

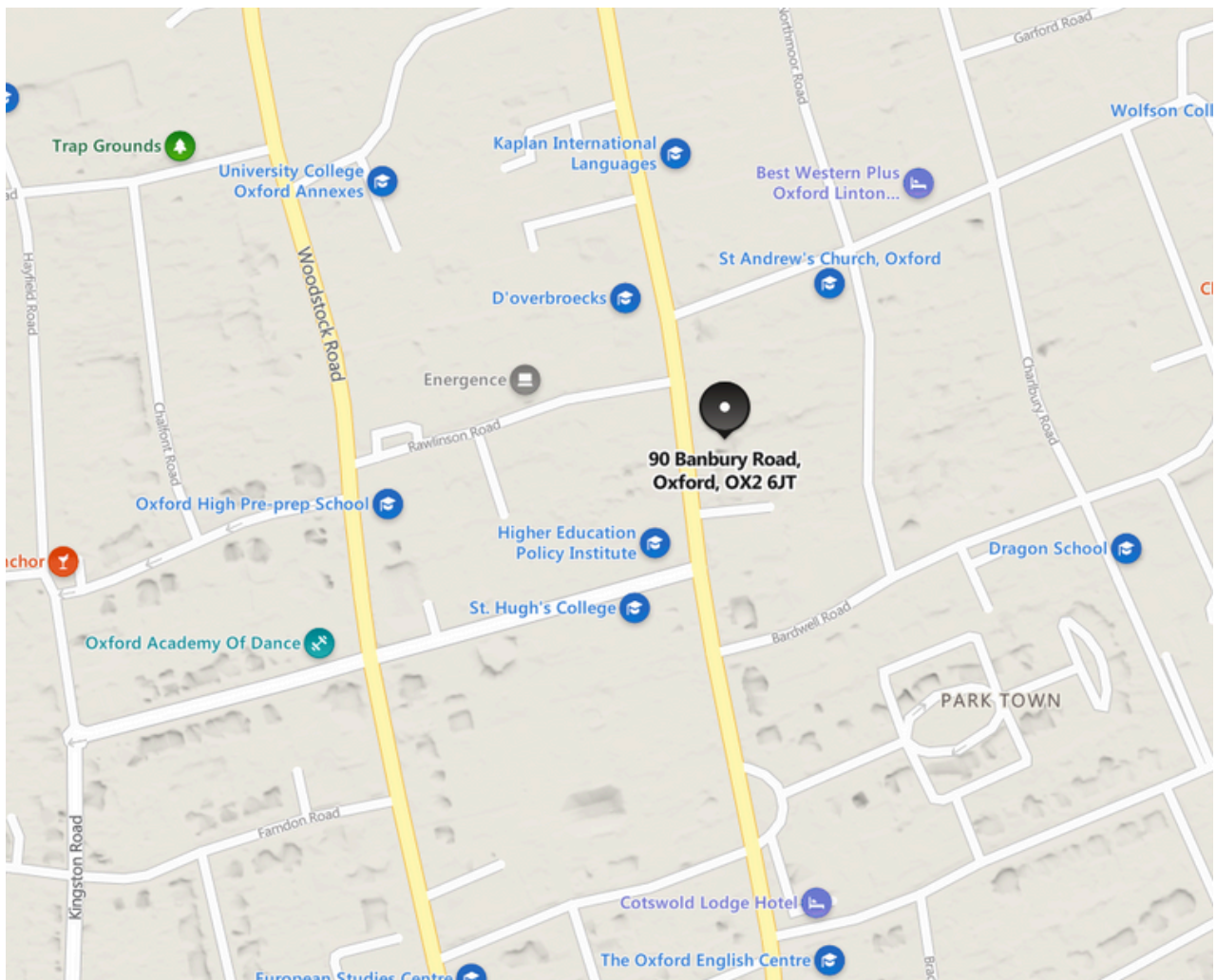


Welcome to OISE Oxford

The school

OISE Oxford is at 90 Banbury Road (OX2 6JT). This is located near Summertown, to the north of Oxford.

- From Cornmarket Street (the main pedestrian street, where McDonald's is), carry on straight head towards Magdalen St.
- Continue along St Giles Street and where the road diverges, go along the road on the right - this will lead you to 90 Banbury Road.
- If you cannot find the school, please call the emergency phone number: (+44)7899773119.
- The door will be open and you will be greeted by a member of staff inside





Monday Morning

Please come to the school at the time stated in your welcome email. We will:

- provide all the essential information for your stay regarding leisure and welfare;
- explain the details of your course and what you can expect in class;
- give you your timetable for the first week.

The timetable you receive on Monday is valid for the whole week. If you stay longer than one week, please collect your new timetable from a member of staff.

If you hear the fire alarm at any time, please evacuate to the front or the rear of the building.

We hope we will be able to make a significant difference to the way you use English in your job or in your studies. Our aim is to help you to gain confidence in your ability which, with lots of practice, will quickly translate into better performance.

During your course your tutors and group teachers will evaluate your ability in English in the following areas: Listening, Reading, Writing, Spoken Interaction and Spoken Production.

At the end of your course you will receive a report which follows the Common European Framework. We will indicate your level in each of the skills above according to the 6 levels of ability described below:

C2 Native standard	C1 Advanced	B2 Intermediate +
B1 Intermediate	A2 Pre-Intermediate	A1 Elementary

If you have any other questions concerning your assessment or your level of English, please do not hesitate to talk to a member of the Academic Team.

About the school

- OISE Oxford is at 90 Banbury Road, OX2 6JT.
- The school is on three floors and is open between 09.00 and 17.30, Monday to Friday.
- Ground floor: School offices, study and lounge area and classrooms. Coffee and refreshments are served daily. There is also a water filter machine in the school kitchen.
- The toilets are situated on the first and second floors.
- If you need to take a phone call during your lessons, please be courteous to your fellow students and staff and excuse yourself from the classroom before taking the call.
- If you are unable to attend your lessons for any reason, please contact us as soon as possible so that we can make appropriate arrangements.
- The 24-hour emergency phone number is +44 7899 773119.
- The school has Wi-Fi and the password is 'cloud-tiger'.





About Oxford

Banking and Finance

Banks are typically open 9.00/9.30am–5.00/5:30 pm, Monday to Friday, with earlier closing times on a Saturday. The closest banks to OISE Oxford are:

TSB, 17 George St
Natwest, 43 Cornmarket St
Barclays, 54 Cornmarket St
Lloyds, 1 - 5 High St
Santander, Carfax

The nearest cash point can be found in Summertown, 263 Banbury Road.

If you wish to open a UK bank account, the bank will need to see various documents including your ID, visa, proof of address and a stamped and signed enrolment letter from the school. Some banks will require you to have a long-term visa in order to open an account, whereas others are more flexible. Please ask at the office if you would like further advice.

Currency Exchange

Post Office Travel Money: 17 Woodstock Rd
Marks & Spencers: 13-18, Queen St
Senli Cash & Go: 16 Broad St
Change Money: 6-7 Cornmarket St



General Information

- The main post office is at 102-104 St Aldate's and is open from 9.00am – 5.30pm Monday to Saturday.
- There is a post box if you turn off the Banbury Road onto Park Town, OX2 6SN.
- Coach links to London are provided by the Oxford Tube and The Airline. They depart from Gloucester Green bus station and also the High Street, close to Queen's Lane.
- Taxi companies include 001 Taxis (Telephone 01865 240000), Royal Cars (Telephone 01865 777333) and ABC Radio Taxis (Telephone 01865 242424).
- The Railway Station is a 15 minute walk west of the city centre on Botley Road. For full details of train times and prices, telephone National Rail Enquiries (08457 484950) or visit www.nationalrail.co.uk
- You can hire a bicycle from Walton Street Cycles, 78 Walton Street (Tel 01865 311610) or Summertown Cycles, 200-202 Banbury Rd (Tel 01865 3168).
- The nearest pharmacy is Boots, 227 Banbury Road.
- The nearest stationery shop is Pen to Paper, 263 Banbury Road.
- Electric adaptors can be bought at Boots and most supermarkets.
- The Covered Market closes at 5.00pm daily. Many of the High Street shops close at 5.30pm.
- Police: in emergencies, call 999. To report a non-emergency crime, call 101.

For more information on the law please visit the website:

www.direct.gov.uk/en/CrimeJusticeAndTheLaw/index.htm

- Licensing Laws: In accordance with the law those who are under 18 years old will not be allowed to drink or be served alcohol. If you are over 18 please take your I.D. with you in order to prove your age. If you don't bring any identification, there is a chance that you will not get served.



Places of Worship

Roman Catholic - St Aloysius
Woodstock Road
01865 315800

Jewish – 21 Richmond Road
Jericho
01865 553042

Anglican – St Ebbe's
2 Roger Bacon Lane
01865 240438

Muslim – Central Oxford Mosque
Manzil Way
01865 245547

Methodist – Wesley Memorial
Church
New Inn Hall St
01865243216

Sikh - Gurdwara Sri Guru Nanak
Dev Ji
295-297 London Rd
01865 765611

Baptist – New Road Level
Bonn Square
01865 247583

Buddhist – Thrangu House
Buddhist Centre
42 Magdalen Road
01865 241555

Please ask us for assistance for any other faith.

If required, we can provide a quiet space for you in the school to observe your religion. Please speak to a member of staff for more details.

Medical Care

- If you are sick then please phone the school to let them know. They can arrange for you to see a doctor or a dentist if required.
- Visitors from the European Economic Area (EEA) or Switzerland are entitled to free medical treatment on the National Health Service (NHS) on a similar basis to an ordinarily resident person, provided that you are able to provide your European Health Insurance Card (EHIC). Please note, you will still need to pay for some services including prescriptions, dental treatment and eye tests, which are subsidised by the NHS.
- If you have paid an Immigration Health Surcharge as part of your visa application, you will be entitled to medical and dental treatment in the UK on a similar basis to an ordinarily resident person for the duration of your visa.
- If you are visiting England from a non-EEA country, even if you are a former UK resident, you need to ensure you are covered for healthcare through personal medical or travel insurance for the duration of your visit.
- NHS trusts have a legal obligation to identify and charge those people not entitled to free NHS treatment. If you need NHS treatment and you have not arranged insurance, you will be charged at 150% of the standard NHS rate, unless an exemption category applies to either you or the treatment. You will need to pay in advance the full estimated cost if the treatment you need is non-urgent, otherwise the treatment will not be provided. If you are a non-EEA national and you fail to pay for NHS treatment when a charge applies, any future immigration application you make may be denied.
- Some medical treatment is available to all free of charge, including Accident & Emergency services, treatment of infectious diseases and treatment of conditions caused by torture, female genital mutilation (FGM), domestic violence or sexual violence.



Registering with the police

Some students need to register with the police after arriving in the UK with a visa, or after getting permission to stay for longer in the UK. If you need to register, you must go to the police station within 7 days of you:

- arriving in the UK if you applied for a visa from outside the UK
- getting your biometric residence permit if you applied to stay for longer from inside the UK

The police will give you a registration certificate which you will need to keep for the duration of your visa.

The police station is located on St Aldates, a 30-minute walk from the school. Please ask for directions at the office if you need them.

Who needs to register?

You can check whether you need to register with the police by:

- checking your visa 'vignette' (sticker in your passport). You must register if it has 'Police registration' or 'Register with police in 7 days of entry' on it.
- checking the letter you get from the Home Office when your application's approved. It will tell you if you must register.

For more information, check the following government website:

<https://www.gov.uk/register-with-the-police/who-needs-to-register>

If you do not register, your permission to stay might be shortened and you'll have to leave the UK. You can also be stopped from getting or extending a UK visa in future.

Buying a bus ticket

The easiest way to travel around Oxford is by bus. There are two main bus companies in Oxford: Stagecoach and the Oxford Bus Company. Travel passes for just 1 week for one company can be bought from the bus driver but if you are staying longer, you will need to buy a bus pass. It is more convenient to buy the pass for both companies, called the ‘SmartZone’ pass. These can be bought from the Gloucester Green Travel Shop (89 Gloucester Green, OX1 2BU). Bus timetables can be found on these websites:

www.oxfordbus.co.uk

www.stagecoach.co.uk

Mobile tickets are also accepted on buses, you can purchase these tickets on either the Stagecoach app or the Oxford Bus Company app:

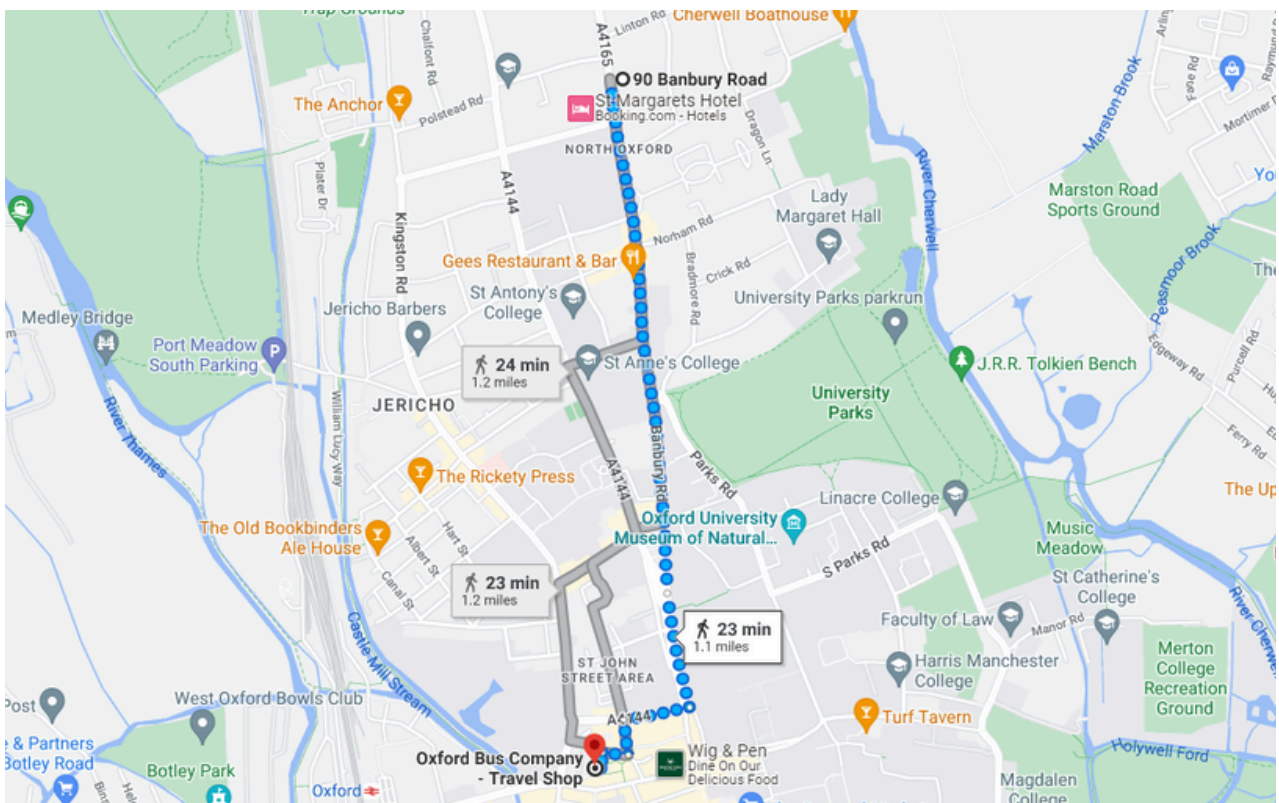


Oxford Bus
Company app
icon



Stagecoach app
icon

Below are directions from OISE Oxford to the Gloucester Green Travel Shop:





Safeguarding

OISE Oxford is fully committed to safeguarding the welfare and basic needs of all young people. We recognise our responsibility to take all reasonable steps to promote safe practice and to protect young people from harm, abuse and exploitation. OISE Oxford acknowledges its duty to respond appropriately to any allegations, reports or suspicions of abuse. All staff will endeavour to work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of young people and adults. Please take a look at the Safeguarding Policy on the notice board for more information.

Safeguarding Team

OISE Oxford has a designated person who deals specifically with the welfare of our under-18 students. Should you wish to report that yourself or somebody else is being abused, please come and speak to one of our safeguarding team or email them on the addresses below. All information will be kept in strict confidence.

Jozef Windsor	jozef.windsor@oise.com	+44 1865 247272
Joanna Shaw	joanna.shaw@oise.com	+44 1865 247272
Gina Rowland	gina.rowland@oise.com	+44 1865 247272

Information for under 18s

- You may be in a class with adults so please behave with maturity.
- Please enter the school's 24 hour emergency number into your phone:
+44 7899773119
- You MUST inform your host family where you are going if you do not plan to return for dinner after school. If you do not have the telephone number of your host family, please ask a member of staff.
- Please note, students under the age of 18 must return to their host families by 10:00pm. If you fail to arrive home by this time, your host family will inform the school.
- Please remember that it is against the law for under 18s to buy alcohol or tobacco.



OISE Oxford complaints procedure

We hope that you will be pleased with every part of your time here at OISE Oxford. However, if you do have a problem, this is what to do:

Talk to someone immediately and we will do our best to resolve the situation.

- If your problem is connected with your lessons, firstly speak to your teacher.
- If this does not solve your problem, speak to Jozef Windsor.
- If your problem is connected to your accommodation, firstly speak to Joanna Shaw or Jozef Windsor who deal with accommodation and host families issues.
- If you wish to ask any questions about your booking or if you wish to make any changes, please speak to Jozef Windsor.

Please be aware that OISE Oxford will not tolerate any form of abusive behaviour towards its staff or learners. If at any time you feel you have been the victim of any form of abusive behaviour, please talk in confidence to the Principal, Jozef Windsor.

If you would rather write, the e-mail address is oxford@oise.com

We hope you enjoy your time at OISE Oxford!