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**ST GILES
LONDON
HIGHGATE**

GUIDE FOR STUDENTS AGED 18 AND OVER



Accredited by the



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Part 1: St Giles London Highgate

General Information

Welcome!

Welcome to the UK, to London and to St Giles Highgate! We sincerely hope that you have a fun and successful time with us. We realise that the first few days here may be a little difficult or feel a little strange, but remember that we are here to **help** with any questions or problems that you have.

About the college

St Giles College Highgate is situated between three “villages” or “suburbs” – **Highgate, Muswell Hill and Crouch End** (for more information about these places, see pages 17-21). Our location, building and excellent facilities make the college an ideal place to study and relax, away from the noise and crowds of the city. However, Central London/West End is only a 20-minute underground journey away, and most of our students live less than 45 minutes from the college.

On your first day...

- You will give your name and your passport to the Front Office and you will be told which room you need to go to.
- After you have checked in, you will be asked to complete a **language test** in a special orientation class. In this class you will learn more about the college, Highgate and life in London. You will also have a short **interview** with a teacher. This and the test will help us to put you in the right class.
- You will be told on the first day where to go for your main class and if you are a full-day student where to go for the afternoon class.
- Students who study only in the afternoon will be placed directly in their main class.

Timetable of Lessons

Times

It is very important that you arrive at your lessons on time. If you are late for a lesson, it can be very difficult for the teacher and the other students. So please **be punctual**. If you are more than ten minutes late, the teacher may ask you to wait until the next lesson.

<u>Morning classes</u>	<u>Afternoon classes</u>
Lesson 1: 09.00 – 09.50 Lesson 2: 09.50 – 10.40 Lesson 3: 11.10 – 12.00 Lesson 4: 12.10 – 13.00	Lesson 5: 14.00 – 14.50 Lesson 6: 14.50 – 15.40 There are no classes on <u>Friday afternoons</u> for full-day students
<u>Afternoon-only students (20 lessons per week)</u>	
Lesson 1: 14.00 – 14.50 Lesson 2: 14.50 – 15.40 Lesson 3: 16.10 – 17.00 Lesson 4: 17.10 – 18.00	

The London Highgate Team

If you have a problem...

...with homestay accommodation

See **CHARLOTTE** in the Front Office. We have an agreement with families about meals, hygiene, etc. Speak to your host family first if possible.

...with your lessons

If your problem is about your lessons, tell your teacher first. Usually he or she can help you. If not, see **SALLY**, the Director of Studies, or the Assistant Director of Studies. Their office is on the ground floor. **Sally is also available between 8.30am and 5pm If you would like to talk to about something that is worrying you or if you need help in any way, then please speak to Sally or the ADOS, Rachel.**

...with payment of courses

See **LUCY**. Please note that there are sometimes rules about changing your course.

...with social events

See the Social Programme Organiser, **Sally**, in her office on the ground floor. Look at the social programme first for details and buy tickets with Lucy in the front office at lunchtime.

...with information about universities

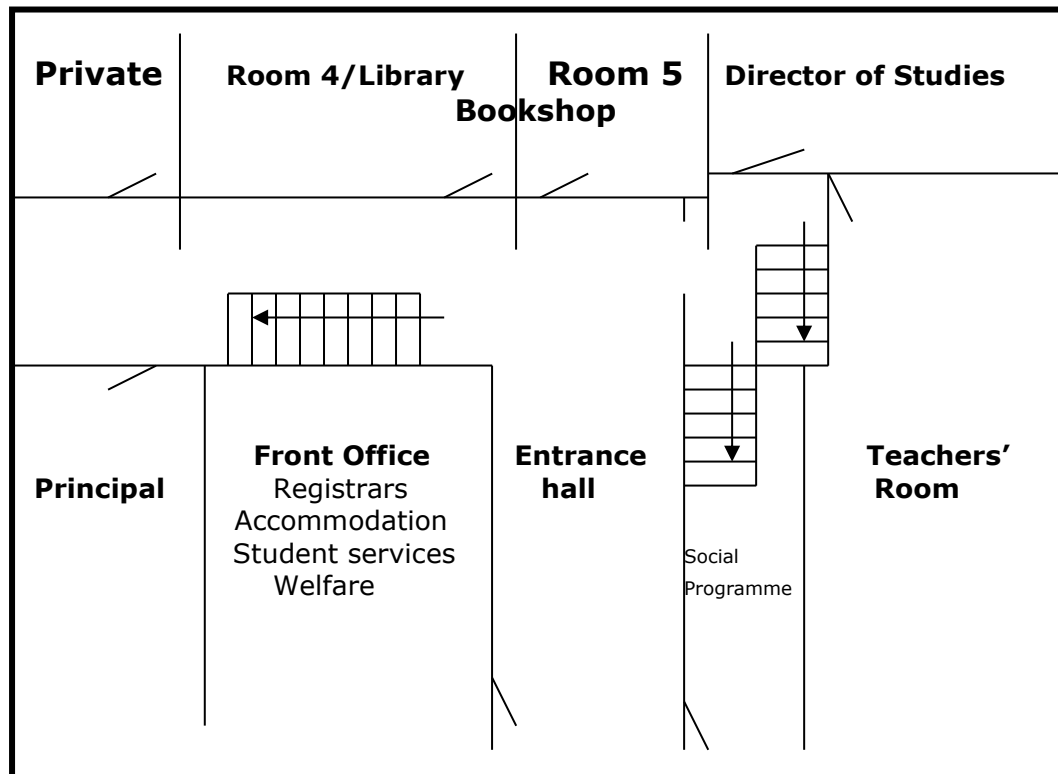
Make an appointment to see our Academic Counsellor, **Rachel**. She can tell you about what courses are available and what you need to do to apply. You can arrange a meeting with her in the Director of Studies Office.

...with anything else

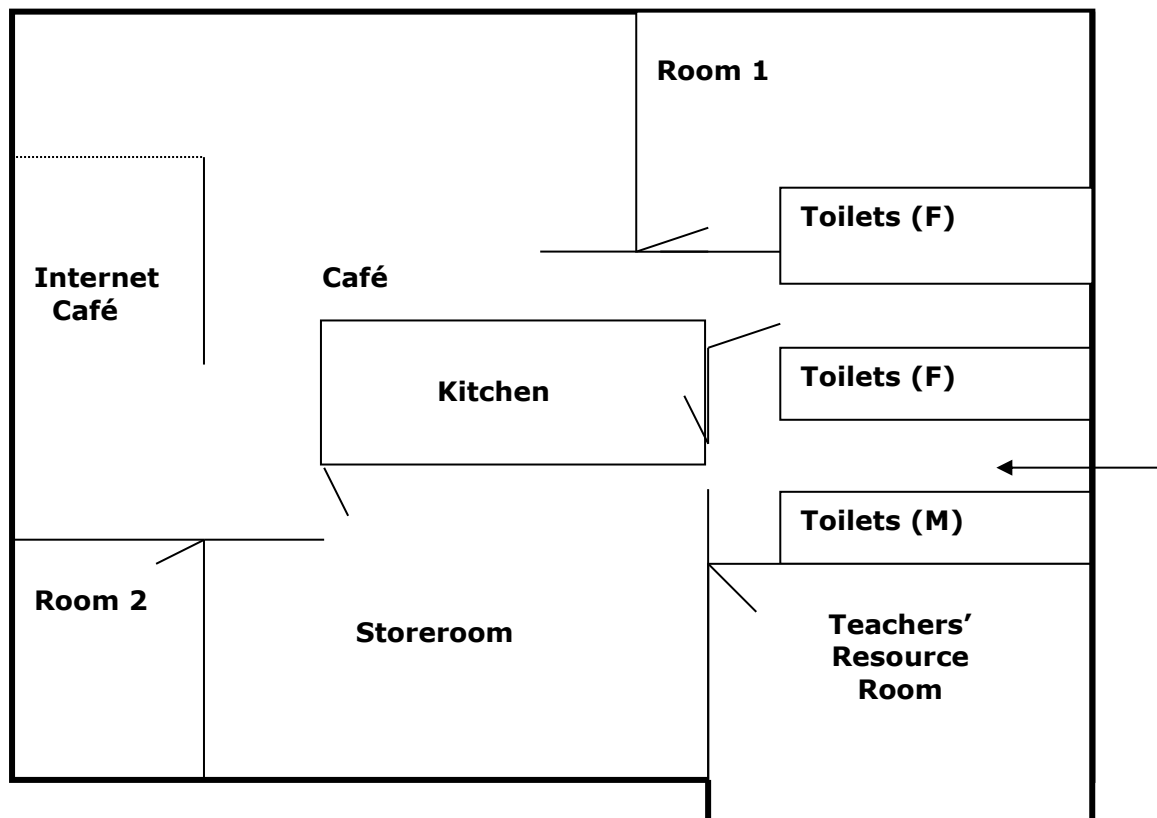
You can arrange to see the Principal of the college, **ANDY**, if necessary. Please make an appointment in the Front Office

Map of the College

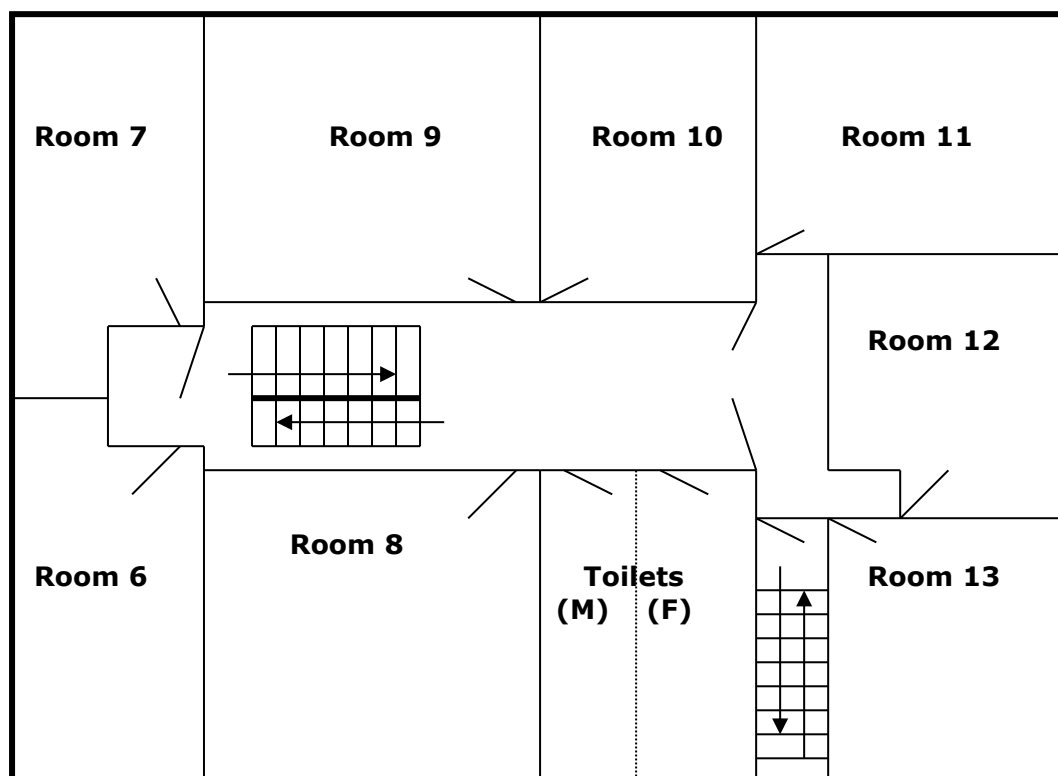
Ground Floor



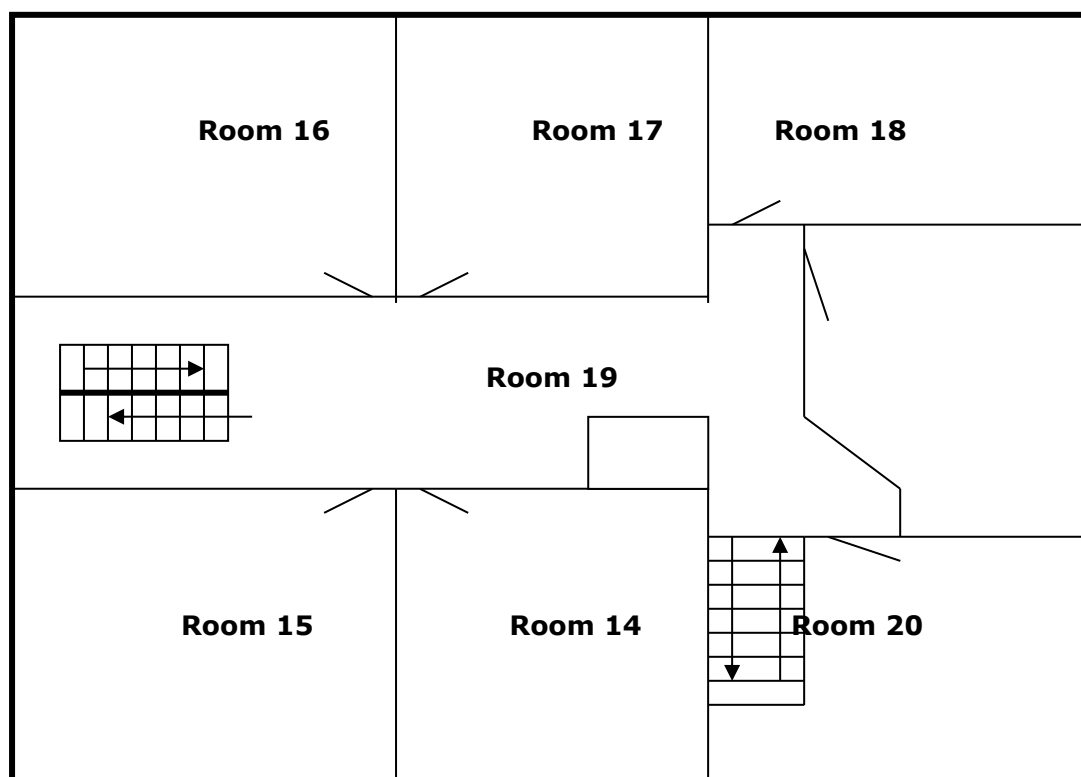
Lower Ground Floor



First Floor



Second Floor



Rooms 21 to 27 are in the block at the end of the garden

Courses and Tests

Main courses

Most students study GENERAL English full-time at St Giles Highgate, either:

- 20 hours per week in the morning or in the afternoon
- 28 hours per week, morning and afternoon

In your first couple of days, your teacher will tell you which coursebook to buy. You can buy your books in the Front Office every lunch time from 1pm to 2pm. If you are here for 3 weeks or less, you can borrow a coursebook. You need to pay a deposit in the Front Office.

If you want to change your course, or cancel any part of it, speak to Andy or Annalisa.

Other courses

As well as General English, you can study the following courses in the afternoon. You must be a full-day student to do this.

- English for Business
- English for Art & Design
- English for Academic Purposes

The English for Business course runs every week. The other courses depend on demand. Ask the Director of Studies for more information.

Preparation for exams

We offer preparation courses for the following exams: Cambridge **FCE**, and **CAE**, as well as **IELTS for students aged 16+**. All four exams test reading & use of English, writing, listening and speaking. These courses usually run in the morning. Ask your teacher or see the Director of Studies for more information.

Private Lessons

See the Director of Studies if you would like to arrange private lessons.

Level and End of Course Tests

If you study here for 8 weeks or more, you will be invited every 8 weeks to do a **Level test**. This is one way to keep track of your progress. If you have attended a course for more than 4 weeks and your attendance is higher than 80%, you will be invited to do the **End of Course Test**.

Self-Access

Learning outside the classroom

It's very important to **study on your own** as well as in class. St Giles Highgate has a range of self-access facilities, all of which are free. Using them gives you the opportunity to extend your knowledge of English, and to practise areas that you or your teacher feels you need to improve in.

The self-study room is open from Monday to Friday, from 8.30am to 6pm.

The rooms are occasionally booked by a teacher to take a class there. Please look at the notice on the door to see if the room is free.

The Self-Access Centre

The **Self-Access Centre** is in room 4 on the ground floor. There is **Internet access** to help you practise your English, as well as some games. You can also **watch films in English** from a choice of DVDs. Choose a title and get the DVD or video from the Front Office. You can also borrow books to read – choose one you like and sign it out in the Director of Studies Office. You can have the book for **up to two weeks**. Remember to sign it back in when you return it.

The college also has wireless connectivity (Wi-Fi). The password is displayed in the self-access room (room 4) and in the café.

Remember

Your teacher cannot learn English for you. You have to work hard yourself, both in and out of class. The best way to make progress is to **speak in English** as much as possible, to your classmates, your host family, your friends and anyone else you can communicate with.

Also, people learn best when they are enjoying themselves. So, use any way of practising that you enjoy: **watch TV, listen to the radio, read magazines or newspapers, surf the Internet, chat to your friends etc.** All these are ways to improve your English language skills while you are in London.



Rules and Expectations

Punctuality and Attendance

It is very important that you attend **ALL** of your lessons and that you arrive for class **on time**. We keep accurate records of your attendance and if you have any questions about your attendance please speak to the Director of Studies. Please inform the Front Office if you are going to be absent on 020 8340 0828 or londonhighgate@stgiles.co.uk.

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.

In class

Every class and every lesson is different, but there are certain things that you will often do in class. Your teacher will often ask you to work in **PAIRS** or **GROUPS**. This is to ensure that everyone gets as much speaking practice as possible. As English becomes the one international language, it is more and more important to speak in English to people of all nationalities. This also helps you to make friends.



Your teacher will give you a balance of grammar, vocabulary, pronunciation and the 4 skills of speaking, reading, listening and writing. At St Giles we believe the most important thing is **COMMUNICATION**, so there will be a lot of time spent on developing your speaking and listening skills. It is important to take part and practise as much as you can in class. Relax, and don't worry if you make some mistakes.

Important

- No food or drink in class – only water is allowed
- Switch off mobile phones in class – a copy of the *St Giles Highgate Mobile Phone Acceptable Use Policy* is available on request
- Bad language, fighting and bullying are not allowed
- Please do not wear clothing with offensive or insulting images or words. Clothing should be respectful to the staff and students, and should not be too revealing
- Please carry your *St Giles Student Card* at all times

College Facilities

Front Office

The Front Office is open from 9.00am to 5.00pm, Monday to Friday. The office staff offer a range of services. Please ask if you need any of the following:

- Information about London including the **Student Oyster Card**
- Advice about **visas** and **course extensions**
- A **phone card**

Student Café

The café is open from **8.30am to 4.30pm** and serves a variety of hot and cold drinks. As well as snacks (sandwiches, crisps, chocolate, fruit), there is a choice of hot dishes at lunchtime. Remember there is **no smoking** in the café. Smokers should use the garden or the side of the school.



Toilets

There are toilets on the lower-ground floor, near the side entrance to the building and on the first floor, next to room 8. Separate toilets are provided for male and female students under the age of 16. The under 16s female toilet can be found on the upper-right staircase between the first and second floors while the under 16s male toilet is situated on the lower ground floor near the café.

Prayer Room

There are 2 rooms on the top floor (rooms 18 & 20) that students can use. If you require a prayer mat, please ask for it in the Director of Studies Office.

The Garden

St Giles Highgate has a beautiful garden at the back of the building. It is a pleasant place to sit and talk or read if the weather is good. In summer, some teachers may take their classes into the garden. There is also a **table tennis** table that can be used. Ask in the teachers' room for the equipment.



Social Programme

The Social Programme is a very important part of your course. By joining in with the events on the programme you can make more friends, practise more English and learn more about Britain, London and the local area. Most importantly, you can have lots of FUN!

Every month there is a new programme of events, some in the evenings and some at the weekend. Ask the Social Programme Organiser if you want more information about social events or activities. They are in their office on the ground floor at lunchtime Monday to Friday. You can book tickets for events with the Social Programme Organiser during this time as well.



Events

We always try to include a variety of events in each programme, both in the evening and at the weekend, some free and some not. Below are some typical social programme events at St Giles Highgate.

Saturday trips to:*

- Cambridge
- Oxford
- Brighton
- Greenwich
- Bath
- Stratford-upon-Avon
- Hampton Court Palace
- Salisbury & Stonehenge
- Windsor Castle

Evenings:

- Pub crawl**
- Tenpin bowling
- Musicals
- Cooking
- Film night
- Riverboat party**
- Dance class
- Open Mic**
- Laser Tag

*Saturday trips are available to all students aged 18 or over. Students aged 16 and 17 can book Saturday trips with a consent form.

**18 and over only.

Remember: Don't be shy – join in & have fun!



Student Welfare

At St. Giles, we pride ourselves on ensuring that **all students are safe and happy** both inside and outside of the school. If you have any problems or concerns while you are living in the UK, we are always here to help you. We can help with problems including **accommodation, your health and happiness, bullying or anything else** that might cause you to worry.

The school has two Welfare Officers who are always happy to help you:

Sally Jones



Director of Studies Office

Rachel Gomez



Front Office

One-to-one Feedback

Every 2 weeks, your **teacher** will speak to you alone to check that you are happy in class, the college and London. Please tell your teacher if you aren't happy about something. We will do our best to help. Remember, **YOU** are the most important person when learning English.

Under 18s at St Giles

The school makes it clear in its publicity that the school is an **adult environment** and parents or guardians are asked to sign parental consent forms before any under 18 students begin lessons. However, it is important that all students and staff remain mindful to the fact that **children are present** within this adult environment. Please remember the following:

- Students **aged 14+** can study at St Giles and you might be in a class with a student who is under the age of 18. Please remember that some topics such as sex, alcohol and drugs are not appropriate things to talk about with or in front of these students.
- The legal age of sexual consent in the UK is 16
- It is illegal to buy alcohol for anyone under the age of 18
- Students who are under 18 have **curfew times** and are not allowed to stay out late at night. Please do not encourage them to do so!

If you are ever worried about the wellbeing of an under 18 student, please speak to your teacher, the Front Office or the Director of Studies.

General Safety

Like in any big city, **please be aware of your surroundings** and avoid walking alone at night or when it gets dark. Take care of your valuables in crowded places such as the underground, restaurants and bars etc. Try to avoid using your mobile phone or tablet in the street.

Prevent

The school operates a *Prevent* policy. *Prevent* is a government-backed scheme designed to tackle violent and non-violent extremism and reducing the threat of radicalisation in our community. St Giles will treat seriously any attempts to either promote terrorism or violent extremism or to make or encourage students to take part in such activities in the school or in the community. A copy of this policy can be found in the teacher's room on request.

Online Safety

St Giles Highgate recommends the following when using the Internet:

- **Be careful** what you share online
- Check your privacy settings to ensure you do not reveal personal information to people you do not know
- Use strong passwords which are hard for others to guess

It is important to remember:

- Misuse of computers to harass or abuse students or staff is prohibited
- Misuse of computers to visit inappropriate web sites or download inappropriate material is prohibited

CCTV

In order to improve site security, CCTV is operational on the school premises. St Giles will treat any criminal offences, for example theft, damage to property seriously. A copy of this policy is available in the teacher's room on request.

Important

St Giles does not tolerate racial, sexual or other harassment and we will treat seriously any behaviour which might reasonably be considered to put the physical or mental wellbeing of yourself or other students and staff, hosts and/or their family at risk or harm.

We want you to have a fun time in London and learn lots of English, so stay safe!

Fire and First Aid

Fire

If the fire alarm sounds, **don't panic!** Follow the instructions that your teacher gives you: leave bags, books and coats in the classroom, and leave the building as quickly as possible, as your teacher tells you. Each classroom has a map which shows the nearest fire exit. Once outside, stay with your teacher and other members of your class – the teacher will check everyone is there. Do **not** enter the college again until the Principal tells you to.

First Aid

If you have an accident or feel ill at the college, **tell someone** – either your teacher or another member of staff. There is a first aid box on each floor of the building, and we have several members of staff trained in first aid and emergency treatment. If it is serious, a member of staff can take you to the nearest hospital.

Emergencies

If you need to call the **police, fire service or an ambulance**, the number is **999**. Remember: this number is only for real emergencies. If you need to register with the Police please ask for information in the Front Office. The college telephone number is **020 8340 0828**. Outside office hours, there is an answering machine which gives you the emergency number of the person on duty. Again, only call this number in a real emergency.

Smoking

Smoking (including **e-cigarettes**) is **forbidden** everywhere in the building. If you wish to smoke, please smoke in the garden or at the side of the school.

Student Guide Part 2: The Local Area

Transport in London

London is a big place, and you can travel around the city in different ways. There is the **underground** (usually called the **Tube**), there are **buses, trains and taxis** and, of course, you can travel on foot. Please use the information below or ask in the Front Office if you need help.

The Tube

The tube is usually the fastest way of travelling around London, with 12 different lines connecting all parts of the city. The nearest station to the college is **Highgate**, which is on the **Northern Line (black)**. It takes about 15 minutes to get to the centre of London by tube.

Be careful – the Northern Line divides into two parts. When you go to the centre, take the **Charing Cross** branch, and when you come back to Highgate, take the **Mill Hill East** or **High Barnet** branch. The tube starts at about 6am and finishes at about 12.30am. On the weekend, many lines (including the Northern line) run for 24 hours on Friday and Saturdays.

Tube tickets: The cheapest tickets will always be with an Oyster Card, especially for single journeys. In London, you must pay for the zones you will be travelling through. For example, if you enter the tube at Highgate (Northern line, Zone 3, North London) and exit at Balham (Northern line, Zone 3, South London) you must pay for Zones 1-3 because you will travel through Zones 1, 2 and 3 to get there.

Safety: Pickpockets often choose tube stations as places to steal. Always take care, keep your bags with you and keep your money safely in an inside pocket. Hold your bag in front of you, and try not to travel alone at night. On **escalators** always stand on the **right**. On the **platform**, stand back when the train arrives and **mind the gap!**

Buses

Buses are cheaper but slower than the tube. To stop a bus, put out your arm at the bus stop. You cannot pay with cash on a bus in London. You must use an Oyster card or show the driver your travel card when you get on. When you want to get off, push the button next to your seat.

Buses **43, 134 and 263** stop on Archway Road, while the **W5** is useful if you live in Crouch End, as it stops on Shepherds Hill.

At night there are **night buses** which leave Trafalgar Square about every 30 minutes. These continue through the night.

Travel cards (Oyster cards)

You can buy daily, weekly and monthly travel cards, which give unlimited travel on tubes, trains and buses in London. You can buy these from any train or tube station. To reduce costs you should always get an Oyster Card. You may be able to get cheaper bus and tube travel if you are staying for over three months. Ask in the Front Office for more details.

Visit www.tfl.gov.uk for more information about public transport including bus timetables and tickets in London.

Taxis

Taxis can be **expensive** and it is best to use buses or the tube. If you do need to take a taxi, there are 3 types.

Black cabs are reliable, the drivers are well trained and know where they are going, but are more expensive. You can stop a black cab by waving in the street.

Mini cabs are a little cheaper and can be ordered by phone. However, some people think they are not reliable and can even be dangerous if you are alone. Ask in the Front Office if you would like the number of a good taxi company.

A journey at night from the centre of London to Highgate will probably cost about £30.

Addison Lee is a mini cab firm and their app can be used to order minicabs and executive cars in London. Addison Lee is safe and reliable and is all across London. You can pay with cash or credit or debit card from your account.

Trains

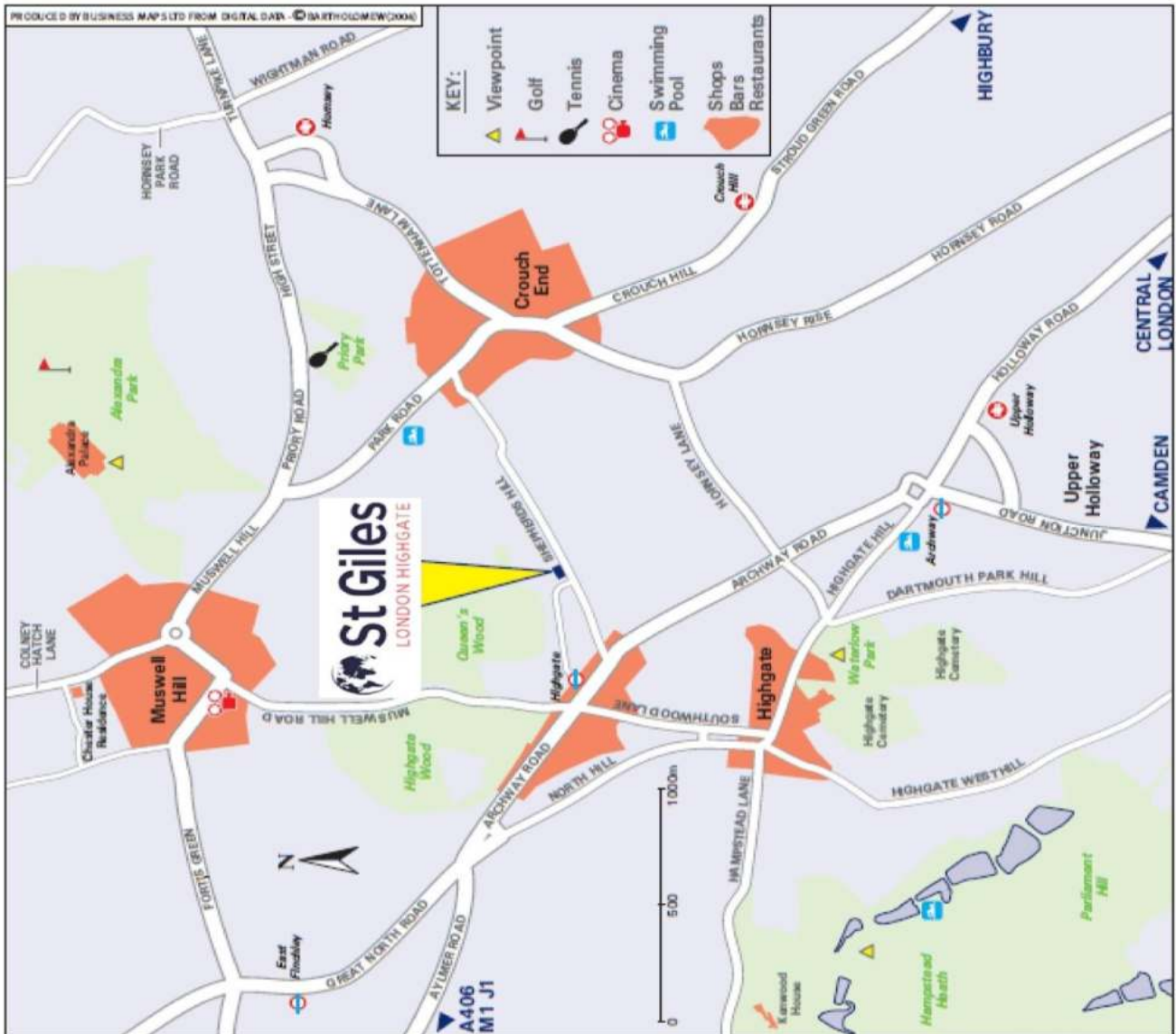
If you want to travel outside London, the fastest way is by train. The main stations are **Victoria** and **Waterloo** (south), **Euston** and **Kings Cross** (north) and **Paddington** (west and north). Book your tickets well in advance or the fare can be very expensive. For information, call National Rail Enquiries on **0845 748 4950**.

Coaches

Cheaper but slower than the train, travelling by coach is often a good idea. **National Express** and **Eurolines** run services from **Victoria Coach Station** to all parts of the UK and many parts of Europe. Also Megabus at www.megabus.com. You can book tickets or ask for a timetable in many travel agents.

Remember that one of the easiest and cheapest ways to see many interesting places in Britain is to join one of the Saturday trips on the **Social Programme**. See this month's programme for details of the next trips.

Local Area Map



51 Shepherds Hill
London N6 5QP
Tel: +44 (0)20 8340 0828 - Fax: +44 (0)20 8348 9389
email: londonhighgate@stgiles.co.uk
www.stgiles-international.com



By Train

- Eurostar services terminate at London Waterloo.
- There are daily services to both Paris and Brussels.

By Underground

- Highgate is on the Northern Line in zone 3.

By Air

- Heathrow Airport is located 20 miles (32km) to the west of central London.
- The Heathrow Express is the quickest way into central London. Journey time is 15-20 minutes and the service is non-stop to Paddington station.
- Gatwick Airport is located 28 miles (45km) south of London.
- The Gatwick Express is the quickest way into central London. Journey time is 30 minutes and the service is non-stop to Victoria station.
- We can arrange a taxi transfer from any airport.
- There is a direct service into Central London on the Piccadilly Line tube.

Shopping in the Local Area

Muswell Hill

For food, drink and general goods, the supermarket **Sainsbury's** has good quality at reasonable prices. It's opposite the Everyman cinema. A little more expensive is **Marks & Spencer**, opposite the Miller & Carter Steakhouse. Muswell Hill **bookshop** is near Sainsbury's, and has a good range of different categories of books. A few doors away is the best newsagent, **WH Smith**, where you can also buy paper, pens, etc. You will find the **Post Office** almost opposite **La Porchetta** pizzeria. There are a few shops for clothes and shoes on Muswell Hill Broadway, but they are limited compared to the shops in central London.



Crouch End

There are 3 supermarkets, **Coop**, **Waitrose** and **Tesco**, on the Broadway, and various small food stores in Crouch End, and a small **Marks & Spencer**. There are many coffee shops, the famous **Dunn's** bakery and a **Post Office** in Tottenham Lane. Crouch End has a lot of shops that specialise in **cards, candles and gifts**, and can be a good place to shop when you buy presents for family and friends. There are also various shops that specialise in mobile phones. There is also a **Boots** chemist.



Highgate Village

There is a small **Tesco** supermarket, useful for buying food for a picnic in one of the nearby parks. On the High Street there is a travel agent, a butcher's, an off-licence and various gift shops. The **Post Office** and **bookshop** are down the hill near Waterlow Park.

The main high street **banks** – Barclays, NatWest, Lloyds, etc. – all have branches with cash machines in the 3 areas above

Eating Out

Below are some of the best and cheapest **restaurants** near the college. Crouch End in particular is great for eating out. If you want more traditional “English food”, go and eat in a local pub.

Italian

La Porchetta is a cheap but excellent pizza & pasta place in an authentic noisy Italian atmosphere. It’s the best in the area of Muswell Hill.

Pizza Bella is a friendly pizzeria in Crouch End.

Pizza Express (Muswell Hill and Highgate Village) and **Ask Pizza** (Muswell Hill) are 2 other good Italian restaurant chains.

Chinese

There are several Chinese restaurants in Crouch End. The Dragon is perhaps the best, but the Jade Palace and Honeymoon are good too. There are a few Chinese restaurants in Muswell Hill, along the Broadway near Sainsbury’s, and a couple in Highgate Village.

Indian

There are few things more *English* than a good **curry**! In Crouch End there is a part of Tottenham Lane, between the Queens pub and the YMCA that is *full* of **Indian restaurants**, all of them good. Remember to check the menu to see how spicy a dish is (*hot* = *very spicy*)!

Spanish

Sabor is a good tapas bar in Crouch End, near the YMCA on Tottenham Lane, with typical Galician dishes. Another place, on Hornsey High Street, is **Pradera**, with excellent food and beautiful interior design.

Other

Satay Malaysia serves excellent and cheap **Malaysian** food in Crouch End, and there are 3 **Thai** restaurants too. As well as the many kebab shops in the area, you can eat **Turkish** food at the **Bakko restaurant** (Muswell Hill). For a good **Greek** meze, try the **Arocaria** in Weston Park, Crouch End. Finally, **Toff’s** in Muswell Hill has won awards for being the best **fish & chip shop** in Britain!

Pubs and Bars

Muswell Hill

The Mossy well is the favourite 'go-to' pub for students. They have a wide range of alcoholic drinks from around the world and also serve food.

The Clissold Arms is a good pub for food. It also has a huge patio – good for sunny days. It's also famous because the rock band the *Kinks* started their career there.

The John Baird is a more traditional English pub with a good range of food and beers. It also has tables where you can sit outside if the weather is good.



Crouch End

The Maynard is the nearest pub to the college, and has 2 pool tables, and either football or music videos on a big screen. It serves cheap food and there is a very nice beer garden at the back, with a collection of birds!

The Queens is a very busy pub and has good gastropub food.

The Kings Head is a traditional English pub, with a room downstairs where there is often comedy, live music or music fairs.



Highgate Village

The Flask is a 17th century building and one of the most famous old pubs in the area. In the summer you can sit outside, have lunch and enjoy the sun!

The Gatehouse is another pub in an old building, serving the cheapest food and drinks in Highgate in a nice atmosphere.

The Prince of Wales is a typical old English pub with wooden design, open fireplaces and a strange shape.

Sports and Leisure Facilities

There are many sports and leisure facilities near the school and some examples are listed below. If you would like more information on what sort of facilities and activities are available then please ask in the Front Office.

Sports

We play **football** outside in the summer but you can play in a nearby sports hall throughout the year. Ask **Matt** about visiting football stadiums in London.

If you like **swimming**, the nearest pool is in Park Road, in Crouch End, just 15 minutes walk from the college. It is open from 7am to 9pm. There's also a gym.

For **aerobics** or **weight training** you can also try the gym at the YMCA in Crouch End. It's on Tottenham Lane and you can become a member or simply pay each time you go.

To play **tennis** try either Priory Park in Crouch End or Waterlow Park in Highgate Village. It costs about £5 per hour at both parks, but often you can play for free!

There is a **table tennis** table in the garden at St Giles that can be used when the weather is good. Ask in the teachers' room for the bats and ball.

Leisure

Jackson's Lane Community Centre is the building at the end of Shepherds Hill that looks like a church. It has a very good vegetarian restaurant and bar, and in the evening there is a variety of events, from dance to theatre to comedy. Pick up a timetable to see what's on.

The **Muswell Hill Everyman Cinema** is the nearest place to see new films. It's on Fortis Green Road and has 3 screens. It costs about £7 to see a movie (cheaper on Monday), but £11 or £12 in the centre of London.

Alexandra Palace is 10 minutes' walk from Muswell Hill Broadway, set in a big park. There is a pub and restaurant, as well as an ice rink, garden centre and a boating lake. In the main hall there are often exhibitions of food and drink, crafts, boats and much more!

Student Guide Part 3: Living in London

Homestay Accommodation

The time you spend with your host is a very important part of your stay in the UK. St Giles chooses its hosts very carefully.

Your host should provide you with all of the following:

- A room with a **bed**, a **wardrobe**, a **mirror** and a **table** with a **lamp** and a **chair**
- A clean set of **bed linen** at least once a week
- **Breakfast** and an **evening meal**
- A **shower or bath** every day



We hope that you will be happy with your accommodation. We like to place our students with hosts who will talk to them and treat them as members of the household.

Remember that you are staying in your host's home and that their **way of life** may be different from what you are used to in your country. The first few days may feel a little strange and you may feel you do not fit in with the routine. You may also feel a little homesick, and this is quite normal. Try **talking** to your host about your own home, or show them photographs of your family.

Ask your host what they expect from you, as this will help you to feel more comfortable. For example, some things you could discuss:

- How to get to St Giles by **public transport** and how to get home again
- What time do they have their **meals**? Your host should already be aware of any particular requirements such as a vegetarian diet
- You should always advise your host if you are going to miss or be **late** for a meal. Also if you are going to **spend a night away** you must tell your host so they will not worry
- Make sure you know how to use the **bathroom facilities** and make sure you always leave the bathroom clean. You could ask about **laundry** facilities
- It is also a good idea to ask about using the **telephone or computer**, if they have one. Make sure you understand how to use the keys to get into and lock up the house

Talking about these things at the beginning is always a good way of getting to know your host and help you to settle in. Many of our students have made lasting **friendships** with their hosts; we hope you will do the same.

Always **talk to your host first** if you have any doubts or problems. There may be minor difficulties and misunderstandings, but with goodwill and good humour these can usually be resolved quite quickly!



Talking is always the best way. However, if you are unhappy with your host, you should speak to **Charlotte** the Accommodation and Welfare Officer. You can find her in the Front Office.

Living in the UK

Many thousands of overseas visitors come to London each year. They normally receive a very warm welcome from local people, but this welcome depends on how each person behaves. Here is some advice to help with the British way of life.

Queuing – In the UK it's normal to queue at bus stops, banks, cinemas and shops. It's rude to push in at the front or the middle of the queue.

Noise – Many people go to bed early compared to people from other countries, so please try not to make too much noise late at night!

British people are quite personal and don't generally talk about earnings, their age, politics or religion.

When coughing or yawning people will put their hand over their mouth, and spitting is not acceptable.

Listen how often people say '**please**', '**thank you**', '**excuse me**' and '**sorry**'. Try to use these words in a similar way.

And **remember**: we **drive on the left** (so look right when you cross the road) and we **stand on the right** and **walk down on the left** of the escalators on the underground!



Living in London

What do you know about London? Well...

- ❖ There are over 70 nationalities living here
- ❖ There are over 300 languages spoken
- ❖ There are centres of worship for a multitude of faiths
- ❖ Festivals and traditions from all over the world are celebrated here
- ❖ People live together, in harmony.

How has London become such a place?

There are certain values that are taken very seriously in Britain, the 'core' (central) British values:

- ❖ **Respect & tolerance** for those with other faiths and beliefs - compliance with Equality Act 2010. Please remember that while you may not agree, you must understand that people are different and they have a right to live their life in accordance with British law. Just because it is different, it does not mean it is wrong.
- ❖ **Democracy** – please remember to respect each other equally, and remember that everyone has a voice. When discussing things in class, you must listen to and respect the opinions of others, as well as give your own.
- ❖ **Individual liberty** – you do have freedom! Check to find out what your curfew is and remember it changes at the weekend. Express yourself – just be respectful of how you do it.
- ❖ **Rule of law** – the law applies to us all, as do the St Giles rules! Please read the student guide to understand the laws in Britain and the St Giles rules – they are there for your safety and well-being.

While you are studying and living here, you may see things that you would never see in your own culture. Even if you do not agree with what you see, please remember that we are able to live in harmony because different does not mean 'wrong'.

English Laws

There are some English laws that may be different from laws in your country.

Litter – You mustn't drop rubbish in the street, on the underground or in other public places. Please take it home with you or put it in a rubbish bin. There are sometimes heavy fines for dropping litter.

Alcohol – You cannot buy beer, wine or spirits if you are under the age of **18**. You will be asked for identification **before you enter** in most pubs and bars at night. Some family friendly pubs accept under 18s during the day. You must not buy alcohol for anyone under 18. The Police are very strict about this.

Shoplifting – To stop people stealing from them, shops have very good security systems. They nearly always call the police when they catch someone. The Police will contact the student's parents and the student will be sent home. The result can be a fine or some time in prison.

Dangerous objects – You mustn't carry any kind of weapon (for example a long knife or a gas/liquid spray) in a public place. If you travel by air, remember to put any objects like scissors in your suitcase, not in your hand luggage.

Drugs – It is illegal to have any kind of drug in the UK, even 'soft' drugs like 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.

Identification – In Britain, it is not necessary to carry identification. So leave your passport at home where it is safe. The best form of ID is a student card, which you can get from the Front Office. Beware of thieves and pickpockets, especially on the Underground.

Age of sexual consent – this is 16 years old in the UK.

Health and Advice

Doctors – If you are ill, tell your host and see their doctor. If you are not living in homestay accommodation, go to the Front Office and ask about a doctor. If you need specialist help you must see a doctor first.

Students who are not nationals of an **EU country** or a country that has a reciprocal health agreement with Britain have to pay for health treatment.

If any **medicine** is prescribed make sure you understand the dosage instructions and the medicine is kept in a safe place. If you need help, ask!

Hospitals – If you have an accident and have to go to hospital, emergency outpatient treatment is free. However, if you are kept in hospital and you aren't from the EU, you will have to pay and you should have medical insurance for this. The Front Office can help you with this information.

If you are staying in the UK for 6 months or more it's a good idea to **register with a doctor** when you arrive.

Chemists – If your illness isn't serious (for example if you have a cold or stomach ache) you can go to the chemist/pharmacy. He or she will give you advice on which medicine you can buy for your condition and if it is necessary to visit the doctor.

Dentists – Dentists are not free! If you need to see a dentist, ask in the Front Office for information and always ask the cost of any treatment before you see the dentist.

Other medical practitioners – If you need other services such as an optician, physiotherapist, acupuncture etc., please ask in the Front Office, they will always do their best to help find a recognised practitioner.

Advice Telephone Lines – If you are having more serious problems and you feel you cannot speak to a member of college staff, there are a number of specialist telephone helplines, which provide free confidential advice and support. Whatever the problem is we understand you may want to speak to a trained counsellor. Below are some useful telephone numbers or www.helplines.org.uk or e-mail info@helplines.org.uk.

Advice for International Students

Visas

The **UK Border Agency** deals with visa questions (www.ukba.homeoffice.gov.uk). Also, try UK Visas for more information: www.ukvisas.gov.uk.

Advice Services

ALCOHOLICS ANONYMOUS – Tel: 020 7833 0022 (daily 10.00 – 22.00)

ENGLISH UK – The national association of accredited English language centres in the United Kingdom

Address: 219 St John Street, London, EC1V 4LY

Email: info@englishuk.com

Tel: 020 7608 7960

FAMILY PLANNING ASSOCIATION (FPA) – Help and advice about contraception and sexual health

Tel: 0845 310 1334

GAMBLERS ANONYMOUS

Tel: 020 7384 3040

ISSU – The British Council's International Student Services Unit

Tel: 0161 957 7279

NATIONAL DRUGS HELPLINE

Tel: 0800 776 600 (24 hours)

NATIONAL HEALTH SERVICE DIRECT

Tel: 0845 46 47 (24 hours)

SAMARITANS – A 24-hour helpline for people in despair; any problem, anytime

Tel: 08457 909090

SEXUAL HEALTH CLINIC (ARCHWAY CENTRE)

Address: 681-689 Holloway Road, London N19 5SE

Tel: 020 3317 5252

Open Monday – Friday 9am–6:15pm

UKCISA — The Council for International Student Affairs, looks after the needs of international students, and has information on working in the UK

Tel: 0207 107 9922

www.ukcisa.org.uk

Religious Organisations

In the UK, we have freedom of worship.

There are a number of places of worship near the college. They will always welcome you.

St Joseph's Church – Roman Catholic (Archway Tube station)
Highgate Hill, London N19 5NE
Tel: 020 727 3220

Highgate International Church (Highgate Tube station)
272 Archway Road, London N6 5AU
Tel: 020 8492 0028

IANL – Islamic Association of North London (West Finchley Tube station)
683-685 High Road, London N12 0DA
Tel: 020 8492 0028

Highgate Hill Murugan Temple (Highgate Tube station)
200A Archway Road, London N6 5BA
Tel: 0208 348 9835

Highgate Shul Synagogue (Highgate Tube Station)
57 North Road, London N6 4BJ
Tel: 020 8340 7655

You can also contact the *Interfaith Network*
Tel: 020 7388 0008
E-mail: ifnet@interfaith.org.uk

Student Guide Part 4: Longer-term students

For students staying at St Giles for a period of three months or more here are some facilities we would like to recommend.

Bank Accounts

It is not easy to open a bank account in the UK. For help and advice see the Front Office. You need to stay at the same address in the UK for a minimum of 6 months to apply for a bank account with any bank, such as HSBC, NatWest, Santander etc.

Do **not** carry around large sums of money. Also, if you have travellers cheques please make sure you keep a note of their numbers; if they are lost or stolen this will help with their replacement. If you have large sums of cash with you at school, we are able to store it in our safe, please speak to the Front Office.

International Student Identification Card

If you are a full time student for six months or more, you may like to consider an ISIC card. The cost is around £8 and it will help you with student travel discounts, many High Street shops will give a discount, telephone companies, restaurants, entertainment, etc. Please visit www.isiccard.com to apply.

Mobile Telephones

There are two types of mobile phone: pay-as-you-go, which means you buy a telephone and then buy top-up cards which allow you to use the phone for a limited amount of time. Or you can rent a phone; you pay a fixed monthly rental plus the minutes you use. This is by direct debit from your bank account. This type of contract rental is usually for a minimum of one year. You can take out insurance, at a cost, if you break the one-year contract or if the phone is stolen.

There are many types of phones and many High Street suppliers in Muswell Hill and Crouch End. It is very difficult to recommend one as every student has different needs. Ask your fellow students which they find the best. The Front Office will give you a **letter** with your study dates and proof of address to open a mobile phone account.

Renting a Flat

Some long-term students may prefer the independence of renting accommodation themselves. Look carefully at different flats/houses, as they will vary greatly in size, quality and price, often depending on location. Accommodation close to the school can be very expensive; you may find cheaper accommodation towards the outskirts of London but remember you will have travel costs to consider.

We can recommend some local **agencies** but you may have to pay a fee to an agent. You can also look in local shop windows or newspapers. Loot, The Ham & High, The Barnet Times, The Evening Standard and Time Out are all very useful. If you find accommodation always look carefully at any contract and if you do not understand anything ask in the school before signing any agreement or handing over money. Also, always keep a copy of any documents and receipts of any payments. Remember you will be responsible for Council Tax payments and household bills.

See Alexandra for information about renting a flat and contract details.

VISAS

If your visa is due to expire and you would like to study after your visa expiry date, you must extend your visa. You should do this at least 5 weeks before your visa expires.

Speak to **Lucy** in the Front Office if you need advice on this.

What to Do

If you are staying with a host family and would like to stay with them for longer, ask them if it is possible. We can arrange a new family if you prefer. Go to the Front Office to get information about extending your course and accommodation. You will need to pay for your course in advance.

Can I work in the UK?

You can only work in your spare time if your visa gives you permission to work. If you have permission, the number of hours you may work will be on your visa. You may not work if your visa or passport stamp states, '**No work**' or '**Employment prohibited**' or you must '**not engage in employment**'. Always check with your country's consulate if you can work in the UK.

How to Find Work?

If you **can** work and are looking for a job we suggest you read local newspapers and look in shop windows. You could ask in cafes, restaurants, shops or pubs if they need any part time workers. You can also approach employment agencies, you do not have to pay a fee and they may have part-time jobs available, but remember the **limit to the number of hours** (if you have permission to work) and also, most importantly, your studies at St Giles.