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[www.loxdale.com](http://www.loxdale.com)

# SFHS Student Handbook



Accredited by the  
 **BRITISH COUNCIL**  
for the teaching  
of English in the UK



## Welcome to Loxdale English Centre!

We are delighted that you will soon be joining us for your English course and look forward to meeting you. We will do all we can to make your course successful and interesting.

We have designed this handbook to give you more information about your course in the UK. As well as being a guide to different aspects of studying at Loxdale, this handbook is also to let you know what we expect from you and what you can expect from your course here. Some of the information will be useful before you come and some whilst you are studying here.

Loxdale English Centre started in 1968 and moved to its current site in 1979. Our students then were only from Scandinavia. Nowadays we still get a lot of students from Scandinavia, but we also have students from around the world. We are an educational charity which provides adult education.

Our staff are always available to help you with any challenges you may have while you are here and to give advice. With good will on both sides, we have always managed to turn a problem into a solution and often into an opportunity for improvement. If you have any queries, ideas or comments to make after reading this handbook, I would be very pleased to hear from you.

If you have any questions or need any help, either before or during your course, please just come and see us, e-mail ([annathatcher@loxdale.com](mailto:annathatcher@loxdale.com)) or call us on +44 (0) 1273 414 973. The School emergency phone number is +44 (0) 7557 – 12 33 84.

Finally, we hope that you enjoy your course with us at Loxdale English Centre, learn a lot of English and make a lot of new friends. We will certainly do all we can to ensure you have a happy and informative time with us.

With best wishes



Anna Thatcher, Principal



### Our Mission

- ✓ To provide high quality education in a stimulating learning environment based on co-operation and active participation.
- ✓ To enable students of all ages and social backgrounds to reach their full potential and to provide a pathway for students to life-long learning and future careers.
- ✓ To promote tolerance and respect for other people, cultures and ideas.
- ✓ To allow students to personalise their learning through a range of methods such as activities, different subjects, lectures and projects.

### Our Values

Loxdale English Centre is a wonderful community consisting of our students, staff, hosts, educational tour operators and suppliers.

In all we do, we put our students at the heart of this community.

- ✓ To ensure that our welfare and safeguarding procedures keep our community safe.
- ✓ To be caring, ethical, honest in all communication and information.
- ✓ To provide a comfortable and welcoming study and work environment.
- ✓ To value and respect our community, both as individuals and as a whole, through listening to their views and suggestions and, where possible, by acting on them.

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## Accommodation and Meals



**Homestay 'family' accommodation**

Loxdale English Centre has been in this area of Brighton since 1979 so we have built up a good 'bank' of lovely hosts. Many of our hosts have been welcoming students for many years. They are specially selected by Jodie, Accommodation and Welfare Officer. Please see her if you need any advice or help regarding your accommodation.

Living in homestay accommodation is not the same as living in a hotel. You become part of the family so are expected to tidy up after yourself if you make a meal, ask permission if you want to have a guest to stay or visit and to be considerate to each other. You will be given a key to the house, but you will not have a key to your bedroom as it is not usual to have locks on bedroom doors.

It is important to remember that a homestay 'family' does not always consist of two parents with children. A couple, or widow(er) whose children have grown up and left home make excellent homestay hosts and often have much more time to chat with their students.

The more information we have from you and what you like, the better. Do you like to spend time in your room alone? Do you just want to be independent and spend a lot of time out socialising? Do you want to have children at your hosts that you can chat with? Do you like animals? Do you dislike animals? Do you have a special diet (gluten free, lactose free, halal, kosher, vegan) or allergies?

In the same way that each student is different, so is each host and we work hard to find the right host for the right student and vice versa. Very often living with a host is the most worrying aspect of studying in the UK but please remember that everyone wants you to be happy and to have a wonderful time. Your host is often just as worried about meeting you and hoping that you like them. Even if they have been hosting for a long time, every student is different, has different expectations and personalities.



### Changing or leaving your homestay

It is rare to want or need to change your host. Please see Jodie if you are not happy with your host or are not sure about something. It is an important part of your stay in the UK and we want you to feel comfortable. Most issues can be talked through and resolved, however, if you still want to move, you must give a minimum of one complete weeks' notice (by the latest 4pm on the Friday before the final week's stay) or pay one week's accommodation.

If your host has asked you to leave their home, there is no notice period to pay. We will discuss the reasons why you have been asked to move and look at how this will not happen again. If it is due to unreasonable behaviour by you, you will need to be mindful of your actions so that you do not cause offence or inconvenience to your new host.

If it happens on more than twice, we cannot guarantee that we can find another host for you and you may have to find your own accommodation. You will be refunded any of your remaining homestay fee.



### Communication, contact and the internet

Please make sure that you give your mobile phone number to your hosts as soon as possible so that they can contact you. You also need to have their mobile phone number so you can contact them.

The key to being happy with your hosts is communication. Please tell them if you don't like a certain food or if you will be home late for dinner.

Most hosts have Wi-Fi nowadays and this does not cost you anything. Please be aware that that as the host is responsible for the internet contract, you should not download any inappropriate or illegal material.

There are so many ways to keep in touch with your family and friends but please be considerate about the timing of your calls. English people generally go to bed earlier than in other parts of the world so please don't talk too loudly when they, or their children, are sleeping.



### Damage

You are responsible for any accidental damage you may cause in your homestay. You are expected to pay compensation to the host if any damage is caused. However, please always tell us if anything happens so we can help you.



### Guests

Please talk with your homestay family about whether they allow you to have guests visit or even stay the night occasionally.

Each host will have their own house policy. Most hosts would find it unacceptable for you to bring home a different person regularly!



### Heating

All forms of heating are expensive in the UK, especially electricity. Please do not leave heaters or lights on when not required. Electric blankets are not allowed.

In the UK the heating is not left on all the time. Usually we put on the heating on a timer to come on between 6 and 8.30am. Then it will turn off and come on again for the afternoon and evening, often between 5 and 10pm.

## Accommodation and Meals



### Holiday

You may want to have a day off at some point during your stay. This is fine providing you don't fall below the 85% attendance needed to pass your course. During this period there is no refund in payments.

Please see Rebecca to get the Holiday Form to fill in and give to Anna to ask for the time off.

Please remember to tell your homestay in advance if you are going away for the night, weekend or on a longer holiday.



### Late nights

Even though you are an adult, your host will worry about you. They don't mind you coming home late/early (!) but they just want to know you are safe.

If you said you were coming home at 11pm but haven't come home by 1145pm, they will be concerned. Just give them a quick text to let them know you'll be home much later.

Always make sure you come in quietly so that you don't wake them when you do return.



### Laundry

Your host will do one laundry load a week for you free of charge. Please ask your host how and when your laundry will be done.

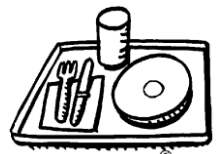
If you would like more done, you could offer to pay your host, or you could visit a laundrette. There is a laundrette in Southwick Square. As a guide an ordinary load costs about £4 for one load. 5 minutes in a tumble drier costs about £2 per load. It is open from 7am to 6pm.



### Meals

All students have breakfast with their hosts. Normally we drink tea and eat cereal and toast with jam/marmalade. It's not usual to have a cooked breakfast.

If you have a special diet e.g. vegetarian, lactose intolerant, gluten free, halal, you should already have let us know. If there is something you don't like, please do talk to Alison or your host so they can do their best to accommodate you.





### Meals continued

If you chose **half board lunch**, you will have cooked lunch at school. A varied meal is provided each day.

Students then cook their own meal at home or go out for dinner in the evenings. Please make sure you wash up and clean the kitchen straight after you have used it.



If you chose **half board dinner**, you will have dinner with your hosts and organise your own lunch. If you want to buy lunch at school, please book your meal before 1100 each day so that it can be ready on time. Or, you can bring your own lunch. You can heat up your own lunch in the student microwave.

The evening meal is your opportunity to practise English. Hosts are expected to sit with you during the evening meal on average 4 to 5 evenings per week. Remember to tell your hosts in advance if you will not be in for dinner.

If you chose **full board**, you have lunch at school and dinner with your hosts.

If we have day trips and you have lunch provided by the school, a packed lunch will be provided for you.

All half board and full board students have **dinner** with their hosts at the **weekends**. If you will not be home for dinner, we suggest you mention this to your host early in the week and ask them to provide you with a packed dinner or lunch instead of having to return home for dinner.

If you are ill and can't come to school, please call Loxdale before 9am to let us know. It may be that one of your friends can bring you your lunch.



### Money

Your homestay cannot be responsible for your money. We recommend locking it in your suitcase or handing it in to school where we can lock it in the safe for you. We recommend you have a minimum of £80 per week.



### Other students

Sometimes your host may have other students staying in their home. They will be a different nationality to you. You will always be the only student guest from your country.



### Showers and baths

As we have mentioned, the cost of utilities (gas, electricity and water) is expensive in the UK. It is expected that you will be allowed one bath or one 10-minute shower each day. Please ask your host about the best time for you to have a bath or shower. Always leave baths, showers and toilets clean after use.



### Staying out all night

If you are going to spend the evening/night with someone, please text your hosts to say that you will be staying with a friend overnight. It's easy and means that they won't worry about you.



### Toilets

In the UK all toilet paper should be put in the toilet.  
All female sanitary products should be put in the bin.



### Towels and Bed linen

You should be given clean towels and bed linen every week. Normally your host will do this. If you prefer to do it yourself, just ask your host.



### Valuables

Please keep your valuables (money, credit cards, mobiles, cameras, tablets, jewellery etc) safe. Neither your host, nor Loxdale is liable for any loss or theft.

If you would like to keep anything in the school safes, please just ask.



## Arrival and departures, including immigration



### Visas

If you are a Swedish passport holder you do not need a visa.

If you need a visa please arrange this in good time. Loxdale English Centre is accredited by Accreditation UK, which is a UK Border Agency approved accreditation body under the Immigration Rules for visitors. Once you have booked our course and told us that you will need to apply for a UK visa from Sweden, we will e-mail you the paperwork needed for a Short Term Study Visa for up to 11 months.

ALL students applying for visas need a letter of Confirmation Letter from Loxdale English Centre, evidence of your financial situation (normally bank statements showing 3 months of income that covers the living cost in the UK), to show that you have a reason for wanting to learn English and have the intention of returning to Sweden after the course.

If you are not sure whether you need a visa, it might be useful to look at the following website:

**[www.gov.uk/check-uk-visa](http://www.gov.uk/check-uk-visa)**

### Before leaving home

We recommend booking an airport transfer so that we meet you at the airport and take you directly to your accommodation. The best airport to use is Gatwick as it is only about 45 minutes from Loxdale. We will tell you the name of your driver and his phone number.

Please contact your homestay and Loxdale to let them know your approximate time of arrival as soon as possible. If you don't, they may not be home to welcome you. You should plan to arrive at your homestay by 2200 at the latest.

We recommend that you have some UK money (£) in cash. Sometimes taxis or local buses may not accept credit cards.



### Immigration

When you arrive in England you will have to show:

- Your passport and visa (if needed). If you wish to get a Short-Term Study Visa on arrival, you must tell the Immigration Officer on arrival that you plan to study in the UK and show them the papers from the school.
- The Loxdale English Centre Booking Confirmation letter and the invoice.
- Proof that you have enough money to support yourself while you are in the UK.

Keep these papers together in your hand-luggage so you can get to them easily.

## Arrival and departures, including immigration



### Getting to your accommodation

If you have booked a taxi, the driver will be waiting for you as you come out from Customs with your luggage. He/She will be holding a Loxdale English Centre sign with your name on it.

If you have not booked a taxi transfer, the easiest and cheapest ways to get to your host are:

- Gatwick Airport: Train (direct to Portslade or Hove, 35 mins) or coach to Brighton (50 mins)
- Heathrow Airport: Coach to Brighton (direct, 2 hours)
- Stansted Airport: Coach to Brighton (direct, 4 hours) or train (changes, 3.5 hours)
- Luton Airport: Coach to Brighton (direct, 4 hours) or train (direct 2 hours)

For times and prices we recommend looking at: Coaches [www.nationalexpress.com](http://www.nationalexpress.com)  
Trains [www.nationalrail.co.uk](http://www.nationalrail.co.uk)

From arrival at the train or coach station (Portslade, Hove or Brighton) you will need to get a taxi to your accommodation. This will cost between £8 and £20 depending on your address.

Rebecca will e-mail you more information a little nearer your course start.

### Returning home

If you would like a taxi transfer, please see Rebecca in the office and she will book one for you.

Remember to leave at least 2 hours for check-in (3 hours for out of Europe flights).

If travelling by public transport, make sure you allow for traffic jams or problems. There can be train disruptions from Brighton and train times on Sundays can be slower than normal due to rail works.

## British Law

Laws can be different in different parts of the world.

To keep you safe we need you to know that the following are illegal in the UK:



➤ For people aged 17 and under to buy alcohol.



➤ Drinking on public transport. It depends on where. It is illegal in London and on buses/coaches. It is legal on trains between London and Brighton.



➤ Smoking in all public buildings. There is no smoking in any of the School buildings. If you smoke, please put your stub in the wall-mounted bin or a bin – not on the patio or grass.



➤ Using recreational drugs.



➤ Buying or carrying weapons.



➤ Stealing/shoplifting.



➤ Any vandalism or graffiti.

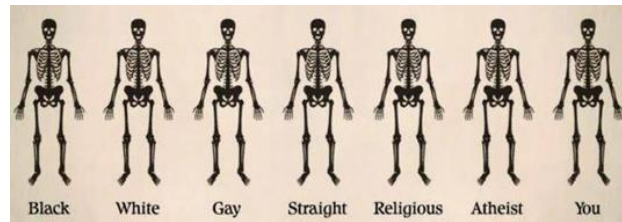
➤ In the UK, anyone aged 17 or below is a child according to law. Sex with a child is illegal.

If damage has been caused, whether accidental or on purpose, whether at school or with your hosts, you will have to pay for it, and it may lead to criminal proceedings.

If you have done anything illegal, or we have reasonable suspicion, we reserve the right to search your room and bags and confiscate any illegal items.

If you are found to have broken the law, you will be asked to leave the school at your, or your parent's expense immediately, with no refund, even if the police choose not to press charges.

### Equality & Discrimination:



Our students and staff are from all over the world, with different social and religious backgrounds, different educational experiences and different family upbringings. Loxdale English Centre is committed to treating everyone equally and without discrimination. We believe in tolerance and openness.

We will ensure that students are treated equally and fairly in terms of:

<i>Nationality</i>	<i>Age</i>	<i>Disability</i>	<i>Religion &amp; belief</i>
<i>Gender</i>	<i>Race</i>	<i>Sexual orientation</i>	

### Extremism:

Loxdale English Centre is committed to creating a safe and tolerant learning environment.

We want all our students to benefit fully from what the school offers and aim to ensure that everyone has the best possible experience.

Please let James or Anna know immediately if you have a complaint or worry. We can't help if we don't know about it.

## Code of Conduct

**All our students, staff and hosts have the right to feel safe, secure and respected.** We want all our students, staff and hosts to follow the following guidelines to make Loxdale English Centre a happier, safer school. Anna Thatcher and Jodie Morden are our Welfare, Prevent and Safeguarding Officers and, if you have any questions, please do talk to them.

We are valued and should value others. This means that each of us will:

### Be Polite

- .. in speech and behaviour
- .. by showing respect for others
- .. by being well-behaved
- .. listening to each other

### Be Prepared

- .. by having all the correct equipment
- .. by being ready to work/study

### Be Hard-working

- .. by starting work quickly
- .. by following instructions
- .. producing high quality work

### Be Considerate

- .. by being on time
- .. by being patient
- .. by caring for people and their property

### Be Safety-conscious

- .. by observing all safety practices
- .. by using all equipment carefully & putting it away

### Be Tidy

- .. by taking pride in your work
- .. by caring for your surroundings
- .. by dressing appropriately

**We expect the following from our students:**

#### In the classroom and on activities and trips

- Turn your phone off
- Listen to your teacher & other students
- Speak English!
- Actively participate and encourage others.
- When you leave, leave the room tidy
- Do your homework
- Respect the school's equipment and property
- Play games in a generous and sporting spirit but also to win!

#### In the Dining Room

- Welcome others to your table
- When leaving, please put your rubbish, glass/plates on the special trolley

#### With your hosts

- Be appreciative of your host
- Be on time for meals
- Communicate! e.g. If you are going to be late for dinner or if you don't like to eat something.

#### In public including streets and buses

- Don't crowd the pavement and please move out of the way of other people
- Please don't shout
- Throw any rubbish or cigarette butts in the bins provided
- Be polite and join queues

**Be proud to be part of our school and enjoy course at Loxdale English Centre.**



## In an emergency



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

School office: +44 (0) 1273 - 414 973

E-mail: [info@loxdale.com](mailto:info@loxdale.com)

It is very rare to have an emergency but in the case of an emergency the School emergency phone should be the first to call .....

**School emergency:** +44 (0) 7557 - 12 33 84

If nobody answers the emergency phone (may be out of signal area), you can also call:

Jodie, Accommodation & Welfare: +44 – 7493 106 051

Anna, Principal: +44 – 7775 - 928235



**First Aid**

There are First Aid boxes in the Reception, Anna's Office, Business Centre and Pavilion kitchen. Many staff are First Aiders including Anna, Jodie and Rebecca.



**Fire Drill**

During your course you will experience a Fire Drill. If you hear the alarm (long and constant), please go quickly and quietly outside into the back garden and stand with your teacher for your register to be taken.

This is also the case if it is in the afternoon or evening. Stand with your class.



**Lock-down Drill**

You might also experience a Lock-Down Drill. It is the opposite of a Fire Alarm.

If you hear the alarm (3 seconds on, 3 seconds off etc), quickly and quietly **go to** your classroom and stand with your teacher. This may occur if there is an external threat e.g. toxic fire in the area.



**Police, ambulance or fire brigade?**

**If you need the help of the ambulance, fire brigade or police, you should dial 999** on any telephone. These calls are free. The

operator will want to know exactly where you are, so it is important to know this. Look for a street name or shop name.

## First Day, First Week



### First Day:

Most students are a little nervous on their first day, but you will receive a warm welcome here and all the staff want you to feel happy and relaxed.

Please be at school at 0850 on your first day. Normally you start with a listening test. After this you have a placement test which looks at your grammar and vocabulary knowledge. Then you will also have a welcome interview with one of the teachers so we can evaluate your speaking and listening skills. This is just for us to be able to place you in the correct level class so please don't worry about the test. We have range of different level classes.

Around 1030 you will have a tour around the school and grounds and be introduced to everybody by Anna (Principal), Rebecca (Office Admin) or Zach (Social Manager). They will also give you more information about the school and go through the information in this Handbook.

Please just ask if you have any questions or any worries, we are here to help.

If there are more than 5 new students for testing, then this will take all morning and you will start your lessons on Tuesday.

If there are less than 5 students for testing, you will start your lessons at 1100 on Monday.


On your first day please bring:


1. Your passport
2. Notebook
3. Pen/pencil





### First week:

Your teacher will go through your timetable with you when you have your first lesson. Here are the other things to remember in your first week:

1.  Please give Rebecca your **passport**. We need to copy it as a requirement from UK Border Agency.

4.  Please give your mobile number to Rebecca.

2.  Please see Rebecca to have your **photo** taken.
3. On Wednesday James will come to your class with your course book.

5.  Did the school organise a transfer from the airport for you? Have you paid for it? If not, please see Karen or Rebecca.

If you are worried about anything, please talk to Jodie, Anna or James. If you have a question, just ask! We are here to help.



### Bullying

At Loxdale, we don't tolerate any bullying or violence – in person or on social media. If you are being teased or bullied or feel unhappy, please talk to Anna, Jodie, James or your teacher.

If you are worried about the welfare or well-being of yourself or another student or yourself, please talk in confidence to Jodie, Anna or James. We are here to help.

If we believe you are at risk of physically or emotionally harming others (hosts, students or staff) or if you cause harm, Loxdale may ask you to leave the course and return home. This will involve extra costs to you e.g. cost re-arranging your flight, weeks' notice for your host etc. There is no refund of the tuition fees.



### Dentist

The nearest dentist is in Portslade Old Village, 5 minutes' walk from school. Dentist appointments are difficult to get, and you may not get one on the same day.

You will have to pay for appointments and treatment. A basic appointment is around £45. A temporary filling is around £45. Tooth extraction can be £250. Emergency treatment may be more.

We recommend that you make sure that your travel/medical insurance covers dentists as this is not always the case.



### Doctors

If you need to see a doctor urgently, we recommend that you use the Brighton walk-in clinic called **Practice Plus Brighton Station Health Centre**. It is open every day, including weekends from 8am to 8pm. The address is Aspect House, 84-87 Queens Rd, Brighton BN1 3XE

They will always see you there, but it may take a long time. We recommend that you take a good book or your homework to do whilst you wait.

Alternatively, if the doctor isn't needed the same day, please see Jodie or Rebecca to make a local doctor appointment.

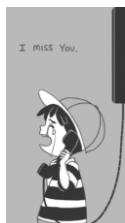
Another alternative is to use the National Health Service phone line for advice about where to go/what to do. The telephone number is 111.

Emergency health care is free in the UK. Some doctors may charge a consultation fee e.g. £40. You will have to pay for medicine prescribed (approx. £9 per item).



### General help

If you are worried or concerned about anything, we are always here to help you.



### Homesickness

It doesn't matter how old you are, most students will go through a period of homesickness at some point during your course. Please tell your friends and hosts when you are feeling low so that they can be particularly caring with you at that time and try to do things to keep your mind off the homesickness.



### Hospital

In the UK we only go to the hospital if we have had an accident or have an emergency. According to the National Health Service, you would go to hospital if you have had or have .....

- a loss of consciousness
- a fit/seizure that is new/unusual for you
- chest pain
- breathing difficulties
- severe bleeding that cannot be stopped
- severe allergic reactions
- severe burns or scalds
- a stroke
- a major trauma such as a road traffic accident
- a suspected broken limb

For most other conditions you need to see a doctor (see the Doctor section on page 16). If you are not sure, please ask Jodie, Rebecca or Anna for advice.

Emergency health care is free in the UK.



### Learning difficulties or physical disability

For more details about the Loxdale English Centre policy on students with any of these issues, please see our Policy on bookings for students with disabilities, mental health issues or Special Educational Needs. It is on our website or e-mail to ask for a copy.

The most common of issues that we deal with at Loxdale are students with dyslexia, but we have also had students who had issues with bed-wetting, were blind, deaf, sight-impaired or with various degrees of autism, Asperger's or ADHD. Students with ADHD normally have this under control through medication.

***Continued on next page***

### **Learning difficulties or physical disability continued**

We need to know of any needs and details of any issues before arrival so that we can better prepare for your learning and make sure that we have a homestay family and course suitable for your needs. We may need to have full parental contact support throughout your course, even if you are an adult. It would be useful to have a report from your current English teacher so we can get advice from them about your learning requirements.

We can and do offer a basic level of support for learners with minor to moderate learning difficulties if you are able to join our regular group ELT classes and participate in school life.

### **Medical conditions & medicine**

For your safety, please let us know if you suffer from any medical conditions or are on any medication. Medicine must have English translations in case we have to show them to UK medical staff.

Please remember to bring enough medication for your stay in the UK. For students staying a long time, please think about how you will get more medication if you need it. You will not be able to get your special medication in the UK. UK doctors will not take your word for what condition you have, and you would have to go through a diagnosis process. This takes time, sometimes months.

### **Mental health and counselling**

For your safety, our Welfare & Safeguarding Officer and Principal are available to support students in a professional and confidential manner with any problems that might arise while they are away from home. However, students must be aware that our staff are not professional counsellors. If required, we can put the students in contact with a local doctor or professional Counsellor. Regular professional counselling is an additional cost.

Loxdale English Centre has a professional counsellor who is available for student meetings at school one afternoon, once a month. These are free. To book, see James or Anna.

Loxdale reserves the right to contact the person you name as your next-of-kin if we believe you are in danger, with or without your permission in the interests of safety. If we do not believe that we can help keep you safe, we may ask you to leave the course and return home where you can get specialist care. This will involve extra costs to you e.g. cost re-arranging your flight, weeks' notice for your host etc. Loxdale would refund the tuition fee, less one week.

We don't want to turn anyone away, but your safety must come first.

For more details about the Loxdale English Centre policy on students with a mental issue, please see our Policy on bookings for students with disabilities, mental health issues or Special Educational Needs. It is on our website or e-mail to ask for a copy.





### Optician

There are many opticians in Portslade, Southwick, Shoreham, Hove and Brighton. You will have to pay glasses to be fixed, new contact lenses or new prescription glasses.

If you need help to make an appointment, just ask Jodie or Rebecca.



### Pharmacy

There are many pharmacies in Portslade, Southwick, Shoreham, Hove and Brighton. You will have to pay for medicine. Often, the pharmacist can help instead of having to see a doctor.

Just ask Jodie or Rebecca to show you on the map where the nearest one is.



### Safety

There are notices about different aspects of safety in the UK around the school notice boards. There are some aspects to be particularly aware of:

1. Please look both ways when crossing roads and use the pedestrian crossings. Remember that the British drive on the left.
2. As with any city all around the world, people are normally more vulnerable at night. Only walk down roads that have good lighting and do not take any short cuts at night.
3. If you are going to spend the evening/night with someone you have just met on a date, please make sure you let your friends know their phone number and address. Also, please text your hosts to say you will be staying with a friend overnight.
4. Never hitchhike.



### Special diets

If you have a special diet, e.g. vegetarian, gluten free, lactose free, halal etc. you should let us know as soon as possible.



### Having a holiday

Occasionally you may want to take some time off school when friends or family visit. If this is the case, please let Anna and your teacher know at least a week in advance. There is a special form to fill in, just ask the office for a form.

Please be aware that ALL absences are marked on the Register. You must have 85% attendance to pass the course and receive an End-of-Course Certificate.

If you are going away overnight, please make sure your hosts know and that they have your mobile number in case of an emergency.

### School holidays 2020

These are the dates that Loxdale will be closed on in 2020:

Friday 10 April	Good Friday	Monday 31 August	Bank holiday
Week of 12 April	Easter holiday		
Monday 4 May	Bank holiday	Monday 9 November	Holiday
Monday 25 May	Bank holiday	Monday 21 to 31 December	Christmas



### We value your opinion.

For the past forty years, we have developed our courses and procedures through the support of our clients and use of the opinions of past and current students and staff. We always want to improve our courses, procedures and facilities. This is often done by examining what our students are telling us that they love and like about the school and from their opinions of where we can improve.

We may not always be able to action a particular request. However, we will always consider it and explain why not if we can't help or change according to your request.

✓ **Talk to us:**

You can talk privately to your teachers after class. You can talk with Jodie, Anna, James or Zach any time to give ideas and opinions or to ask for help.

✓ **Self-Study Support:**

It's an opportunity for you to get one-to-one help with your studies.

✓ **Weekly Plan:**

Space for you to put your own personal requests to the teacher each week.

✓ **Course Council:**

Once a month we have a special Course Council where a class representative will talk to James, Jodie and Anna on your behalf.

✓ **Suggestion box:**

Put your ideas and suggestions about food, activities, the premises, resources and course content in the box outside Anna's Office.

✓ **Tutorials**

One-to-one chat with your Lead teacher to talk about all aspects of your course including studies, social and personal life, if required.

## Insurance and damage

The School is not be liable for loss, damage or injury to persons or property while attending school. The student is solely responsible for the safety of any personal property they bring to School.

Students must pay for any damage caused by them to Loxdale property or any hosts. Loxdale strongly recommends that students take out personal insurance cover before travelling to Britain.

Before you travel, you need to take out insurance against cancellation or curtailment of your course for any reason, for medical expenses or for loss or damage to your property. You can buy Medical and Travel insurance through Loxdale English Centre's provider. This is £5.79 per week or part of a week. For the full policy please ask Loxdale to e-mail it to you.

Not all health insurance covers dentists, so we highly recommend that you check that yours does.

Whoever your insurer is, normally there is an 'excess' fee – you have to pay the first £40 (or similar) before the insurance company will pay the rest e.g. if you have a £200 bill, you pay £40 and they pay £160.

We recommend that whenever you spend money on medical issues, always keep your receipts in case they add up to more by the time you go home.

Swedish students are also insured by Braheskolan during school and for school activities. However, we advise you to add insurance to cover your free time and extended medical care. Often you can just ask your normal household insurance to include this.

## Lessons

### How long is a lesson?

Each lesson is 45 minutes long and normally you have 2 lessons before a break (90 minutes).

### How many students will be in my class?

There is a maximum of 14 students in your English class. The average is about 11 depending on the time of year.



### How many English lessons a week do I have?

English:	21 lessons (15 hours, 45 minutes), each week
Guided self-study:	1.5 hours each week
Plus subject:	4 lessons (3 hours), each week

### What is a lesson?

We want you to have the opportunity to individualise your learning through having choices and influence on your studies.

At Loxdale we want all our students to experience different learning techniques and to learn about British culture as well as having traditional English lessons. As part of your course you will have English lessons, Britain Today lessons, tutorials, a weekly talk and English Through classes and, for students who are B2 level (upper-intermediate), also lectures.

Those students who have chosen the **English Plus** course will also study different subjects that they have an interest in such as Photography, Drama, British history, Art, Literature, British culture, Nutrition, Singing, Gardening, Creative English, Screen printing, Digital Media and International Relations etc.

English Plus Drama



English Plus Geography



English Plus Gardening



English Plus literature



English Plus Yoga & Yoga Philosophy



English Plus Screen printing





## Lessons

### The Four Pillars of Learning for our adult students at Loxdale

At Loxdale we work hard to ensure that you have the opportunity to develop in as many areas as possible while you are studying with us.

For this reason, our lessons are planned with 4 areas of student development in mind:

#### Language

vocabulary  
grammar  
speaking  
listening  
reading  
writing  
pronunciation  
fluency  
understanding  
expression  
nuance  
communication

#### Culture

education  
employment  
leisure  
sport  
entertainment  
the arts  
current affairs  
politics  
finance  
food  
hobbies  
context

#### Inter-Cultural Communication

differences  
behaviour  
appropriacy  
expectations  
nationality  
dialogue  
identity  
characteristics  
heritage  
globalism  
trust  
understanding

#### Personal Development

aspiration  
opportunity  
confidence  
goals  
motivation  
community sense  
support  
compromise  
leadership  
creativity  
growth  
achievement

## Lessons

### Sample timetables:

#### Sample General English Course Programme

Time	DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
0900 to 1030		English Lessons	English Lessons	English Through Lessons	English Through Lessons	<b>Lecture</b> (Intermediate or pre-intermediate level students have lessons instead)
1100 to 1230		English Lessons	Britain Today lessons	English Lessons	English Lessons	<b>English Lessons</b>
1230		Lunch	Lunch	Lunch	Lunch	Lunch
1330 to 1500		<b>1400 to 1530</b> Private tutorials or Self-Study Support	<b>1330 to 1500</b> <b>Self-Study Support</b> A teacher is in the Self Study room to help you <b>1430</b> <b>Sports and Social Activities</b>	Free afternoon - Can use the Self Study Room, common rooms, garden or sports hall	Free afternoon - Can use the Self Study Room, common rooms, garden or sports hall	Free afternoon - Can use the Self Study Room, common rooms, garden or sports hall

- The School is open until 1700. Students can stay at school to use the garden, sport hall, computer room, self-study room or classrooms to continue their studies or just to socialise with their friends.
- The Pavilion is open from 1730 to 2100 Mondays to Thursdays for students. Here they can listen to music, watch a film, use the Sports Hall, play table tennis, board games or computer games, do their homework, play instruments in the Music Room, use the wi-fi or just relax.
- There is a full social programme to take part in.

#### Sample English Plus/Intensive English Course Programme

Time	DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
0900 to 1030		English Lessons	English Lessons	English Through Lessons	English Through Lessons	<b>Lecture</b> (Intermediate or pre-intermediate level students have lessons instead)
1100 to 1230		English Lessons	Britain Today lessons	English Lessons	English Lessons	<b>English Lessons</b>
1230		Lunch	Lunch	Lunch	Lunch	Lunch
1330 to 1500		<b>1330 to 1400</b> <b>Weekly talk</b> <b>1400 to 1530</b> Private tutorials or Self-Study Support	<b>1330 to 1500</b> <b>Self-Study Support</b> A teacher is in the Self Study room to help you <b>1430</b> <b>Sports and Social Activities</b>	<b>English Plus lessons</b> OR <b>Intensive English lessons</b>	<b>English Plus lessons</b> OR <b>Intensive English lessons</b>	Free afternoon - Can use the Self Study Room, common rooms, garden or sports hall

- The School is open until 1700. Students can stay at school to use the garden, sport hall, computer room, self-study room or classrooms to continue their studies or just to socialise with their friends.
- The Pavilion is open from 1730 to 2100 Mondays to Thursdays for students. Here you can listen to music, watch a film, use the Sports Hall, play table tennis, board games or computer games, do their homework, play instruments in the Music Room, use the wi-fi or just relax.
- There is a full social programme to take part in.
- Adult students are aged between 16 and 80 years. The maximum English class size is 14.

## Lessons



### Course Books:

Students are expected to buy a course book each term (about every 10 weeks). This cost is shown as part of your obligatory costs. Most students have paid for these before they arrive.

### Can I tell the teacher what I want to be taught?

Teachers plan their lessons a week in advance. They have the aims for each lesson and then also the aims for the week (Weekly Plan). They will also know what their overall plan is for the month as they have a curriculum for each class to advance to the next level.

However, there are many ways that you can influence what you are taught in class. **See page 22.** One possible way is through the Weekly Plan. There is a copy of this on the notice board in your classroom and it shows what the teachers are planning to teach you that week. Your teacher will introduce and explain this at the start of the week. There is also a section where you can write suggestions for future lessons. It is an opportunity for you to help choose the lesson content in relation to your language needs.

### What happens if I'm late or I miss a lesson?

Lessons start at 0900, 1100 or 1330 so please make sure you are on time.

If you are more than 5 minutes late, you will have to wait until after break to enter the classroom. This is marked as an absence of 2 lessons e.g. 0900 to 1030 or 1100 to 1230.

Lateness and absences are shown on your Attendance Certificate that you receive at the end of the course. You need 85% attendance to pass the course and receive a certificate.

If you are regularly late or you regularly don't come to class, we will discuss whether you want to stay at Loxdale. It is disruptive to other students, upsets lesson plans and, potentially upsets your host if you are home instead of coming to school.

This will be dealt with as a disciplinary matter and you may be expelled. **See more details on page 50.**

## Lessons

### Classroom guidelines:

In order to make your course with us more beneficial, we expect certain things from you. These are shown below:

1. **Please be on time.** If you are more than 5 minutes late, you will be unable to enter the class and will be marked absent. You must have an 85% attendance record to pass the course and receive a certificate.
2. Please **speak English** in these buildings.
3. You are expected to **actively participate**, join in with discussions or activities.
4. You are expected to do your **homework** outside class each day. If you don't, you may not pass the course and it slows down the course for the other students.
5. If you have any difficulties or suggestions, please talk to your teacher.
6. Turn your **telephone off** in class, unless using it for vocabulary and research.
7. We do not allow **laptops or ipads/tablets** to be used in class. If you need one because of learning difficulties, please discuss this with your teacher so we can discuss options.
8. No food or drink (apart from water) is allowed in the classrooms, library, computer room or self-study room.

### Homework

You will be given homework each day. This is to be done outside class in time for the next lesson.

### My lessons are too easy/too difficult:

There are three processes that show Loxdale which class you should be put in; Listening test, Grammar & Vocabulary test and spoken interview. Teachers will discuss which class is best for you based on these results.

During the first week, you may feel that your class is either too difficult or too easy. It can take a little time to settle into a class so please don't worry for the first three days. However, after that, if you still feel the class is not at your level, please talk to your teacher and let him/her know how you are feeling.

If you wish to move up a level, it is important that the teacher has seen what you know. You should speak up in class, use what you have learnt in class in your homework/essay, do the homework and answer questions.

The teachers always monitor their students and it may be that they come to you with the suggestion that you move up a level.

If you wish to change your class, you will have a meeting with your teacher and James, the Director of Studies. You will talk about the reasons. If everyone agrees, you will move to a different class.

## Lessons

### My lessons are too easy/too difficult continued:

If the teachers don't agree that you should change class then they will explain why they advise against it, giving further recommendations for study support. These notes will be written down and you will have a copy. In this case, further meetings can be arranged if you wish. If you are still unhappy after two meetings, you should raise the matter with the Principal.

### Exams:

If you want to take an exam in the UK, you can choose between:

Cambridge FCE (First Certificate)

Cambridge CAE (Advanced)

Cambridge CPE (Proficiency)

These are taken at a Brighton exam centre

The cost of taking these exams is approximately £146.

IELTS exam

This exam is taken at a Brighton exam centre and costs approximately £160.

LanguageCert exam

This exam is taken at Loxdale. You can choose from the Speaking exam or the Writing/Reading exam. Each section costs £45.

If you want to take an exam, we recommend taking the English Through and/or English Plus exam preparation option. We also recommend that you join the teacher-guided Self-Study sessions on Monday and Tuesday afternoons to do more exam preparation.

Swedish students will also be considered for English 5, 6 and 7. Students who study both at Braheskolan and Loxdale will also be considered for Omdöme at the end of your term.

### Tutorials

In your first weeks, you will be asked to fill in a Tutorial Form. This will show us what you hope to achieve from the course and what skills you particularly want to work on. Then every four weeks (out of the summer) you will have a tutorial with your teacher to talk through your progress.

### Activity Week

If you are studying at Loxdale the week of 2 March or 12 October, you will have a fantastic opportunity to go anywhere in the UK for a week. It is the chance for you to choose any subject that interest you and do some research about it. There must be some academic merit to the study, but our teachers will guide you to find ideas.





### Activity Week continued:

You can do the week by yourself, in pairs, in threes or, the maximum in groups of 4 students.

Activity Week has 3 parts to it:

**1) Preparation, up to 7 weeks beforehand**

You need to work out your budget, where you will stay, who you will interview, how you will get there with the guidance of Loxdale teachers.

**2) The week itself**

You will need to think about collecting souvenirs/film/photos that you may wish to use in your presentation, interview a relevant person or people and start to think about how you will present your presentation.

**3) The presentation, 2 weeks later to the school.**

There are no hard and fast rules but we expect the presentation to be approximately:

a) 1 person: 7 minutes      b) 2 people: 12 to 15 minutes      c) 3/4 people: 15 to 20 mins.

There are many ways to do your presentation including using PowerPoint etc.

Every student receives £40 from the school for this week and also their lunch money. You will also receive up to 5 nights' homestay accommodation refund depending on how many nights you are away from your hosts. If you are away 1 night you get 1 night back (approx. £11 per night).

Depending on how long you want to be away for and where you want to go, we recommend that you have between £100 and £250 to spend on the week. Of course, if you choose to do a project whilst still staying with your host, you won't need as much as if you want to go to Scotland for 5 days.

All our Swedish Folk High School clients must take part in this.

Our other international clients can choose whether to continue studying English at Loxdale during the week or whether to take part in Activity Week.

Past presentations have included; the Eden project, The dark side of Edinburgh, Jack the Ripper, Volunteering with homeless shelters, Shakespeare, Jane Austin, Harry Potter film locations, Sherlock Holmes, Vikings in York, The Beatles, Smugglers in Cornwall, Castles in Wales, Churchill, Bram Stoker, Irish food and many more!

## Local area including transport



A walk on the South Downs

### Portslade

As you probably know by now, Loxdale English is in the Brighton suburb called Portslade. It is near Portslade Old Village (2-minute walk) and just north of the modern centre of Portslade (10-minute walk). Portslade is a suburb of Brighton and Hove. Portslade-by-Sea and Portslade Old Village each have their own distinctive character.

There are fitness centres which our students can have discounted membership of in the area. There is also a local swimming pool. The South Downs National Park is only a 15-minute walk away.

**Portslade Village**, the original settlement a mile inland to the north, was built up in the 16th century. The arrival of the railway from Brighton in 1840 encouraged rapid development of the coastal area and in 1896 the southern part was renamed **Portslade-by-Sea**, making it distinct from Portslade Village. The village today has a post office and small store, cafés, large charity shop, garden centre, beauty parlour, take away restaurant and pubs.

Portslade Village, nestles in a valley of the South Downs and still retains its rural character with flint buildings, a village green and the small parish church of St Nicolas, dating from approx. 1150. Other interesting buildings include Portslade Manor, one of the few surviving ruins of a Norman manor, built in the 12<sup>th</sup> century and Foredown Tower. This has a camera obscura, one of only two in the south of England. It is open to the public.



Portslade High Street

**Portslade-by-Sea**, to the south, straddles the small but busy seaport harbour basin of Shoreham harbour and is the industrial centre of Brighton & Hove. Portslade train station is in Boundary Road, the main shopping area. This area has restaurants, supermarkets, pubs and shops. Boundary Road is, as the name suggests, the boundary between Portslade and neighbouring suburb of Hove.

### Banks:



Banks are normally open Monday to Friday 0930 to 1630. Some banks are open on Saturday mornings until 1200.

If you are staying for more than 6 months, you can open a bank account. You must ask permission from your host to use their address before doing so. However, there are also online bank accounts (e.g. Loot) that allow you to use your home address even if you are in the UK.

We know that some countries no longer use cash (notes or coins) on a daily basis. This is not the case in the UK. We recommend that you have about £20 in cash in your wallet for emergencies.

You will need to pay for school social activities and trips by cash and many other smaller shops, taxis etc. will expect cash.

## Local area including transport

### Bikes:



Many students choose to buy a bike whilst here. It is cheaper than renting. You may be able to sell the bike to the school or family before you go home. Check with staff to see where the best places to buy a bike are.

Remember to wear a helmet, have good brakes and make sure both the back and front lights are working. You are not allowed to ride on pavements in the UK.

Always remember to lock your bike if you leave it, even at school.

### Buses:



The bus stop is outside school with a direct bus service to the centre taking between 20 and 25 minutes. No. 1 and No. 1A buses go every 7 minutes during the day and every 15 in the evenings. There is also a late-night bus.

There are copies of the bus timetable by Zach's Office.

You can buy bus passes and find out bus times from Reception. In 2020 weekly passes approx. £22. For details of Saver Tickets from Brighton & Hove buses, please see their website: [www.buses.co.uk/tickets/saver.aspx](http://www.buses.co.uk/tickets/saver.aspx)

A day ticket is about £5.30 and is valid for the whole of Brighton & Hove. You can travel on it all day as many times as you want.



### Doctor, dentist & pharmacy:

Information is in the Health, Safety and Welfare Section of this Handbook.

### Library:



We recommend joining Portslade library. You need to tell them you are studying here and use the school address when you join. Not only can you borrow books, DVDs and CDs but it also has free internet access with good computers. You can book the computers for half-hour or hourly sessions. The library card can also be used in Hove and Brighton Libraries.

### Post Office



The nearest Post Office is in the Old Village, part of the general store. This shop is open Mondays to Fridays, 0900 to 1730 and on Saturdays until 1230. The main Post Office is on Boundary Road.

### Restaurants



There are three lovely places within an 8-minute walk to have afternoon tea or lunch; Emmaus, Olivia's Tearooms and Mayberry Garden Centre.

There are more restaurants in Southwick and Portslade, within a 20-minute walk.

## Local area including transport

### Supermarkets



There are three large supermarkets within a 15-minute walk of the school; Tesco, Sainsbury and Aldi.

There is small Co-op in Shelldale Road, about a 10-minute walk and other independent smaller food shops in Portslade Old Village, Valley Road, Burlington Parade.

### Trains:



There are two train stations near Loxdale, Portslade and Fishersgate. Portslade has more train options, including direct trains to London. Trains to Brighton take 10 minutes and it takes 1 hours to London Victoria.

### Taxis:



There are various companies including:

Taxi Link: (0) 1273 – 595959

Car Cabs Brighton: (0) 1273 – 414141

Taxis from Portslade train station to Loxdale cost approximately £6.

Taxis to Brighton from Portslade cost approximately £16 - £20

## Renting your own accommodation

Loxdale English Centre recommends staying with one of our specially selected homestay families. The main reason is that it will allow you to learn more about British culture and will ensure you speak more English. We are aware that it can be lonely living by yourself. Students are also more likely to attend their course regularly if they live in the local area rather than in other parts of Brighton and Hove.

We recognise that sometimes our students may want to rent their own accommodation but Loxdale is not responsible for helping with this process.

The average price to rent a room in Brighton & Hove is about £125 per week. Accommodation in Brighton & Hove is popular and whether it's just a room or whether it's a flat, it will be taken quickly. Make sure you have your finances and references ready so you can move quickly when you find the perfect place.

There are certain issues that we'd like you to be aware of if you choose to house share or rent your own flat or house.

### **Bills:**

Are bills (electricity, gas, internet, water) included in the rent? If not, make sure you have some idea how much they have been for the past 3 months so that you can budget properly.

If you are sharing the house, who pays the bills and collects the money from the others? Make sure you know what happens if one person in the house doesn't pay their rent? Or for damage? Are you liable to pay for them if they leave?

### **Contract:**

Read your contract carefully before signing. Talk about points you don't understand with the landlord or letting agent. If you don't agree with something, talk about it. If they agree to change something, make sure you have this in writing, you need proof.

Make sure it includes:

- How much the deposit and rent are?
- When is it due?
- What does the rent cover (eg, council tax, utility bills)?
- What does it say about ending the contract early if you have to go home early?
- What does it say about returning the deposit? Do you have to have special carpet cleaning service?
- Are you allowed to smoke?
- Other dos and don'ts
- How often will the landlord visit the building to inspect the property?
- Is there a fine for losing your key or paying the rent late?
- Who is responsible for the garden/outside space? Etc.



## Renting your own accommodation

### **Council tax:**

Find out whether you are expected to pay the Council tax for the accommodation, or part of it. It should be part of your rent so should not be paid separately.

### **Deposit:**

You must pay a deposit to reserve the room/property. This is usually 2 months' rent. Alarm bells should ring if asked to pay rent or deposit by an instant money transfer service such as Western Union or MoneyGram. While you've no protection when you pay by bank transfer, at least these are usually more traceable – which means banks or police could use this to help get your money back.

Instant money transfer payments cannot be traced at all in cases of fraud, so are highly popular with scammers. So if someone asks you to pay by MoneyGram or Western Union, be highly suspicious. Never pay this way. Landlords should be happy to take a bank transfer or cheque.

Please be aware that you need to clean the accommodation spotlessly to get your deposit back when you leave.

### **Insurance:**

Are personal belongings included in the house insurance? Normally it's not, just the actual building is insured.

### **Internet:**

If you're in a flat share it is likely that you will all be downloading from the internet at the same time. Make sure you've got a good download limit on your broadband package. Or is it unlimited? If you don't you may end up with extra charges.

Be aware many contracts are 12 months, and some even longer. What happens if you move out before this? Will someone take over your part of the contract?

### **Letting agents:**

Please use a recognised letting agent when renting accommodation. We have had incidents when students have used Gumtree where they have been scammed ending up having paid money and not getting the accommodation.

Most room or property lets are for a minimum of 6 months. You will need to provide:

- Deposit payment (usually 6 weeks' rent).
- 2 references – have them ready to speed up the process.
- If you are renting a property (not just a room) and are aged under 26 years old, you will normally have to have a financial guarantor. This is a person who will have to provide bank details and financial information. That person will guarantee to pay the rent if you don't.

## Renting your own accommodation

### Moving in/Moving out

Make sure you have your landlord's or letting agent's phone number. You will need it in case you need repairs to be done, need to know how to put the heating on, lock yourself out etc.

You want to know:

- Where is the fuse box?
- Where are the gas, electricity, water meters?
- What day is rubbish and recycling collected?
- Where is the thermostat?
- Are there any instruction manuals? E.g. for heating, internet supplier, oven?
- Where is the water stopcock in case you have to turn off the water?
- A list of contents.

Normally you will get an inventory for each room. Check this and take photos of anything that looks damaged or different on your first day. It doesn't matter how small e.g. chipped mirror, missing fork, damaged tile. Talk to the letting agent about these in your first week so that you get something in writing from them to show they believe you.

Even if they don't give you an inventory to fill in, write down anything damaged and send to your landlord as soon as you can so that they know.

If bills aren't included, make sure you take the water, electricity and gas metre reading (take a photo) and let the suppliers know so that you don't get charged for the previous tenant.

When you move out, take photos again so you can prove that you left it in a good condition.

### Repairs

What happens if your fridge breaks down? If the heating stops working? A window is broken? How quickly will someone come to fix it? Is it your responsibility to get it fixed or does the letting agency? Do you have to stay home to let in the workmen or will the letting agency open up for them?

### Safety:

- Ask whether there are fire alarms in the rooms.
- Ask to see the Gas Safety Certificate. Under the Gas Safety (Installation and Use) Regulations 1998, landlords must do a gas safety check every 12 months to ensure gas appliances and fittings are safe and keep these maintained.
- Ask to see the Electrical Safety Certificate.
- How safe is the area? Look at the police website to see how many and what type of crime is reported there: <https://www.police.uk/>

## Renting your own accommodation

### **TV licence:**

You need to buy a TV licence if you are going to watch TV or iPlayer even if it is on your laptop.

### **Visit the property:**

See the property before agreeing to move in, don't feel pressured to pay before you see it. Things to look out for:

- Any mould, damp spots, peeling wallpaper?
- Look at the ceilings – any cracks, leaks?
- Turn the taps on – does the hot water come on quickly?
- Look at the door locks and window locks – are they good quality? Will your personal belongings insurance accept that type?
- Turn on your phone – do you have reception in the house?
- Look in the kitchen – what equipment is there for you to use?
- Can you hear your neighbours?
- Is there a garden that you have to mow the grass, look after?
- Look at the area. Are there shops? Is it right next to a pub – nice but will it be noisy? How long will it take to get to school? Are the buses direct? If you're going to cycle, where can you store the bike?

And don't forget to ask about the neighbours! Have there been any problems for the previous tenants?

## Past student recommendations



Here are some tips from past students:

### Things to do:

- Remember you can get a long way by taking the local buses with a Supersaver ticket.
- Walk to Brighton along the seafront at least once!
- Go to the Farmers Market and look at the Houseboats in Shoreham.
- Walk to Devil's Dyke over the Downs and Seven Sisters - you get a beautiful view.
- Eastbourne, Lewes, Arundel and Steyning are worth a visit.
- Visit the Royal Pavilion and Brighton Pier.
- Sea Life Centre is worth a visit.

### Nightlife:

Tuesdays, Wednesdays and Thursdays are the cheapest nights to go clubbing. The admission to clubs can be pretty high (up to £12) but most are cheaper if you arrive before 2200. Many have rules about not wearing trainers.

### Restaurants:

- Lots of nice and cheap pizza/pasta restaurants in the Laines area, Picasso's or VIP pizza for example.
- Marwood Bar & Coffeehouse in South Lanes is a very unique place to go.
- Three good vegetarian restaurants are Wai Kika Moo Kau in the North Laines, The Prince George pub in Trafalgar Square and most importantly – Terre a Terre, one of the best restaurants in the country!
- Harry Ramsden's has good fish and chips near the Pier.
- Pompoko on Church Street is a good and cheap place for Japanese noodle.
- The Mock Turtle near Pool Valley does good cakes and cream teas.
- Orsino in Hove is very good.
- Yo! Sushi in East Street. It's fun.
- Casa Don Carlos is fantastic.

## Past student recommendations

### Pubs:

#### Portslade:

- The Stag's Head
- The Battle of Trafalgar
- Stanley Arms
- Railway Inn

#### Brighton & Hove:

- The Lion and Lobster (also good food)
- The Mash Tun
- The Hope & Ruin
- East Street Tap (EST)
- Northern Lights (Swedish bar)
- The Brunswick
- Mesmerist
- Kings & Queens (good to watch sport)
- Hobgoblin
- Wetherspoons (lots of space)



### Clubs:

Coalition  
The Black Lion (no entry fee)  
Revolution  
Prism (biggest club)  
Casablanca (cheap on Wednesdays)

### Don't Go:

Boutique Club  
Volks Club  
The Arch

### Sport:

Change Gym in Hove is the place worth checking, membership costs around £25 per month with no contract and £26 joining fee. Gyms closer to the centre will charge you around £40 per month.

### Shopping:



Most shops will give you discounts with an International Student Card. You can also get a discount at some cinemas and clubs.

Always ask if they do discounts for students!

- Tesco is cheaper than Sainsbury. Buy Tesco own label products.
- Aldi shop in Portslade is your friend!
- Primark is very cheap for almost everything.
- The Pound Shop – you will find everything there.
- North Laine, Bond Street have lots of fun shops.
- Shop around charity shops for books and clothes and don't forget Emmaus just around the corner from the school.



## Past student recommendations



### Mobile phones:

The school has sim cards with credit for sale.

Try to organise so friends get the same network as it will be cheaper when you call each other.

The best international phone cards for our students is GifGaff. Rebecca sells these sim cards in the school office for £5. You can then top them up or Rebecca can help you with this.

### Homestay families:

- Have a talk about the rules on DAY ONE!
- Talk about washing, coming in late, how often/how long showers, having friends over (especially boyfriends/girlfriends), food, computers, the phone.
- Communicate – don't be afraid to ask! Respect them and their home. You are living in their house. It takes a few weeks to adapt yourself to your hosts, give it some time.

### Transport:

'Funfair' online tickets from £1 when you book in advance on [www.nationalexpress.com](http://www.nationalexpress.com)

If you travel to London or anywhere in the South-East by train, there is a discount if 4 people travel together.

### London, *Places to stay and things to do:*

Book your accommodation at [hostelworld.com](http://hostelworld.com) or [hostellondon.com](http://hostellondon.com).

Good places include:

The Swedish Church, Piccadilly Backpackers, Astor Victoria Pimlico and St. Christopher's Inn Hostel



- Most museums are free!
- Queue up at Leicester Square for return tickets for the big shows and get discounted tickets. (Get there by 0900)
- Places to visit include:

- London Aquarium by the London Eye
- Tate Modern
- National Gallery
- Victoria and Albert Museum
- Science Museum
- British Museum
- London Museum
- Imperial War Museum
- Mamma Mia – amazing show, worth every penny
- Hamley's Toy Shop, Regent Street
- All of the parks! Hyde Park has Speakers' Corner on Sunday mornings, Green Park, Kensington Park and Regents Park.
- Visit the markets especially Covent Garden, Camden, Portobello Road (Notting Hill)

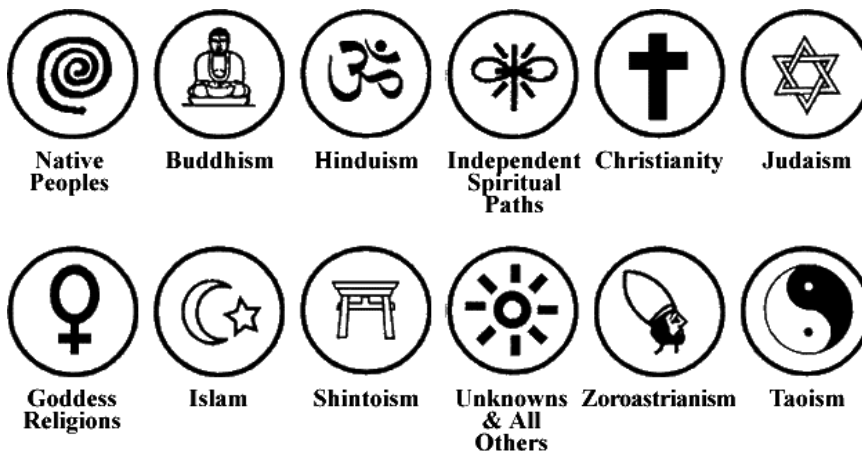
## Past student recommendations

### And finally:

- Read lots of English books
- **Speak only English** at school – you will learn faster!
- Remember to thank the bus driver
- Join an evening class
- Use please, thank you and sorry all the time!
- Get to know English people and the international students, don't just hang out with your friends who speak the same language.
- Take part in the school social programme, it's fun and cheap. Trips are cheaper with the school than tour companies. It's good to meet other people too and speak more English.
- **Have a great time and enjoy yourselves!**



## Places of Worship



### Church of England

St Nicholas & St Andrew  
Bishop Hannington Memorial

South Street, Portslade Tel: (0) 1273 – 418090  
Nevill Avenue, Hove Tel: (0) 1273 – 732965

### Roman Catholic

St. Theresa's Church  
St. George's Church

92 Downland Avenue, Southwick Tel: (0) 1273 – 708227  
13 Court Farm Road, Hove Tel: (0) 1273 – 503647

### Baptist

Holland Road Baptist Church  
Shoreham by Sea Baptist

71 Holland Road, Hove  
Western Road, Shoreham

Tel: (0) 1273 – 732111  
Tel: (0) 1273 – 463068

### Methodist

Hove Methodist Church  
Southwick Methodist Church

Portland Road, Hove Tel: (0) 1273 – 324600  
Manor Hall Road, Southwick Tel: (0) 1273 – 597747

### Islam

Al Medina Mosque  
Islamic Centre & Mosque

24 Bedford Place, Brighton Tel: (0) 7778 – 108633  
150 Dyke Road, Brighton Tel: (0) 1273 – 505247

### Jewish

Brighton & Hove Progressive Synagogue  
Brighton & Hove Reform Synagogue

6 Landowne Rd, Hove Tel: (0) 1273 – 737223  
Palmeira Avenue, Hove Tel: (0) 1273 – 735343

### Buddhist

Bodhisattva Buddhist Centre  
Brighton Buddhist Centre

3 Lansdowne Road, Hove Tel: (0) 1273 – 732917  
14 – 17 Tichborne Str, Brighton Tel: (0) 1273 – 772090

### Christian Science

Christian Science Church

97 Montpelier Road, Brighton Tel: (0) 1273 – 325100



## School administration, facilities and opening times

Loxdale English Centre has three buildings on site, all within a 30 second walk from each other.



### MAIN BUILDING

#### GROUND FLOOR:

- Classrooms 1 and 2
- Offices (Accommodation & Welfare, Student Services, Social, Director of Studies, Principal)
- Dining room
- Toilets

#### FIRST FLOOR:

- Classrooms 3, 4 and 5
- Staffroom
- Teacher workroom
- Social room
- Computer room
- Toilet

#### SECOND FLOOR:

- Classrooms 6, 7 and 8
- Toilets
- Staffroom

### LOXHALL BUILDING

- Classrooms 9 & 10
- Lecture room/Classroom
- Music Room/Classroom
- Toilets
- Sports Hall
- Pavilion kitchen

### BUSINESS CENTRE

- Room A/Computer room
- Classrooms B, C and D
- Toilets

## SITE PLAN



### Communication:

Please come and talk to us if you have any ideas, problems, suggestions or queries. Anna, Principal, and Jodie, Accommodation & Welfare Officer, are always available to you.

James is the Director of Studies and is always happy to talk to you about your studies.

School office: +44 (0) 1273 - 414 973

E-mail: [info@loxdale.com](mailto:info@loxdale.com)

It is very rare to have an emergency but in the case of an emergency the School emergency phone should be the first call **School emergency: +44 (0) 7557 - 12 33 84**

If nobody answers the emergency phone (may be out of signal area), you can also call:

Jodie, Accommodation & Welfare: +44 – 7493 106 051

Anna, Principal: +44 – 7775 - 928235

Remember - there is always somebody to talk to.

## School administration, facilities and opening times

### Computers:



There is a computer room with 14 computers so students can access their e-mails and do homework. One of the common rooms also has some computers.

There is also wi-fi so you can use your own laptops/tablets/phones.

Loxdale has E-Safety rules about using the Wi-Fi and computers that you must follow are shown on the notice boards and on our website under the School Policies - 'E-Safety Policy'.

Do not download or look at illegal or offensive material or download any software.

Remember that there are laws in the UK about being horrible to people, sexting, lying or bullying online or on social networks.

### Dining Room:



It is in the Main building.

Snacks including fruit and drinks are served at breaks.

Most students choose to have a cooked lunch at school each day, Mondays to Fridays.

The dining room is run by Alison Arnone as her business. If you haven't booked half board lunch but would like lunch, please order it by 11am each day. This is so it will be ready for you at lunchtime.

If you have a special diet or any request about the food, please talk with Alison.

Otherwise you can use one of the microwaves in the Pavilion kitchen in Loxhall to heat up your own food for lunch.

There are water dispensers in the dining room for you to use. If possible, we prefer you to fill your water bottle as disposable cups are not environmentally friendly.

### Garden:



We have a large garden for you to enjoy. During the warmer times of the year, we have football goals, badminton and volleyball nets up.

There are several picnic tables to have lunch at or just relax by in your free time.



## School administration, facilities and opening times

### Library:



Students are welcome to borrow books from our library. You will also find a large selection of articles on different subjects to read.

We just ask that you return anything you borrow before you go home.

### Music Room:



We have a range of different instruments for you to use around the school. In the music room you will find guitars, a piano, ukulele, drum set and percussion instruments.

You are welcome to use anything during your free time.

Please look after the instruments and let us know if any need mending.

### Opening times:

The Main Building: 0830 to 1700

Business Centre: 0830 to 1630

Loxhall: Out of the summer Mon. to Thurs.: 0830 to 2100

Fridays: 0830 to 1630

### School Services:



If you would like us to post your letters or postcards, please hand them in to Reception by 1600. Your family and friends can send mail to the School for you. The address is on the front page.



If you need to make an urgent telephone call and can't from your mobile, please go to Reception. Phone calls to the UK are charged 40p per minute or part of. Calls abroad are charged at 60p per minute or part of.

Swedish Students: If you need to phone Braheskolan or CSN, there will be no charge.



If you need to print out a document from a usb stick or your e-mail account, just ask in the office. If there are more than 8 pages to print, you may be charged 5p per copy.

## School administration, facilities and opening times



Chocolates, snacks and drinks are also sold in the dining room **vending machine**.

### Self-Study Room



Students are welcome to use the Self-Study Room in their free time whilst the Main Building is open.

There are a variety of resources for you to use including books, worksheets, websites and DVDs.

On Monday and Tuesday afternoons, we have teacher-support here. There is a teacher who will be there for 1.5 hours to advise you and give you suggestions on extra work you can do.

### Sports hall

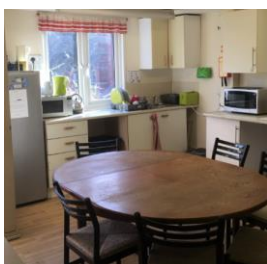


Our students are welcome to use the sports hall in their free time. Just check with Reception or Zach, Social Manager whether it is available at the time you want it.

We use it for a variety of different sports including table tennis, bench ball, badminton, basketball, dodgeball, indoor hockey, indoor football, volleyball and dance lessons.

If you need to borrow any balls or equipment, just ask Zach.

### Social Rooms



There is one common room in the Main building and another in Loxhall.

The whole of the Loxhall building is open for our adults for free. There is a kitchen area with microwaves, kettles, toast for you to use. You must clean up after yourself.  
(see Opening Times).

It's a great place to meet your friends in the evening, listen to music, enjoy playing sports or board games, computer games or cards. You can even use the kitchen area, watch films or use the music room.

We have a member of staff on site to practice your English with, help and make sure that you speak English!

## School rules & disciplinary procedures

### Your teachers, school staff & hosts

British law can be different to other countries especially if they work with education.

Please don't ask them to:

- Let you do something against the school rules
- Keep a secret about you or your friend's behaviour
- Join your Facebook or any social media account. There is a school Facebook page for you to join.

~~facebook~~

They are not allowed to do any of this and can get into serious trouble if they do.







Our staff and host families are here to look after you, protect you and make sure you have a great time!



### School rules



Please be on time. If you are regularly late and miss classes, you are not making the most of your course. Persistent lateness or absence from class is grounds for being expelled from school with no refund of course fees.



Speak English

Please talk English on the Loxdale site. You will learn much more quickly.



We expect you to actively participate in lessons, join in with lessons and activities.



Turn off all mobile phones

Please turn your phone off in class.

## School rules & disciplinary procedures

**Other than these rules we just ask...**

That you have respect for each other and the school.



**and** just be nice!

## Disciplinary Procedures

Some potential situations that lead to disciplinary procedures are:

- Frequent non-attendance or persistent lateness
- Disruptive behaviour in class
- Harassment, bullying, aggressive or abusive behaviour or lack of courtesy towards other students, staff or hosts
- Vandalism or sabotage
- Non-payment of fees (e.g. accommodation, social activities or trips)

At Loxdale English Centre, we want all students, staff, homestay providers and visitors to feel comfortable and happy in the school. We have some policies that you may also want to read relating to disciplinary issues:

- |  |   |
|--|---|
| • Disciplinary policy for adult students | • Loxdale English Centre Terms & Conditions |
| • Anti-Bullying and harassment policy    | • E-Safety policy                           |
| • Safeguarding policy                    |   |

You will find these policies on our website 'School Policies' section.



## School staff

Here are some of the staff that are here to help you whilst you study at Loxdale English Centre.

Anna Thatcher  
Principal



James de Malplaquet  
Director of Studies



Jodie Morden  
Accommodation & Welfare Officer



Zach Fairclough  
Social Manager



Student Services

Rebecca Peel



Michael Thatcher



Karen Lilley  
Accounts Officer



Lianna Lee  
Marketing Officer



Alison Arnone  
Catering Manager





## Social programme

When you study English in the UK you don't stop learning when you leave your classroom. You will continue to hear English around the school, in the street, in the shops etc. Every moment has the opportunity for more learning whether about the English language or about British culture and life.

At Loxdale English Centre we recognise the importance of the school social programme as part of your stay and opportunity for learning. We offer a selection of activities and trips to suit a variety of interests.

As an educational charity, out of the summer, we even subsidise these activities for our adult students. We feel strongly that it is an important part of your stay and just as important as your classroom lessons. We want you to do and see as much as possible whilst you are here.

Here is an example of the social programme so you can see the approximate cost of activities:





### Winter Social Programme

- Where there is a \* there will be a member of staff on the activity/trip
- Activities & their timings are subject to change if necessary (e.g. weather, bookings)

#### JANUARY 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	WEEKEND
<b>7 Jan.</b> Testing & course introduction	<b>8 Jan.</b> 1415 Orientation tour of Brighton*	<b>9 Jan.</b>  1900 to 2100: Welcome team challenges for staff & students. *	<b>10 Jan.</b> 1930 to 2200  Karaoke £2* *	<b>11 Jan.</b> 1315 to 1515 Conversation and visit to Emmaus. * Tea & cake optional	<b>12 &amp; 13 January</b> <b>Saturday:</b> 0830 to 1930: Oxford. £25 * <b>Sunday:</b> 0830 to 1930 London £25 *
<b>14 Jan.</b>  1900 Quiz evening. £1 *	<b>15 Jan.</b> 1415: Brighton History walking tour * £5 (free have bus ticket)	<b>16 Jan.</b> 1900 to 2130: Bowling. £12* 	<b>17 Jan.</b>  1500 Baking. £4 Max. 10 pers.	<b>18 Jan.</b>	<b>19 &amp; 20 January</b> <b>Saturday:</b> 0830 to 1930 Trip to London £25 * <b>Sunday:</b> 0830 to 1900 Salisbury & New Forest £25 *
<b>21 Jan.</b> 1330 Board game competitions 	<b>22 Jan.</b> 1930: Local pub evening * 	<b>23 Jan.</b> 1900 to 2100 Benchball, table tennis and/or film. * 	<b>24 Jan.</b>  Eve: Card evening *	<b>25 Jan.</b>	<b>26 Jan &amp; 27 January</b> <b>Saturday:</b> 0830 – 1830 Trip to Winchester £25 * <b>Sunday:</b> 0830 to 1930 Trip to London £25 *
<b>28 Jan.</b> 1315 to 1500 Conversation and visit to garden centre. * Tea & cake optional	<b>29 Jan.</b> 1930 to 2100 'Minute to Win It' team games £2 *	<b>30 Jan.</b> 1430 Art & Crafts and conversation £3 	<b>31 Jan.</b>  1930 to 2130 International Talent Show! *	<b>1 Feb.</b>	<b>2 &amp; 3 February</b> <b>Saturday:</b> 0830 to 1930 Trip to Cambridge £30 * <b>Sunday:</b> 0930 to 1630 Trip to Chichester. * (£25)

#### FEBRUARY 2019

MONDAY	TUESDAY	WEDNESDAY	Thursday	FRIDAY	WEEKEND
<b>4 Feb.</b>  1445 Basketball*	<b>5 Feb.</b> 1430 Visit to Brighton Museum. * £9 (or £5 if have bus ticket)	<b>6 Feb.</b>  1930 Table tennis competition. *	<b>7 Feb.</b> Yellow House organise event activity for the school. £3 per person *	<b>8 Feb.</b>	<b>9 &amp; 10 February</b> See notice board for public trips – many available

If no price is shown, this activity was free.

### School Clubs

Students are welcome to set up their own clubs if they wish (e.g. sports, film, book, philosophy, dungeons & dragons etc.). If you would like some help or advice, please talk with Zach.

### Local Clubs

To get the most from your stay in Britain we strongly advise you to join a gym, choir, library, church, dance class or other club so that you have the opportunity of mixing with British people. We will tell you about some clubs in our Weekly Information session (out of summer) or just ask.

## Social programme

### Brighton & Hove entertainment

Brighton always has something going on; festivals, plays, concerts, comedy, art exhibitions, vintage car rallies and many more.

Loxdale is also close to Shoreham which has a thriving art centre.

Keep an eye on the What's On Guide: <https://whatson.brighton.co.uk/>

<https://www.skiddle.com/whats-on/Brighton/>

If you wish to go to the **theatre**, you should book in advance. Theatre Royal, New Road, Brighton, 01273 - 328488

You do not have to book for the **cinema** but, if you want to go on a Friday or Saturday night, it is advisable. The Odeon has student discounts Mondays to Thursdays (if you have an International Student Card). UGC at the Marina has student discounts all week. The Duke of York independent cinema is good for art house or foreign films.

We will show you how to get an International Student Card when you arrive. It's really good value and will help give you discounts.

Most **pubs** are open all day but this is up to the individual pub. You must be 18 to buy alcohol so please do not buy alcoholic drinks for friends who are not 18. There is no smoking in any pubs. If you go to a pub, please make sure you go straight to the bar to buy a drink (soft or alcoholic). It is good etiquette to buy at least one soft drink an hour whilst you are there.

Zach is happy to introduce you to some Leisure Centres or **Gyms** in the area. There is **swimming** at King Alfred at Kingsway, Hove or Wadurs by the Holmbush Centre in Shoreham.

### Your programme, your suggestions

It's really important that you talk to Zach about what you enjoy doing and where you would like to visit so that you can have an impact on what we put on the programme.

**Baking/cooking**



**Halloween party**



**Pub evening**



**Brighton colour run**



## What to bring



Your homestay will provide you with towels and bed linen. If you go to the Gym or want to go swimming/the beach you should bring a towel for you to use there.



You will need a raincoat or umbrella!



You should bring your own toiletries and alarm clock. Don't forget to bring an adapter for your electrical appliances.



For school you will need a pen/pencil and a pad of paper.

## Work in the UK

At the moment only students from the European Economic Area are allowed to work or do volunteer work. These are students from the EU, Iceland, Switzerland and Norway.

Other nationalities are not allowed to work in the UK.

If you find a job you will need to apply for a National Insurance (NI) number.

Telephone: 0800 141 2075

Monday to Friday, 8am to 6pm

### After you've applied

You'll get a letter from the Department for Work and Pensions (DWP) asking you to come to a National Insurance number interview at Jobcentre Plus. You will need to show them:

- passport or identity card
- driving licence (if you have one)
- Loxdale welcome letter
- Loxdale homestay details

At the interview, you'll be asked about your circumstances and why you need a NI number. You'll also be told how long it'll take to get your number. If you change your address before you get your letter, tell DWP by contacting the National Insurance number application line.

You can start work before your National Insurance number arrives if you can prove you can work in the UK. You should tell your employer that you've applied for one and give it to them when you have it.