



## **St Giles International London Central Student Guide**

**St Giles International**

**London Central**

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# **A Warm Welcome to St Giles International London Central**



Thank you for choosing to come to St Giles International London Central. We will do our best to ensure you enjoy your time studying at our school and your stay in London.

We are looking forward to meeting you on your first day at the school.

Please read the information in this guide - it contains a lot of important information about the School and helpful advice about living in London.

If you have any questions or problems at any time during your stay in London please speak to your teacher, or any other member of staff immediately. We are here to help!

Tom Borrie  
Principal

# School layout

|                       |                                                                                                                                                                               |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6 <sup>th</sup> Floor | Residential Accommodation 601 – 607                                                                                                                                           |
| 5 <sup>th</sup> Floor | Residential Accommodation 501 – 510<br><b>Roof Garden</b>                                                                                                                     |
| 4 <sup>th</sup> Floor | <i>Classrooms 411 – 413</i><br><b>Platinum Centre</b><br>Toilets                                                                                                              |
| 3 <sup>rd</sup> Floor | <i>Classrooms 301 – 316</i><br>Toilets                                                                                                                                        |
| 2 <sup>nd</sup> Floor | <i>Classrooms 201 – 211</i><br>St Giles International Head Office<br>Toilets                                                                                                  |
| 1 <sup>st</sup> Floor | <i>Classrooms 101 – 106</i><br><b>St Giles Cafe</b><br>Social Programme Office<br>Disabled and Ladies Toilets                                                                 |
| Ground Floor          | <i>Classrooms G01 – G09</i><br><b>Reception</b><br><b>Accommodation and Welfare Office</b><br>Director of Studies office<br>Principal's Office<br>Teacher Training<br>Toilets |
| Lower Ground Floor    | <i>Classrooms LG01 – LG03</i><br><b>Study Centre</b><br><b>ELT Library and Bookshop</b><br>Senior Teachers' Office<br>Staffroom<br>Toilets                                    |

# Lesson Times

## Morning classes:

**Lesson 1: 9.00—9.50**

**Lesson 2: 9.50—10.40**

**Lesson 3: 11.05—11.55**

**Lesson 4: 12.00—12.50**

## Afternoon classes:

**Lesson 5: 13.55—14.45**

**Lesson 6: 14.45—15.35**

**Lesson 7: 16.00—16.50**

**Lesson 8: 16.55—17.45**

# 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).

If you are studying here for 4 weeks or less, you can borrow a coursebook. Your teacher will give you a Coursebook Lending Form to take to the Library.

## Resources

You and your teacher will use many different materials and facilities in the classroom. Every classroom has an interactive whiteboard and apart from using the coursebook you will use the internet, newspapers, songs, films and much more.

**Homework** is set every day. It should take half an hour. This will help you to improve 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 2 weeks** your teacher will give you a **Class Progress Test**. This tests your language and skills at your current level as well as what you have studied in class. He/she will also talk to you individually in **one-to-one feedback** to discuss your progress and check you are happy in class and in London.

**Every 8 weeks** you are invited by email to do a **Level Assessment Test**. In your last week you can also do an **End-of-Course Test**. Both tests are similar to the one you did on your first day so it is a good way to check your progress.

**How do I change level:** Talk to your teacher as he/she knows 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.

# Getting the Best out of Your Studies

## Get Organised

- **Give yourself goals** – set both short term goals (when you sit down to study) and long term goals (when you start your course / change classes). Go back to 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. The Study Centre and the ELT Library are good places to study in school.
- **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.

## 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', on the bus, before the lesson starts to review new language.
- **Don't work for too long** – study for short periods of time with regular breaks every twenty to thirty minutes.

## 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:** [studentservices.londoncentral@stgiles.co.uk](mailto:studentservices.londoncentral@stgiles.co.uk)

**Phone:** (020)78370404

- It is against the law to smoke anywhere in the building, including the Residence and if caught there is a £100 fine. If you wish to smoke, you may go to the Roof Garden on the Fifth Floor or smoke in front of the school. Allow space on the pavement for people to pass you safely.
- Please do not take food and drink into the classrooms; this helps us to maintain a clean and hygienic environment for everyone at the School.
- Please use the recycle bins (red lids) in your classroom or around the school for recyclable items.
- **Please switch off your mobile phone when you enter 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 her or him first if this is OK.



# 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.

**It is a requirement of Student Visas that students attend at least 80% of their course. St Giles is required to inform authorities of students persistently below this percentage, and your course will be cancelled if attendance doesn't improve. This would also end your right to be in the country on a student visa. If your student visa is cancelled and you are asked to leave the country, you may not be able to return.**

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.

**Email:** [studentservices.londoncentral@stgiles.co.uk](mailto:studentservices.londoncentral@stgiles.co.uk) **Phone:** (020)78370404

If you have a question about your attendance, you can speak to **Fran**, our Compliance Officer. You can find him on the front desk (ground floor).

## Contact details

If you change your London address, email address or telephone number, 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** or **2 weeks** for **Residence**.

All changes/cancellations must be notified in time to take effect from a Sunday, and cannot be affected from midweek. (Please see Residence notes for further details). Please speak to a member of staff in Reception.

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

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

*Please note:* refunds may take up to 4 weeks to process.

# Resources for Students

## The Study Centre



**Opening Hours:** - Please note that opening hours may change due to the Covid pandemic

Monday to Friday: 8am- 8:30pm

(Leave by 8:30pm – doors lock automatically)

\*Saturday & Sunday: 10am – 4.45pm

\*To use the Study Centre on either Saturday or Sunday, you will need to use an access card (proximity reader card) Please speak to Reception any day Monday to Friday from 9am to 5.30pm to get a card.

The Study Centre is a space where you can study in a quiet, productive environment. The school has provided resources which we would like you to use. It is the ideal place to do your homework or exam revision. There are also resources on the computers to help you study.

### Paper Resources:

- Guidebooks: UK, Ireland, Europe
- Course books, workbooks and other resources colour-coded for different levels of English.
- Art & History books.
- Monolingual dictionaries.
- Exam materials for FCE, CAE, CPE, IELTS, TOEFL, TOEIC
- Materials for Business English

## The Library

**Opening hours:** 1pm-2pm on Mondays and Fridays

The Library is open for you to get the coursebook for your main class, for printing and photocopying services, and for borrowing graded readers.

If you want to print a document, please send it by email to [eltlibrary@stgiles.co.uk](mailto:eltlibrary@stgiles.co.uk) and the Librarian will print it for you. A small charge is made for printing and photocopying services.

Readers are available to borrow for a maximum of one week. You pay £5 as a deposit and you will get your money back when you return the book.

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# Free Extra Support

## The Grammar Doctor & The Exam Doctor

If you want some extra help with English grammar or vocabulary, or with the exam course you are doing, you can book an appointment with the *Grammar Doctor* or the *Exam Doctor* on Friday afternoons in the Study Centre.

Write your name on the sign-up sheet on the Student Support board (next to the class lists on the ground floor).

## The Long Stay Students

If you are here for 12 weeks or more, you can make an appointment to speak to Josh Round or Stephen Parsons about setting goals and your progress during your long stay at the School. All Long Stay Students are asked to complete a questionnaire on their first day and will be contacted every 6 weeks.



## Internet

**Wi-fi** is available throughout the building and in the Residence (check posters or ask your teacher for the password) and you can use broadband internet in St Giles Café on the first floor and in the Study Centre on the lower ground floor.

## Exams (FCE, CAE, CPE, IELTS, TOEFL, etc.)



If you want to take an exam in English while you are at St Giles, talk to our Exams Officer, in the Director of Studies office on the ground floor.

## Further Study

If you are interested in studying at university or college in Britain, please speak to the University Advisor. **Neil Dodd** can give you advice and help you prepare an application. To book an appointment, write your name on the sign-up sheet on the Student Support board (ground floor). Email on [lcac@stgiles.co.uk](mailto:lcac@stgiles.co.uk).

## Volunteer Placement

To find out about our Volunteer Placement Programme, ask a member of staff in reception or visit our website: [www.stgiles-international.com](http://www.stgiles-international.com)

## Welfare Support

If you are worried about anything during your stay in London 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 one of our Welfare and Safeguarding Officers: Josh Round (DoS), Stephen Parsons (ADoS), Alexandra I'Anson (Accommodation) and Tom Borrie (Principal).

## Learning Needs

If you have particular learning need such as dyslexia, St Giles will do its best to support you. If you want to speak to the Learning Support Co-ordinator, **Josh Round**, you can book an appointment by emailing [jround@stgiles.co.uk](mailto:jround@stgiles.co.uk)

## Under-18s

Under UK law, under-18s are defined as children. St Giles is committed to ensuring that 16 and 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 Officer to get advice on living safely in London in your first week and be asked to sign in every morning and 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.

## 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 Officers are: Kirsty Trump (Homestay Coordinator), Josh Round (DoS) and Tom Borrie (Principal).

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

## St Giles Emergency Phone

The daytime contact number for the School is: 020 7837 0404 (Mon-Fri 08.30-17.30). An emergency phone number: 078 0491 9788 is available outside of these hours for emergencies only usually connected with arrivals or departures. Please enter this number into your mobile phone.

# Complaints Procedure

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

**but if you have a problem, please don't wait!**

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 any member of staff that you feel comfortable with.

You can talk to:

- your teacher or any of the Reception team
- the Director of Studies, Josh Round (Ground floor) for academic matters
- the Welfare and Safeguarding team
- If you are still not happy you can speak to the Principal, Tom Borrie.

We take every complaint seriously and we will always try to tell you within 24 hours what action we will take to help you. You can also make your complaint in writing.

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.



**St Giles International welcomes students from over 90 countries every year. We celebrate the diversity of our students and want you to feel comfortable and happy in the classroom.**

**If you do not feel comfortable in your class, school or accommodation, please report it to your teacher or to the Director of Studies. If you are concerned about extremism, please talk to Tom Borrie, our Prevent officer.**

**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.**

## 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.*

# Health & 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. Do not run and do not take the lift. You must follow any instructions given by fire marshals.

If the fire exit is closed, use the hammer to break the tube so you can open the door.



Go to the assembly point at **Queen Square** behind the school.

# First Aid



If you have an accident or feel ill, please tell your teacher or a member of staff. Look for first aid signage around the school for information about first aid kits and 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**

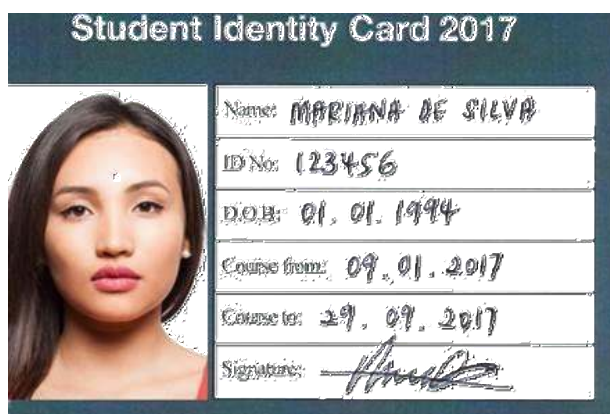
If you need to report a crime but it is not an emergency, the number is **101**.

# Security

The school has a lot of security including a security guard on the front door during school hours, a CCTV system which records footage 24 hours a day and proximity locks on several of the doors.

## ID Cards

Please bring your Student ID card to school and show it at the front desk when you enter the building. This is for everyone's security. Having a Student ID card can also allow you to receive discounts and special offers at local shops.



## School Visitors

All visitors to the school must sign in at the security desk when they enter the building. Visitors can be identified because they wear red lanyards around their necks.

## Personal Possessions

Please be careful with your possessions and do not leave them unattended even for a few minutes. For peace of mind you can leave valuables in our safe such as your cash, plane tickets or your passport. Your valuable items will only be available to collect from 9am to 5pm Monday to Friday.



# The St Giles Café

*Located on the first floor of the School and open:*

**Monday to Friday:** 8am – 4:00pm

## ***Meals for Students:***

- **Breakfast** is served until 9am, when lessons begin.
- **Lunch** is served from 12.50pm. A choice of hot lunches is served daily with free salad.

## ***The following can also be ordered:***

**Hot and cold snacks:** home-made pizza, salads, sandwiches, ciabattas, fruit bowls, cakes, crisps and chocolate are available most of the day.

**Drinks:** Tea, coffee, hot chocolate and a selection of cold drinks are available.

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 make.



## The Social Programme

St Giles London Central offers a varied and exciting social programme for all students. It is an excellent way to meet students and staff and to practise your English in a social environment.

There are activities every day during the week, and regular weekly favourites include the pub crawl on Friday evenings. There are also tickets available for popular West End musicals and London attractions at discounted prices. Make the most of your weekends as well by going on excursions around Britain organised by trustworthy tour companies.

Information on upcoming activities is available on the e-School, where you can also sign up to take part. You can also see details for the current week on the posters on the first floor next to the St Giles Cafe. Please come and see **our Social Programme Coordinator** in the cafe every day from 1.00 to 1:30pm for more information and to buy tickets. Follow us on St Giles Facebook page and share your photos on Instagram: [@stgiles\\_londoncentral](#)

# Living in London



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## Doctor or dentist

Please see a member of the student services team in Reception for further details. 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.

Wherever you are from, you will need to pay for some things such as eye tests, dental treatment and prescriptions. Again, we recommend taking a suitable insurance cover. 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. The Museum Practice is close to the school; the Soho Centre is open late and does not need an appointment.

### **Soho Centre for Health and Care**

First floor, 1 Frith Street

London W1D 3HZ

Telephone: 0203 405 6570

Email: [clccg.sohosquaregeneralpractice@nhs.net](mailto:clccg.sohosquaregeneralpractice@nhs.net)

Opening times:

Monday-Friday: 8am-6.30pm (except bank holidays)

Saturday: 9am-1pm

### **The Museum Practice**

58 Great Russell Street

London WC1B 3BE

Telephone: 020 7405 2739

If you have a life-threatening emergency, there is an Accident & Emergency department on the ground floor of University College Hospital, 235 Euston Road, London NW1 2BU. This should be used only if you need urgent medical attention.

## Post office

There is a Post Office located at Rymans, 86 Southampton Row, London, WC1B 4BB. You can send letters here and you can also exchange currency. Please show your St. Giles Student Card to receive better exchange rates on €Euros and \$US Dollars.

## Banks

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.

## 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.

## 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>

## 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)

Tel: 020 7107 9922 (Mon—Fri 13.00—16.00) or visit the UK Border Agency website: [www.ukvisas.gov.uk](http://www.ukvisas.gov.uk)

## Pubs

Pubs in England are normally open from 11.00– 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. If you are 16 or 17 years old, you can enter a pub on your own but you cannot drink alcohol. If you are 18 years old or older, you can buy alcohol to drink.



# Staying Safe In London

London is usually a very safe city, but there are a few ways that you can keep safe while you are living here



## Meeting people online

Whenever you meet people in real life who you have been talking to online, either for friendship or romance, please remember that you can never be sure what they are really like. Please make sure you tell someone (host family, classmate) where you are going, and if you feel uncomfortable, talk to someone.

## Drugs

- Drugs, including Marijuana, Nitrous Oxide (laughing gas), Cocaine, and Ecstasy are highly illegal. Sale or possession of any of these drugs could lead to a fine or to imprisonment, and it is very dangerous to buy drugs from a dealer.
- If you take drugs while staying with an English family, you may involve them in legal proceedings. Use of drugs in the school or accommodation is strictly prohibited, and is likely to lead to eviction and / or expulsion from the school.

## On the streets

- If you need to walk during the night, do not go through parks or any dark places – stay in bright and public spaces. You should arrange to message someone you know once you get home.
- If you are travelling at night, walk in a group or, preferably, use public transport or a taxi.

## Travelling at night



Public transport is usually very safe but please remember:

- It does not always run at night in the same way as the day. Make sure you plan your journey home before you go out
- Sit near the driver on night buses.
- We would recommend using a taxi app such as Uber, Bolt, or Gett, as these can take you to your door, and your journey is recorded through the app. You should never get into a taxi that you have not booked before.

## Keeping your things safe

Street robberies are quite rare in London. However, you should be aware of thieves stealing phones and bags

- If you can, try not to use your phone when in the street, and if you do, move away from the road and pay attention to who is around you – be particularly aware of bicycles and motorbikes.
- You should never leave your bags or things alone in a public area like a café.
- Do not carry large amounts of cash.
- Leave your passport safely at home when possible.

- Be aware who is around you when you are withdrawing money from a cash machine, bank or post office.
- If any of your belongings are stolen or missing, report the loss to the police immediately: <https://www.gov.uk/contact-police>.
- Remember to also contact your bank if you lose your credit card.

*You may leave valuables such as cash, passports and tickets in our safe in Reception. You can collect them between 9am and 5pm Mondays to Fridays.*



## 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) the address is: 323 Borough High Street, London, SE1 1JL, **Tel:** 020 7230 1208, **Opening Hours:** 09.00-16.00 Monday to Friday.

## 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.

## Police powers of Arrest

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

If you're 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're 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 an 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.

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're 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.

# Places of Worship in London

## Muslim

### **London Central Mosque**

**Where:** Park Road, Regents Park, NW8 7RG

## Buddhist

### **London Fo Guang Shan Temple**

**Where:** 84 Margaret Street, W1W 8TD

## Protestant

### **Baptist**

Bloomsbury Central Baptist Church

**Where:** 235 Shaftsbury Avenue,  
WC2H 8ED

### **Church of England**

All Saints

**Where:** Margaret Street, W1W 8JG

### **All Souls**

**Where:** Langham Place, W1B 3DA.

### **Dutch Church**

**Where:** Austin Friars, EC2N 2HA

### **French Protestant**

L'Eglise Francaise Protestante de Londres

**Where:** 8 Soho Square, W1D 3QD

### **Swiss Church**

Eglise Suisse de Londres

**Where:** 79 Endell Street, WC2H 9DY

### **Swedish Church** Swedish

Church in London **Where:** 6 -

11 Harcourt Street, W1H 4AG

### **Korean Church London**

**Where:** 37 Grove Crescent, Kingston,  
KT1 2DG

## Orthodox Church

### **Russian Orthodox Church**

Cathedral of the Dormition and All  
Saints

**Where:** 67 Ennismore Gardens, SW7

### **Ukrainian Orthodox Church**

**Where:** 1a Newton Avenue, W3 8AJ

## Roman Catholic

### **Church of the Immaculate Conception**

**Where:** Farm Street, W1J 5NR

### **French Catholic Church**

Church of Notre Dame de France

**Where:** Leicester Place WC2

### **German Catholic Church**

St Boniface

**Where:** Adler Street, E1

### **Ukrainian Catholic Cathedral**

**Where:** 21 Binney Street, W1K 5BQ

### **St Peter's Italian Catholic Church**

**Where:** 136 Clerkenwell Road, London,  
EC1R 5DL

### **Spanish Catholic Chaplaincy**

**Where:** 47 Palace Court, W2 4LS

### **Catholic Portuguese Mission**

Our Lady of Hal Church

**Where:** 165 Arlington Road, NW1 7EX

## Christian Interdenominational

### **Chinese Church in London**

**Where:** 166a Shaftesbury  
Avenue, WC2H 8JB

## Jewish

### **New West End Synagogue**

**Where:** 10 St. Petersburg Place,  
Bayswater, W2 4JT

### **Central Synagogue**

**Where:** 736 Hallam Street, Great  
Portland Street, W1T 6JJ

### **West Central Liberal Synagogue**

**Where:** The Montagu Centre,  
21 Maple Street, W1T 4BE

**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:**

|                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Alcoholics Anonymous</b><br>Helpline:<br>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.                                                                                                                                                                                                        |
| <b>Childline</b><br><a href="http://www.childline.org.uk">www.childline.org.uk</a><br>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.                                                                                                                                                                                                                                              |
| <b>Drinkaware</b><br><br><a href="http://www.drinkaware.co.uk">www.drinkaware.co.uk</a><br><br>Tel: 0300 123 1110                                                                                                                                                           | If you are worried about your alcoholic drinking, you can call this charity that gives facts and advice about alcohol.                                                                                                                                                                                                                                                                |
| <b>Gamblers anonymous</b><br><br><a href="http://www.gamblersanonymous.org.uk/">www.gamblersanonymous.org.uk/</a>                                                                                                                                                           | Support groups for people with gambling addictions                                                                                                                                                                                                                                                                                                                                    |
| <b>Mind</b><br><br>Helpline: 0300 123 3393<br><a href="mailto:info@mind.org.uk">info@mind.org.uk</a><br>Text: 86463                                                                                                                                                         | Provides information on a range of topics including: types of mental health problem where to get help medication and alternative treatments.                                                                                                                                                                                                                                          |
| <b>Release</b><br>Helpline:<br>0845 4500 215                                                                                                                                                                                                                                | A national charity that gives free and confidential advice about drugs and the law                                                                                                                                                                                                                                                                                                    |
| <b>Smokefree</b><br>0800 022 4332                                                                                                                                                                                                                                           | NHS information and advice to help stop smoking                                                                                                                                                                                                                                                                                                                                       |
| <b>SupportLine</b><br><br>Helpline:<br>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, loneliness. |
| <b>Action African Well Women's Clinic</b><br><br>Specialist Midwife - Juliet Albert 07730 970 738 or 0208 383 8712<br>Specialist Interpreter - Hayat Arteh 07956001 065 or 0208 383 8761 (Somali and Arabic speaking)<br>Specialist Counsellor - Melanie Mendel 07917897550 | A free self-referral service for all women with female circumcision. This is a service run by women for women.                                                                                                                                                                                                                                                                        |
| <b>The Samaritans</b><br><br><a href="https://www.samaritans.org/">https://www.samaritans.org/</a><br><br>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. You don't have to be suicidal.                                                                                                                                                                                                                            |



## INSTRUCTIONS FOR STUDENT OYSTER CARD

**If your course is for 14 weeks or more, and you are over 18, you can get a Student Oyster card, which gives you 30% off travel on buses, tubes, trams and local railways.**

1. Go to [tfl.gov.uk/photocards](https://tfl.gov.uk/photocards) and select the option to apply for an 18+ Student Oyster photocard.
2. Select St Giles London Central from the list of establishments.
3. Enter your e-mail address and to create a password. Please make sure you enter a valid e-mail address and that you remember your password.
4. Fill in the form as the requested.
5. Enter all application information (Date of birth, address, course details etc.).
6. Confirm acceptance of the Terms and Conditions.
7. Upload your photo.
8. Pay £20 using a debit or credit card.
9. An account will be created that you can manage to make any changes you need.

Please follow the link below for more detailed information:

<https://tfl.gov.uk/fares/free-and-discounted-travel/18-plus-student-oyster-photocard>

# Useful Websites:

**Transport for London Journey Planner**- (Plan your travel around London) - <http://tfl.gov.uk/plan-a-journey>

**Trainline** (Book train tickets for National Rail)- <http://www.thetrainline.com/>

**National Express** (Buy coach tickets for travel to over 900 destinations throughout the UK) - <http://www.nationalexpress.com/>

**Last Minute** (Book cheap flights) - <http://www.lastminute.com/>

**Visit London** (Find everything you need to plan your trip, from top attractions to travel information, including free maps. An app is also available.) - <http://www.visitlondon.com/>

The section on travelling around London is at - <https://visitlondon.com/traveller-information/getting-around-london>

**Visit Britain** (Travel information, upcoming events and top attractions around the UK) <http://www.visitbritain.com/>

**Time Out** (Ideas for things to do in London) - <http://www.timeout.com/london>

**Open Table** (Restaurant guide) – <http://www.opentable.co.uk>

# DISCIPLINARY PROCEDURE AND MISCONDUCT

## EXAMPLES OF MISCONDUCT

St Giles has the right to take disciplinary action against any students who do not follow the rules above or is shown to behave in a way as described below.

- i. Violent, rude, disorderly, threatening or hurtful behaviour or language used within the school building, or in accommodation arranged by St Giles, or when taking part in an activity organised by the school, or towards any member of staff or fellow student;
- ii. Fraud, theft, or dishonesty in relation to St Giles, its staff or students, or towards members of homestays providing accommodation arranged by St Giles;
- iii. Racial, sexual or other kinds of harassment of any student or member of staff, or towards those providing accommodation arranged by St Giles;
- iv. Damage to St Giles property, or the property of other students or staff, or to accommodation arranged by St Giles, which is caused intentionally or through lack of care.
- v. Misuse of PCs and the use of social media to harass, offend, bully or abuse other students, members of staff, or accommodation providers of St Giles;
- vi. Behaviour which damages or could harm the reputation of St Giles;
- vii. Being too noisy, or other anti-social or indecent behaviour in the school or in accommodation organised by St Giles;
- viii. The possession, use and distribution of banned items, drugs and weapons in or outside the school building or in any accommodation organised by St Giles;
- ix. The support of extremist or terrorist organisations and actions or speech that might lead to the exploitation or radicalization of other individuals;
- x. Being drunk, under the influence of illegal drugs or disruptive behaviour whilst in class, at the school or in accommodation organised by St Giles;
- xi. Failure to observe national or regional laws or regulations and/or behaviour which may put at risk the health and safety of the student, other students or staff, homestay hosts, residential staff and/or other parties in the local community.

## DISCIPLINARY PROCEDURE

Students who behave badly (as defined above) may face the following stages of disciplinary action but St Giles has the right to move to a higher or final stage depending on the seriousness of the event or situation:

- i. You may be given a first warning. This warning will last for up to 24 weeks;
- ii. You may be given a second warning and again this warning will last for a further 24 weeks. More serious action will be taken if you commit another act of misconduct during both time periods;
- iii. If a very serious complaint is received by the school, you may be suspended from attending the school or any activities organised by the school until the complaint has been investigated;
- iv. iv. If evidence is found of serious and/or persistent misconduct you may be asked to leave the school or any accommodation arranged by St Giles permanently and you will not receive any refund for the unused part of the course; plus you may be charged one weeks' notice for any accommodation arranged by St Giles International.
- v. v. For under 18 students: we may inform your parents and/or your agent if you have misconducted yourself, and for adults: we may inform your agent.

## APPEAL PROCEDURE

If we take disciplinary action to suspend you from school activities, or permanently expel you, you have the right to fair treatment and can ask the Principal to reconsider this action. You have the right to meet with the Principal along with another student to explain your behaviour or to give your opinion on the decision. The Principal has a duty to investigate and check any facts on which you disagree. The school follows a complaints procedure which is explained separately, and you can use it if you feel that the school's disciplinary action has been unfair or unreasonable.



Have a wonderful stay in London and let us know if we can help you in any way!