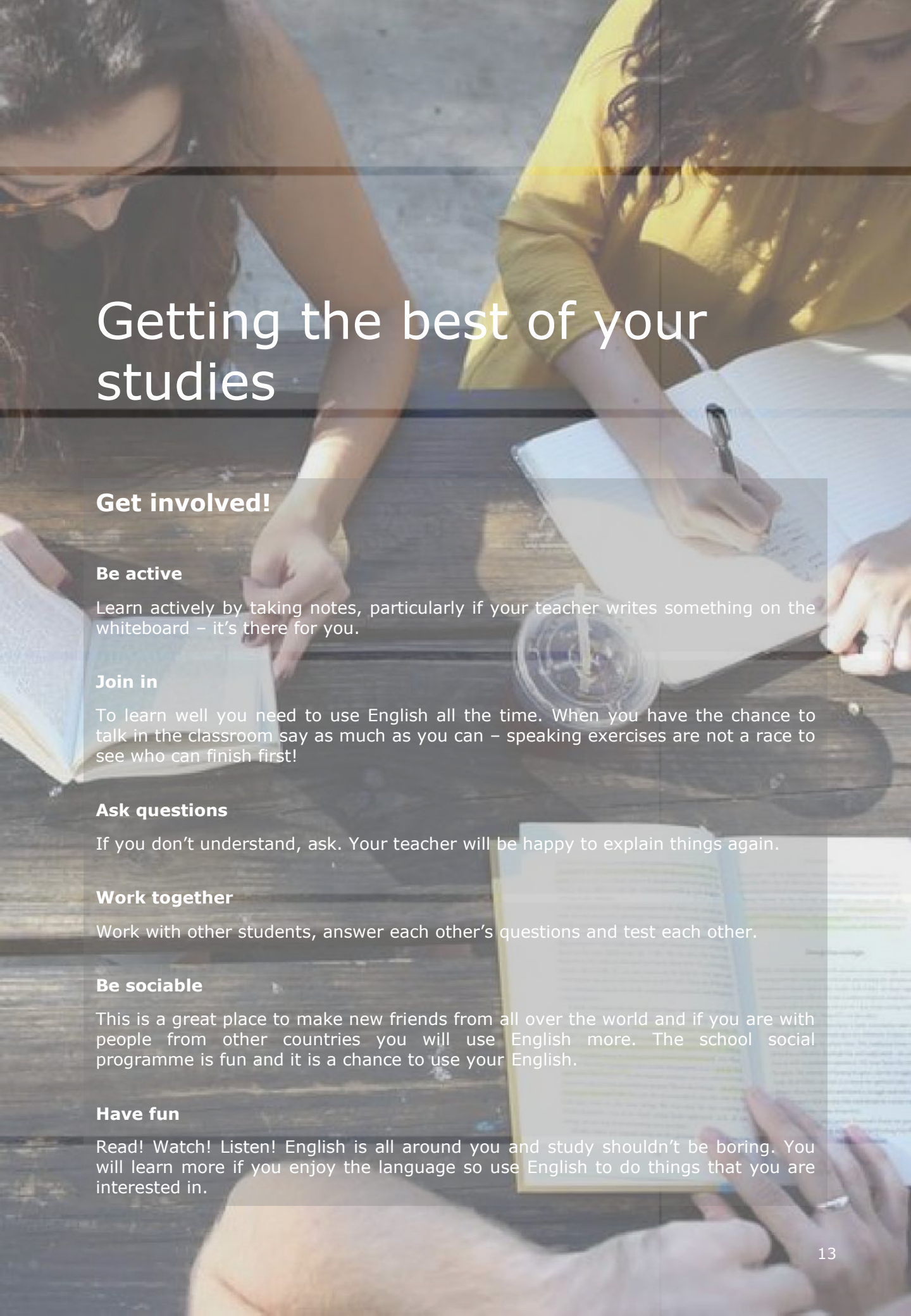
### Leaflets

See our leaflets in the study center for more information of how to learn outside of the classroom.

### Don't work for too long

Study for short periods of time with regular breaks every twenty to minutes.



A background image showing several students sitting at a wooden table, studying. One student in a yellow shirt is writing in a notebook. Another student is looking at a book. There are various study materials like books, notebooks, and a plastic cup on the table.

# Getting the best of your studies

## Get involved!

### Be active

Learn actively by taking notes, particularly if your teacher writes something on the whiteboard – it's there for you.

### Join in

To learn well you need to use English all the time. When you have the chance to talk in the classroom say as much as you can – speaking exercises are not a race to see who can finish first!

### Ask questions

If you don't understand, ask. Your teacher will be happy to explain things again.

### Work together

Work with other students, answer each other's questions and test each other.

### Be sociable

This is a great place to make new friends from all over the world and if you are with people from other countries you will use English more. The school social programme is fun and it is a chance to use your English.

### Have fun

Read! Watch! Listen! English is all around you and study shouldn't be boring. You will learn more if you enjoy the language so use English to do things that you are interested in.

# Student rules

**We do not have many rules at this school - the few rules we do have help us to create a good learning environment for the benefit of all our students.**



Please be on time for your lessons. It is not fair to interrupt the other students by arriving late. **If you are more than 10 minutes late for your first lesson, you should wait until the next lesson.** You shouldn't be late for any other lesson.



If you cannot come to school for any reason, you should email or phone the school and let us know. You should not be absent for more than 3 days without a valid reason.

**Email:** [cambridge@stgiles.co.uk](mailto:cambridge@stgiles.co.uk)

**Phone:** +44 (0) 1223 358 089



It is against the law to smoke anywhere in the building and if caught, there is a £100 fine. If you wish to smoke, please use the outdoor spaces. If you smoke in front of the school, please allow space on the pavement for people to pass you safely.



Please do not take food and drink (other than water) into the classrooms; this helps us to maintain a clean and hygienic environment for everyone at the school.



**Please switch your mobile phone to silent when entering the classroom.**

This will help to make a better learning environment for everyone. Sometimes your teacher will let you use your mobile as a learning aid. Please ask your teacher if this is OK.



If we consider your behaviour to be unreasonable, we will refer to the Discipline Code from our website, available at <https://www.stgiles-international.com/student-services/complaints-discipline>

# Student rules

## Attendance

It is important to attend all of your classes so you can learn as much as possible. The school monitors your attendance and is strict on this.

If you are sick or cannot attend school for longer than one day, you must call or email the school to tell us.

If you are under-18, you **must** contact the school at the earliest opportunity if you are running late or know you will be absent.



[cambridge@stgiles.co.uk](mailto:cambridge@stgiles.co.uk)



+44 (0) 1223 358 089

You are expected to attend 100% of your lessons and if your attendance falls below 80% there will be consequences for your studies and your stay in the UK.

## Change of contact details

If you change your Cambridge address, email address or telephone number, please inform Reception immediately.

## Changes to accommodation or courses

If you want to change your accommodation booking, you must give a minimum notice of **one week** for **Homestay**. Unfortunately if you have chosen to live in our **Residence**, we cannot give refunds, but we can help you resolve any problems. All changes/cancellations must be notified in time to take effect from a Sunday.

If you want to extend your course, please speak to our Registrar in Reception. If you want to cancel or change any part of your course, you must give at least **4 weeks' notice** from a course start date. We may have to charge a cancellation or amendment fee.

Separate terms and conditions are applicable to students on International Semester Courses.

*Please note: refunds may take up to 8 weeks to process.*

# Resources for students

## Opening hours:

Monday to Friday  
09:00 – 17:00



Computer room



Study Centre

Students can use any free area of the school for their personal study. The café is a popular place for study and conversation. The Study Centre and the Computer room are located on the second floor as a space where you can study in a quiet, productive environment. The school has provided resources for your use. These rooms are the ideal place to do your homework or exam revision. There are also tablet computers and PCs which you can use to access online resources – if you would like guidance on which resources to use, please ask a member of the academic team.

## Elementary

[Extra reading practice activities](#)

[Listening practice activities](#)

[Pronunciation dictionary](#)

## Pre Intermediate

[Practice listening and typing](#)

[Watch videos and do quizzes](#)

[Multi-level vocabulary quizzes](#)

## Intermediate

[Lessons about difficult grammar](#)

[Short English lessons about practical English](#)



## Upper Intermediate

[Lessons about natural English phrases](#)

[Reading and video lessons using real BBC news reports](#)

## Advanced

[Watch presentations in English \(with optional subtitles\)](#)

[Dictation practice](#)

# Resources for students

## Internet



**Wi-Fi** is available throughout the building (check posters for password) and you can use broadband internet in the Café and in the Study Centre on the 2nd floor.

## Welfare Support

If you are worried about anything during your stay in Cambridge, you can talk to any member of staff but if you have a more serious personal issue and would to speak in private, please approach our Welfare and Safeguarding Officers: Céline Dao (Registrar) and Seren Karakilic (Student Services Officer) or the Designated Safeguarding lead Jessie Goldup (Principal)

## Learning Needs

If you have particular learning need such as dyslexia, St Giles will do its best to support you. Please speak to your teacher and/or Sarah Marsden (Director of Studies) about your needs.

## E-safety

Our school PCs and Wi-fi network are protected by a firewall to prevent access to inappropriate material. Teachers are not allowed to have any electronic contact with students under the age of 18.

The school's **Designated Safeguarding lead** is Jessie Goldup (Principal).

Further details can be found in the **St Giles Cambridge Safeguarding and Child Protection Policy**.

## St Giles Emergency Phone

The daytime contact number for the school is: +44 (0) 1223 358 089 (Mon-Fri 09.00 to 17.00).

Our emergency phone number: +44 (0) 7943 631 947 is available outside of these hours for emergencies.

**Please save these numbers into your mobile phone.**

# Under 18 students

Under UK law, under-18s are defined as children. St Giles is committed to ensuring that 14 - 17 year olds who study at the school are kept safe and are able to study and succeed in an atmosphere of trust and security. You will have a meeting with a Designated Safeguarding Person to get advice on living safely in Cambridge in your first week and be asked to telephone if you are late or cannot come to school.

Members of Staff at St Giles follow a code of behaviour which aims to protect children and young people from all forms of abuse including physical, emotional, neglect and sexual harm.



Your parents/legal guardians have signed an under aged document prior to your arrival acknowledging and agreeing to the school's policy. You must also have read and signed the Disciplinary Policy in this document.

On your first week, you will have a meeting with a Designated Safeguarding Person to make sure you know and have understood the rules.



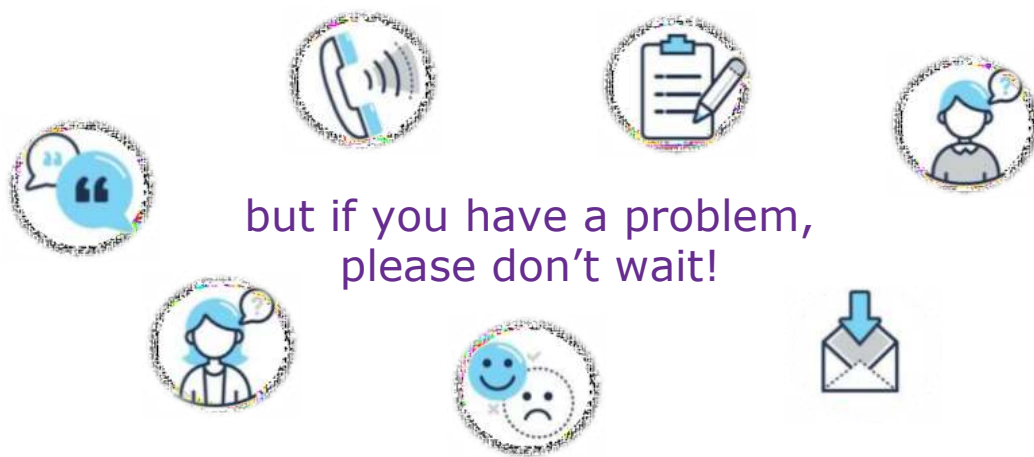
Here are a few examples of the rules stated in the under aged document your parents/legal guardians and yourself have signed:

- If you are going to be late or miss a lesson, you **must** phone the school at +44 1223 358089 (between 09:00 and 17:00). The school's emergency number (outside of office hours) is +44 7943 631947. No emails and no texts, thank you!
- You must respect your curfew times if you go out. Make sure your phone is fully charged and turned on.
- You must be back at your homestay for dinner every evening. If you are going to be late, tell your hosts in good time. If you are not back at your homestay on time – for dinner or for your curfew time, the hosts will telephone the school. The school may then call the police and/or your parents or guardians
- If you plan to travel outside of Cambridge, the school needs to have a written permission from your parents/legal guardians. Please make sure to speak to a staff member in the office and your host family.
- Smoking – it is illegal for under 16 to buy or ask someone to buy cigarettes/tobacco. If you are under 16, the school will inform your parents if you are smoking.

Our Disciplinary Policy is available on request in the office. If you are not sure about what you are allowed or not allowed to do as an under aged student, please speak immediately to a staff member in the office.

# Complaints procedures

We try our best to make sure you have a happy experience while you're at St Giles and in the UK...



If you are unhappy about anything, please tell us as soon as possible so that we can try to help you and fix the problem.

You can speak to:

- your teacher
- anyone in the office team
- another student in your class or friend at the school
- the Welfare and Safeguarding team
- Sarah Marsden, the Director of Studies
- if you are still not happy, you can speak to the Principal, Jessie Goldup.

We take your comments seriously and we will always try to tell you within 24 hours what action we will take to help you.

For a formal complaint, please write to Jessie Goldup the principal of the school: [jgoldup@stgiles.co.uk](mailto:jgoldup@stgiles.co.uk)

St Giles is a member of English UK, which has a strict code of practice. If you think the school has not dealt properly with a complaint that you have made, you can make a formal complaint to English UK. You can contact English UK at 219 St John Street, London, EC1V 4LY. You can email: [info@englishuk.com](mailto:info@englishuk.com) or call: 020 7608 7960

# Respect

St Giles International welcomes students from over 80 countries every year. We celebrate the diversity of our students and want you to feel comfortable and happy in the classroom.

If you feel offended by a comment that someone has made, please report it to your teacher or to the Principal. If you are concerned about extremism, please talk to Jessie Goldup, our Prevent officer. We encourage open communication within the boundaries of the core British Values:

## **Democracy**

I respect democracy and support participation in the democratic process. I have a voice in the classroom and will listen respectfully to others. I will be an active participant in my class and will share in the decision-making process.

## **Rule of Law**

Just like the laws of the country, the school rules are for everyone to follow. They keep us safe and create an environment in which we can learn.

## **Individual Liberty**

I have the freedom to make choices that affect me and to think independently but I must be responsible and think about how my actions will affect how others feel.

## **Mutual Respect and Tolerance**

I respect other people's different cultural identities, faiths and beliefs, and their right to make their own choices about how they live their lives.

Our full policies on complaints and discipline, equality and discrimination, health and safety and under-18s are available in the student information section of our website.

# Health and safety



## Fire

### If you hear the fire alarm...

You must leave the building immediately through the nearest fire exit and try to stay with your teacher. You must follow any instructions given by fire marshals.

**Please make sure you know where both fire exits and meeting points are.**

## First Aid

If you have an accident or feel ill, please tell your teacher or a member of staff. We have 4 members of staff trained in first aid to help you.

If you need non-emergency medical advice, you can get phone advice by calling the National Health Service, **NHS: 111** (free from mobiles and landlines).



The UK Emergency Services number is

**999**

Only use when there is a real emergency. For **Police/Fire/Ambulance**

If you need to report a crime but it is not an emergency, the number is **101**.

## Addenbrooke's Hospital

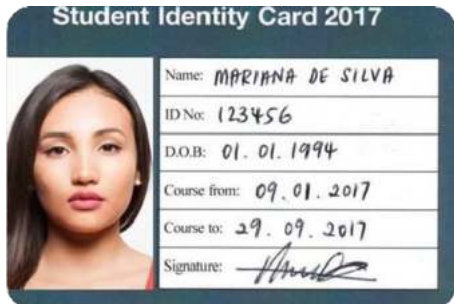


Hills Road  
Cambridge  
CB2 0QQ



+44 (0) 1223 245 151

# Security at the school



## ID cards

You should always carry your Student ID card as it has important contact details on it. Having a Student ID card can also allow you to receive [discounts and special offers](#) at local shops. Please ensure you wear your Student ID at all times when on the school premises.

## Lanyards

Lanyards are provided to our students on the first day of arrival, below demonstrates the different colours that we use:



Over-18's



Under-18's



Staff



Visitors

## School visitors and Intercom

All visitors, and students arriving late, will need to use the intercom at the entrance door in order to enter the school. All visitors to the school must sign in at the reception when they enter the building.

## Personal Possessions

Please be careful with your possessions and do not leave them unattended even for a few minutes.

### Bikes

Please ensure your bike is locked to a fixed object, locking your bike to its wheel is not a safe option. For your safety on the road, please make sure to have front and rear lights on your bike, and wear a helmet.



# The café at St Giles Cambridge

During break times, there is a selection of warm and cold dishes and freshly prepared refreshments.

We are always looking to improve this service so please tell us if there is any particular kind of food that you would like us to provide.

*Example items and prices are as follows:*

|                              |            |
|------------------------------|------------|
| Coffee / tea / hot chocolate | From £1.20 |
| Flavoured iced coffee        | £2.80      |
| Coke / Fanta / Sprite        | £1.00      |
| Water (still / sparkling)    | £1.00      |
| Smoothies / milkshakes       | £2.80      |
| Cookie / muffin              | £1.20      |
| Pizza slice                  | £2.80      |
| Fruit                        | £0.70      |
| Filled baguettes / wraps     | £2.50      |

**Packed lunches** can be ordered in the morning from £4.00

**Hot lunches** (meat or vegetarian dish) from £5.50



# Other food and drink options

Unfortunately, the school cannot offer students a microwave for their own use, and our Café is limited to heating and cooking the food they sell. However, you are welcome to bring your own food and drink to have in the Café area, and the school is located in an area which is especially well served by cafes, restaurants and supermarkets:

## Nearby cafes

Costa Coffee, Joys, Maison Clement, Dulcedo Patisserie as well as several local options.



## Nearby restaurants

Within a 10-minute walk along Hills Road towards the city centre there are many restaurants and takeaways including Greek, Thai, Indian, Chinese, Italian and Turkish cuisine. As well as restaurants such as Pizza Express, Pizza Hut, Le Gros Frank, Subway, and various pubs. There are several attractive local options including a Farmers outlet selling local fresh produce.

**Station Square at the Cambridge railway station** is a just a few minutes' walk away and includes: Marks and Spencer's (food outlet), Sainsburys, Wasabi, Pret-a-Manger, Café Nero and The Station Tavern.

## Pop up Food Vans

Also situated beside the Cambridge rail station are the beach huts and Pop up food vans. AMT Coffee offer superb Fairtrade coffee and organic milk. The regular food vans include Sauscisse d'Amour, Ling Ling's Rice Box, Steak and Honour, Fired Up Pizzas, Guerrilla Kitchen, Holy Schnitzels and Dogtown Dogs.



## Cambridge Leisure Park

A short walk from the school, here as well as the Light Cinema and Tenpin bowling, you can find two supermarkets, Rockers Steak House, Bella Italia, Frankie and Bennys, Nandos, Chiquitos and Five Guys.





## The social programme

St Giles Cambridge offers a varied and exciting social programme for all students. It is an excellent way to meet students, staff and other people, and to practice your English in a social environment.

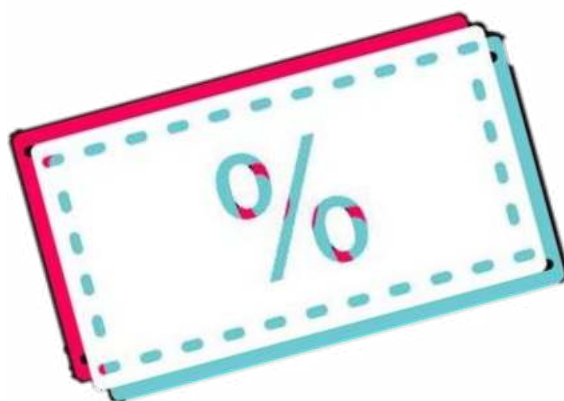
There are activities at least three times a week and regular weekly favourites include the student Orientation Tour on Mondays, some kind of sport on Tuesday and the dinner and pub crawl most Thursday evenings. There are also tickets available for popular West End musicals and trips further afield: Make the most of your weekends as well by going on excursions around Britain and Western Europe organised by local tour companies.

A monthly social programme is updated on the noticeboard available near the school Cafe. Please see Lea (Social Programme Organiser) or a member of the administration team during your break time for more information and to buy tickets. Also have a look at the website and posters around the school for details of the upcoming events. Follow us on [St Giles](#) Facebook page and share your photos on *Instagram*: [@stgiles cambridge](#)

# Student discounts

Many businesses in the local area offer St Giles' students discounts, but you must show your St Giles Student ID Card.

Here's a few examples of shops where you may have students discounts:



# Living in Cambridge



## Doctor or dentist

We advise students to register with a GP if they are staying for 4+ weeks. Please see a member of the administrative team in Reception if you would like help to visit a doctor or dentist. Some overseas visitors to Britain are charged for medical treatment provided by the National Health Service. The following categories do not have to pay more than British people:

1. Nationals of countries which are members of the EU.
2. Nationals of countries which have an agreement with Britain - check in Reception.
3. Any person who has completed a period of 12 months residence in the United Kingdom.

Please note that for most foreign nationals, emergency treatment can still be obtained free of charge. If you do not qualify for free medical treatment, then you should have some sort of insurance cover in case you become ill.

If you are in a homestay, ask the host for details of their doctor or dentist. You can sometimes register with their doctor or dentist as a temporary resident.

The following GPs are convenient for students. Woodlands Surgery is located on Bateman Street and Lensfield Road Medical Centre is very close to the school. In case of an emergency doctor out of office hours, contact CamDoc (no appointment necessary).

### Woodlands Surgery

48 - 49 Bateman Street  
Cambridge CB2 1LR  
Telephone: 01223 697600  
Monday to Friday 08:30 – 18:00

### CamDoc (Emergency Doctors)

Union Lane  
Cambridge CB4 1PX  
Telephone: 01223 883740  
24hr service

### Lensfield Road Medical Centre

48 Lensfield Road  
Cambridge CB2 1EH  
Telephone: 01223 651020  
Monday to Friday 08:30 – 18:00

### Cambridge Emergency Dentist

1c Brooke House  
Newmarket Road, Cambridge CB5 8TJ  
Telephone: 01223 363277  
24hr service

## Safe Sex

If you have a sexual relationship while you are here in Britain, it is important to be safe. Condoms can be bought at any chemist or supermarket. You can get free condoms from the Sexual Health Clinic.

The age of sexual consent in England is 16.

## Drugs

Many kinds of drugs are illegal in England. This includes some drugs that are more accepted in some other countries, such as cannabis. If somebody tries to sell you drugs in a pub or club, just say NO! Possession of any drug can result in a prison sentence. Smoking tobacco on public transport is not allowed and you must be over-18 years of age to buy cigarettes in the UK.

# Living in Cambridge

## On the streets

It is not a good idea to walk home alone at night, in deserted areas - especially for female students. If you are travelling at night, walk in a group or, preferably, take [public transport](#) or a taxi (Panther, Camcab or Uber). Take a taxi to and from your destination. They also have taxi ranks in the city centre. To make sure a minicab is licensed, pre-book it, ensure the driver knows your name when he arrives and look for the official sticker in the front and rear windscreens of the vehicle. Never get into an un-booked minicab. These are illegal and may be unsafe.

## Pubs

Pubs in England are normally open from 11:00 to 23:00, although many are open later than 23:00. You are allowed to stay in the pub for another 20 minutes to finish your drink after the bar has closed.

For those [under-18](#), you can enter a pub but you cannot buy a drink, alcoholic or non-alcoholic. This is why we cannot allow under-18s to attend our social activities which take place in pubs.

## Theft

It is not a good idea to carry a lot of cash with you when you travel around Cambridge. In crowded places (especially shopping Centres, trains, pubs, restaurants, cafes etc.) there are often pickpockets looking for tourists with valuable items. Make sure you keep your phones, cameras, handbags and briefcases out of sight or closed and do not leave them unattended at any time. Take them with you when you leave the classroom in the intervals between lessons.

Be aware of who is around you when you are withdrawing money from a cash machine, bank or post office. Try not to carry large notes such as £50 notes. If any of your belongings are stolen or missing, report the loss to the police immediately:

<https://www.gov.uk/contact-police>

Parkside Police Station, 39 Parkside, Cambridge CB1 1JG - Telephone +44 1223 358966

Remember to also contact your bank if you lose your credit card.

## ID

You do not need to carry your passport or ID card with you while you are in the UK. It is better to leave these and other important documents like your flight ticket at your homestay or hotel, or in the School safe. If you lose your passport/ID card or if it is stolen, contact the police and your Embassy as soon as possible: <https://www.gov.uk/report-a-lost-or-stolen-passport>

## Shoplifting

Shoplifting means taking things from shops without paying, and also includes taking souvenirs without permission from restaurants, hotels, bars etc. Shoplifting is against the law and the police take very strong action against people who are caught stealing. If you are caught shoplifting, you may be arrested and taken to court.

# Living in Cambridge

## Post Office

The Cambridge City Post Office located at 57-58 St Andrews Street, Cambridge CB2 3BZ. Not only can you send letters there but you can also exchange currency. Please show your St. Giles Student Card to receive better exchange rates on €Euros and \$US Dollars. The Post Office is open from 09:00 to 17:30 Monday to Saturday.

57-58 St Andrews Street  
Cambridge  
CB2 3BZ



09:00 to 17:30  
Monday to Saturday

## SIM card

You can purchase a SIM card from any operator in the city centre (Three, EE, O2, Vodafone), or online (Giffgaff).

If you are here for a short time, we recommend you to take a Pay As You Go plan that allows you to top-up once you used your allowance.

If you are here for long term, you can buy a contract plan of one year or more.

You can speak to a member of staff at the school for assistance or more information.

## Banks

There are several banks and cash machines close to the school. The nearest banks are HSBC and RBS on Hills Road only a 5-minute walk from the school. With a short walk to the city centre you will find all major banks such as Santander, Barclays, NatWest, HSBC, or Lloyds. Most banks are open between 09:30 and 16:00 Monday to Friday and some are open on Saturday mornings. If you want to open a bank account, you must be enrolled as a student for a minimum of six months. We can provide a letter to help you if we have arranged your accommodation but we cannot guarantee that the bank will give you an account. Please ask in Reception for further details.

## Visas

The school is not allowed to give individual advice about immigration or student visa enquiries. The Home Office can contact the School at any time to ask if a student has been attending class regularly. If you need advice, you can contact UKCISA (UK Council for International Student Affairs): [www.ukcisa.org.uk](http://www.ukcisa.org.uk)

Telephone: +44 (0) 20 7107 9922 (Mon - Fri 13:00 to 16:00) or visit the UK Border Agency website: [www.ukvisas.gov.uk](http://www.ukvisas.gov.uk)



# Registering with the Police

If you need to register at the local Police Station on your arrival in the UK (this will be written on your visa or passport)



Parkside Police Station  
39 Parkside  
Cambridge  
CB1 1JG



+44 (0) 1223 358 966



Please contact the Student Welfare Officer or Registrar who will arrange an appointment for you and help you with the necessary paperwork to take with you to your appointment.

There is a fee for registration, which is £34.00 and you will need 2 passport photographs.



# Police

## Police powers of arrest

To arrest you, the police needs reasonable grounds to suspect you are involved in a crime for which your arrest is necessary. The police have powers to search you when you are arrested.

If you are arrested the police must:

- identify themselves as the police
- tell you that you're being arrested
- tell you what crime they think you've committed
- explain why it's necessary to arrest you
- explain to you that you're not free to leave

If you are under 17, the police must contact your parents, guardian or carer as soon as possible after your arrival at the police station.

## Motoring and traffic regulations

If you want to drive in the UK, you must have a Driving Licence which is valid for use in the UK. The car must be insured and have road tax and a MOT Certificate - if you buy a car, you are responsible for paying the tax and insurance. You must always follow the Highway Code (laws that tell you what to do when driving). You must drive slower than the speed limit (measured in miles per hour - MPH - not kilometres). The minimum age for driving a car or riding a motorcycle is 17.

In the city, on smaller roads, the speed limit is 20 or 30 MPH and on the motorways between cities it is usually 70 MPH but you must look for signs because it can be lower. Remember to drive on the left and stop at red lights and zebra crossings. If you break the law, you will have to pay a fine and if you cause an accident, you could be sent to prison.

It is also illegal to read a text or check your phone when you are driving. You are allowed to use a completely hands-free phone while you are driving, but you are not allowed to touch it or pick it up. If you need to use your phone, you should park your car safely and turn off your engine.

The police can stop a vehicle for any reason. You're breaking the law if you don't stop.

If you are stopped, the police can ask to see your:

- driving licence
- insurance certificate
- MOT certificate

If you don't have these documents with you, you have 7 days to take them to a police station. The police can also give you an on-the-spot fixed penalty notice for many minor offences and make you take a breath test for alcohol. More serious offences can lead to prosecution followed by a fine or being sent to prison.

Some roads in England have tolls (charges) in order to use the road. If you plan on using a car in England, make sure you know which roads you are using and that you pay the tolls before you drive.

# Places of worship in Cambridge

## Muslim

Cambridge Mosque

1A Mawson Road, Cambridge CB1 2DZ

Mill Road Mosque

309-313 Mill Rd, Cambridge CB1 3DF

Masjid Al Ikhlas & Cambridge Islamic Centre

4 Devonshire Road, Cambridge CB1 2BH

## Roman Catholic

St Phillip Howard Catholic Church

33 Walpole Road, Cambridge CB1 3TH

German Catholic Church

German Lutheran Church

4 Shaftesbury Road, Cambridge

Ukrainian Catholic Cathedral

21 Binney Street, W1K 5BQ

St Peter's Italian Catholic Church

136 Clerkenwell Road, London, EC1R 5DL

Spanish Catholic Chaplaincy

47 Palace Court, W2 4LS

Our Lady and the English Martyrs

Hills Road, Cambridge CB2 1JR

St Laurences Catholic Church

91 Milton Road, Cambridge CB4 1XB

Catholic Portuguese Mission

Our Lady of Hal Church

165 Arlington Road, NW1 7EX

## Christian Interdenominational

Cambridge Chinese Christian Church

8 Blanford Walk, Cambridge,  
CB4 3NQ

## Buddhist

Cambridge Buddhist Centre

38 Newmarket Road, Cambridge CB5  
8DT

## Protestant

Baptist

Eden Baptist Church

Fitzroy Street, Cambridge  
CB1 1ER

Church of England

Great St Marys Church

Senate House Hill, Cambridge CB2 3PQ

Dutch Service

Cambridge Presbyterian Church

[www.cambridgepres.org.uk](http://www.cambridgepres.org.uk)

French Service

C3 Church

C3 Centre, Cambridge CB1 3HR

Swiss Service

Wesley Methodist Church

Christs Piece Cambridge CB1 1LG

Cambridge Korean Church

43 St Andrews Street, Cambridge CB2  
3AR

## Orthodox Church

Greek Orthodox Church of St Athanasios

154 Cherry Hinton Road, Cambridge CB1  
7AJ

We do not have a designated prayer room in the school, but please ask if you would like a quiet, private space to do this.

If this list does not include what you are looking for, please speak to a member of staff who will help you.

# Organisations that can help you

## Alcoholics Anonymous

Helpline: 0800 9177 650

A group of men and women who share their experience, strength and hope with each other so that they may solve their common problem and help others to recover from alcoholism.

## Childline

Helpline: 0800 1111

Childline can be used by anyone up to the day of their 19<sup>th</sup> birthday. It gives support and advice on a wide range of topics.

## Drinkaware

0300 123 1110

If you are worried about your alcohol consumption, you can call this charity that gives facts and advice about alcohol.

## Gamblers anonymous

Support groups for people with gambling addictions.

## Mind

Helpline: 0300 123 3393

[info@mind.org.uk](mailto:info@mind.org.uk)

Text: 86463

Provides information on a range of topics, including mental health, medication and alternative treatments.

## Release

Helpline: 0845 4500 215

A national charity that gives free and confidential advice about drugs and the law

## Smokefree

0800 022 4332

NHS information and advice to help stop smoking

## Supportline

Helpline: 01708 765 200

Supportline is able to take calls on a wide range of issues including relationships, child abuse, anger, bullying, eating disorders, exam stress, self-harm, domestic violence, rape and sexual assault, disability, mental health, depression, anxiety, panic attacks, addictions, debt, phobias, conflict, sexuality, health concerns, homelessness, racial harassment and loneliness.

## Action African Well Women's Clinic

Specialist Midwife - Juliet Albert 07730 970 738 or 0208 383 8712  
Specialist Interpreter - Hayat Arteh 07956 001 065 or 0208 383 8761 (Somali and Arabic speaking)  
Specialist Counsellor - Melanie Mendel 07917 897 550

A free self-referral service for all women who have undergone female circumcision. This is a service run by women for women.

## The Samaritans

Tel: 116 123

The Samaritans offer a safe place for you to talk any time you like, in your own way – about whatever's making you unhappy.

# Local places of interest

Here are some places you might like to visit while you are at St Giles. All of them are just a short walk away from the school.



The **Fitzwilliam Museum** located in the heart of Cambridge, the Museum is one of the most iconic buildings in the Cambridge cityscape. Its monumental neo-classic facade and columns are just a short walk away from the central colleges and the River Cam. The Museum was founded in 1816 by the 7th Viscount Fitzwilliam of Merrion who bequeathed his vast collections of art, music and books to the University of Cambridge.



**King's College and Chapel** is a popular attraction. A visit to King's College Chapel is a truly inspirational experience. It is the largest and most spectacular of the college chapels in Cambridge.

**Clare College and Gardens** A fine example of a 20th Century English garden, it was redesigned in 1947 by Neville Willmer, after the devastation of the war years. The garden still retains some of its earlier features, with old yews and chestnuts.



The **Corpus Clock**, The fabulously terrifying "Grasshopper Clock" on the corner of Corpus' Taylor Library is a must-see for any Cambridge visitor. Its shining, 24-carat gold dial and gruesome time-keeper make a dazzling addition to the historic city centre.

The **Wren Library** was completed in 1695 to the design of Sir Christopher Wren. Today it contains manuscripts and printed books together with various special collections given to the college during the last 180 years. Among the special collections housed in the Wren are 1250 medieval manuscripts; the Capell collection of early Shakespeare editions; many books from Sir Isaac Newton's own library, the Rothschild collection of 18th century English literature and A.A. Milne's manuscripts of Winnie-the-Pooh.



# Travelling in the UK

## Travel by Coach

National Express Coaches depart from Parkers Piece on a very regular basis and 24hrs per day. Coaches are a cheap way to travel in the UK and are very useful for traveling to Heathrow, Luton or Gatwick Airport.



## Travel by train to London

£35.00 Weekday Off-Peak Travelcard

£25.50 Weekday Off-Peak Travelcard

*Travelcards include return travel to London and unlimited use of the buses and underground. It's a great way to explore. These tickets are possible for arrival in London after 10am.*



# INFORMATION

## Useful websites

[Visit Cambridge](#) - What to see and events during your stay in Cambridge

[Visiting Cambridge University](#) - A guide to the Cambridge Colleges

[Café and Restaurants](#) in Cambridge

[Night Life](#) in Cambridge

[Transport for London Journey Planned](#) - Plan your travel around London

[Visit London](#) - Find everything you need to plan your trip, from top attractions to travel information

[Train tickets and timetables](#) - Book train tickets

[National Express](#) - Buy coach tickets for travel to over 900 destinations throughout the UK

[Last Minute](#) - Book cheap flights

[Visit Britain](#) - Travel information, upcoming events and top attractions around the UK

Have a Wonderful Stay in Cambridge and let us know if we can help you in any way!