

# Student Handbook

2018



# Welcome to The Leeds School of English

Dear Student,

Welcome to our school – and thank you for studying with us.

We're happy to meet you!

This small Student Handbook will give you information on the following:

- General School rules
- Your course and learning English
- Accommodation options
- Welfare and life in the United Kingdom

Please read this handbook and keep it safe, as you may want to look at it later.

If you ever need any information, feel free to talk to your teacher or ask us any of us at Reception. You can also find a lot of useful information on our website: <http://leedsschool.co.uk/help>.

We hope you will enjoy your course and benefit a lot from your stay in the United Kingdom.

With best wishes,

The Leeds School of English Team



**Welcoming atmosphere**



**Focus on your learning**



**Quality teaching**

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## Key numbers

School reception.....	+44 (0) 1132 456476
School emergency number .....	+44 (0) 7397 883675
Emergency services .....	999
Non-urgent medical help.....	111
Non-urgent police help .....	101

## We're here to help you



### Alex

Student Services Officer

Talk to me if you have a question about:

- Social activities
- Booking a new course
- Bank accounts and other practical issues
- Welfare, sickness, holiday, absences



### Anisah

Admin Manager

Talk to me if you have a question about:

- Your booking through an agency
- Sponsoring and financial guarantees
- Accommodation issues
- Payment



### Tammy

Academic Manager

Talk to me if you have a question about:

- Your class or language level
- Changing your course
- Help with choosing the right exam
- Safeguarding (if you are worried about somebody)



### Andras

Head of School

Talk to me:

- If you need more help
- If you would like to give more feedback on our services

## General Rules » Booking

### Application

As you now know, you can apply to study with us through our website, by clicking on the “Apply now” button. If you have any friends or family, they can do the same.

### Extending your course

If you want to study with us for longer than you originally planned, please see Alex or Anisah at Reception and ask if you can extend your course. We're of course very happy if you'd like to stay with us, but as places are limited, talk to us as soon as possible to make sure you can stay.

### Changing your course

If you feel that another course would be better for you, talk to your teacher and Tammy, the Academic Manager. If they agree that another course is more suitable and we have places on that course, we will be happy for you to try it.

Changes can only happen if the Academic Manager agrees with it, and you can only move to another course on a Monday.

### Shortening or cancelling your course

In general, we expect you to stay for the whole duration of your booking. Our Terms and conditions say that we cannot offer a refund for the first 12 weeks of your course, even if you decide to cancel or shorten it, or simply do not arrive.

### Booking through agents

If you have booked your course through an agent (and not directly with us through the website), then you will have to contact your agent if you'd like to make any changes.

If you have any problem contacting your agent, feel free to talk to Anisah.

## General Rules » Discipline

### Adults and teenagers

We accept students from the age of 16 in our school. This means that adults and teenagers (who are, according to the law, children) study together.

We expect everybody to have a mature attitude in the school, so please respect everybody and take learning seriously.

Also, as an adult aged 18 or older, you have to be responsible for how you behave with (or in front of) anyone under 18.

### Anti-bullying and anti-harassment

Everybody who works or studies at The Leeds School of English has to be respectful. No type of disrespect, bullying or harassment is acceptable. This means you cannot be rude or violent to anyone.

If you feel that you or anybody else is a victim of bullying or harassment, talk to the Student Services officer, Alex or the Academic Manager, Tammy.

### Attendance and lateness

You always have to arrive on time for your classes. You must call us if you can't come to school before your lessons start. Your attendance will be included in the certificate that you receive at the end of your course. You must be present for at least 80% of your classes to receive a certificate.

### No smoking

You mustn't smoke in the school or next to the entrance. There is a smoking area behind the school. Go to page 27 for more details.

### Disciplinary procedures and being asked to leave the school

If you don't keep the rules of the School, we can start a disciplinary procedure. At the end of this, you may be asked to leave the school. You can find more details about this on our website: <http://leedsschool.co.uk/school/policies>.

## Learning English » How we teach English

### Communication

The most important part of all our courses is communication: we want to help you to be able to speak better English. So our lessons focus on *fluency* first, which means that we'll get you to speak as much as possible, use longer sentences, without worrying about making mistakes.

### English language skills

As part of your lessons, you will work on developing the four main skills:

- Speaking
- Listening
- Reading
- Writing

There will always be more focus on speaking than the other four skills, as this is what the majority of our students need most. If you feel you need more help with any skill, talk to your teacher.

### Grammar

Grammar is a very important part of learning English, but we only teach grammar in context: there are no grammar-only lessons or lectures. There is more work on grammar in the morning General English course than in the afternoon courses.

### Vocabulary

Learning new words and expressions will be a key part of every lesson. You won't only learn new words from your coursebook: we'll also help you with broadening your vocabulary outside the classroom.

### Tutorials

You will have tutorial meetings with one of your teachers regularly, where you will talk about what help you need and what else you could do to learn even more. Feel free to ask your teacher about any difficulties you have with learning English.

## Learning English » Course overview

### General English

🕒 15 lessons a week Morning course  
📅 Monday-Friday

- ✓ All language skills
- ✓ Real-life communication
- ✓ Coursebook & MyEnglishLab
- ✓ Elementary – Advanced
- ✓ Combine with Afternoon English to study full-time



### Intensive General English

🕒 23 lessons a week Full-time course  
📅 Monday-Friday

- ✓ All language skills
- ✓ Real-life communication
- ✓ Coursebook & MyEnglishLab
- ✓ Elementary – Advanced
- ✓ General English and Afternoon English Courses combined



### Afternoon English

🕒 8 lessons a week Afternoon course  
📅 Monday-Thursday

- ✓ Focus on speaking
- ✓ Real-life communication
- ✓ Great projects and topics
- ✓ Elementary – Advanced
- ✓ Combine with General English to study full-time



### Exam English

🕒 8 lessons a week Afternoon course  
📅 Monday-Thursday

- ✓ Exam strategies for IELTS
- ✓ Grammar and vocabulary
- ✓ Regular tests
- ✓ Intermediate – Advanced
- ✓ Combine with General English to study full-time



## Learning English » School timetable

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
09:30 - 10:20	General English	General English	General English	General English	General English	
10:20 - 10:30	Break	Break	Break	Break	Break	
10:30 - 11:20	General English	General English	General English	General English	General English	
11:20 - 11:30	Break	Break	Break	Break	Break	
11:30 - 12:20	General English	General English	General English	General English	General English	
12:20 - 13:00	Lunch break	Lunch break	Lunch break	Lunch break	Lunch break	
13:00 - 13:50	Afternoon English (IELTS)	Afternoon English (IELTS)	Afternoon English (IELTS)	Afternoon English (IELTS)	Afternoon English (IELTS)	
13:50 - 14:00	Break	Break	Break	Break	Break	
14:00 - 14:50	Afternoon English (IELTS)	Afternoon English (IELTS)	Afternoon English (IELTS)	Afternoon English (IELTS)	Afternoon English (IELTS)	
14:50 - 15:15	Vocabulary lesson (free)	Pronunciation lesson (free)	Speaking and social club (free)	Study club (free)	Employer Friday (see activities)	
15:15 - 16:15	Mock Exam (every two weeks)					
15:00 - 16:30						

  

<b>23</b> lessons	<b>Intensive courses</b> Monday - Friday   9:30 - 12:20 Monday - Thursday   13:00 - 14:50 ✓ General English + Afternoon English ✓ General English + Exam English (IELTS)
<b>8</b> lessons	<b>Afternoon courses</b> Monday - Thursday   13:00 - 14:50 ✓ Afternoon English ✓ Exam English (IELTS)
<b>15</b> lessons	<b>Morning course</b> Monday - Friday   9:30 - 12:20 ✓ General English

**THE LEEDS SCHOOL OF ENGLISH**

## Learning English » Free lessons

We offer a range of free lessons for you, so that you can learn even more while you're here with us. All you need to do is [sign up for them the day before](#), so that the teacher can prepare the right activities for you.

### Monday Vocabulary Lesson

Join the vocabulary lesson to boost your knowledge of common English words, for example phrasal verbs or vocabulary for typical conversation topics. At the end of the lesson there'll be a conversation activity for you to practice what you've learnt.

### Tuesday Pronunciation lesson

Focus on building your speaking confidence by learning to pronounce English sounds, stress and intonation. Activities will include games, chants, role play and careful listening.

### Wednesday Speaking & social club

A chance for students to chat together about a given topic. The teacher will help with vocabulary and prompt conversations with questions and pictures. If you've been to Tuesday's pronunciation class, this is a good opportunity to practice what you learnt!

### Thursday Study club

You are welcome to do your homework, talk to friends in English, or read one of our books in the Common Room. We will be there to help and find extra homework for you if you want it.

## Learning English » Classroom rules

We have four key classroom rules, which also form the basis of the Student Contract that you will have to sign in your Notebook. Here they are:



### Do your best to speak English

We know it is easier to talk in a language you already know, but speaking your mother language does not help a lot with learning English.

Please always try to communicate in English first, and only use other languages if necessary.



### Arrive on time for every lesson

Please make sure to arrive on time for every single lesson. If you come late for any of your classes, you disturb the teacher and fellow students.

You cannot enter the class if you are more than 10 minutes late, and this will be an absence.



### Be smarter than your phone

You won't learn a lot from Google Translate or from chatting with your friends in your mother tongue. Use good dictionaries: your teacher will help.

You can only use your smartphone in class for learning English, when your teacher agrees.



### Respect everybody

Students and teachers all come from different backgrounds to the school. Please treat everybody with respect, and you will get the same respect.

Remember, we do not tolerate any form of harassment or bullying of our staff or students.

## Learning English » Levels and changing classes

### Language levels

We offer six language levels on the General English course:

- Beginner (A0 » A1)
- Elementary (A1 » A2)
- Pre-intermediate (A2 » B1)
- *Lower Intermediate* (B1 » B1+) *Only available in the summer*
- Intermediate (B1 » B2)
- Upper-intermediate (B2 » C1)
- Advanced (C1 » C1+)

Although we try to keep all these levels running on the General English course, opening levels depends on how many students there are, so we cannot guarantee that all levels are available when you study with us.

The Exam English (IELTS) course is only available for Intermediate+ learners.

### Changing classes at the end of the first week

At the end of the first week, you will have a tutorial session with your teacher. If then you feel that your class is not the right level, you can ask your teacher if you can change your class. Your teacher will discuss this with the Academic Manager, and they will tell you the decision.

### Changing classes after a few weeks

If, after a few weeks, you think that your class is not right for you, talk to your teacher. Your teacher will discuss this with the Academic Manager, and they will tell you the decision. If you are still unhappy, you can talk to the Academic Manager as well.

### Changing classes when you complete a level

If you complete a level, you will take an end-of-course test. Your teacher will decide, together with the Academic Manager, if you can progress.

## Learning English » Materials and resources

### Materials for the General English course

You will use a coursebook called Speakout on the morning General English course. If you book 8 or more weeks, you will get this book for free. You must bring this book for all your lessons.

You will also use a website called MyEnglishLab, where you can complete your homework and find a lot of extra practise tasks.

Also, you will get a Notebook from us which you can use for taking notes.

### Materials for the Afternoon English course

Our Afternoon English course is “materials light”; this means that there is no coursebook, and we focus on *productive tasks*, such as presentations, debates, creating posters etc. You will get handouts from your teacher, and you will need to use your Notebook, but there is no coursebook for these lessons.

### Materials for the Exam English (IELTS) course

Similar to the Afternoon English course, there is no set coursebook for the Exam English course. This is because your teacher will always plan the lessons based on what exam skills you need to practice. You will receive handouts.

### School library

We have a mini library at Reception; this is a collection of graded readers. These books are written for language learners, so they are easier to read than “real” books, but you can still learn a lot from them. Talk to Anisah or Alex if you want to borrow them. Please return these readers within two weeks.

### Need more help?

If you need more books to help you learn English, talk to your teacher or the Academic Manager, Tammy. They will be happy to give you (or help you buy) books that can help you practice the language skills you need.

## Learning English » English language exams

### Choosing exams

There are many English language exams you can choose from, and it is important that you get information about what is available and exactly why you need to take an exam before you decide which one to take.

Your teacher will be happy to help you choose the right exam, and you can also ask to talk to our Academic Manager, Tammy, who can spend some more time with you to help you decide.

### Preparing for exams

The Exam English (IELTS) course helps you prepare for the IELTS exam: you can practice the exam tasks and learn exam strategies there. However, we only recommend this course for Intermediate+ level students.

Although this course focuses on IELTS, it may be useful to take it even if you are preparing for another Cambridge English language exam, like the First or the Advanced. Your teacher can give you extra tasks to do at home – but once again, the lessons will only focus on IELTS preparation.

### Mock (practice) exams

We offer mock IELTS exams in the school every two weeks, when you can take a full test with typical IELTS tasks, and get feedback from Tammy. You can book a mock exam with Alex or Anisah at Reception. It's important to know that the results are not official IELTS exam scores.

### Taking exams

Unfortunately, you cannot take official language exams in the school, as we are not a registered exam centre. However, we can help you find an exam centre and also guide you through the application process.

Please plan ahead as exam places fill up quickly, and there is very little chance you can register for an exam in the last minute.



## Learning English » Studying at UK universities

### Information about universities

If you want to learn about UK universities, feel free to browse our collection of university catalogues in the Common Room.

We are also happy to show you how to find information about university courses online. Just ask Alex or Anisah, or feel free to use the computers at Reception.

### Workshops by UKEC

We also regularly organise workshops through our partner organisation, UKEC. We advertise an event every month where you can learn about studying at university, and you can ask any questions you may have.

You can also register then with UKEC, who help you with the application.

### Help with application

If you ask Alex or Anisah at reception, they will be happy to give you some help with applying to university.

However, if you need more help, you can also register with our partner organisation, UKEC, who can guide you through the whole application process. They will help you find the right course and the best possible university as well.

You can start working with them during their monthly workshop sessions.



## Accommodation » Booking and changes

### Overview

If you study with us, we are happy to try to arrange accommodation for you. We would like you to be as comfortable during your stay in Leeds as possible, and we will always do our best to help you find the accommodation that is suitable for your requirements and your budget.

We do not own or manage any accommodation, we only rent a room for you in a student residence or book a room with a family, often through another company (an agency).

Unfortunately, places are very limited in Leeds, so we cannot guarantee that we will always be able to find the type of room you are looking for – but we will do everything we can to do so.

### Booking

You can request to book a room in a student residence or with a family when you apply to study with us, or even later, when you are already here. The duration of the booking has to be within your studies – so we cannot book a room for you if you don't study with us. However, we might be able to book your room for a few more days at the beginning or end of your stay.

The minimum booking period is two weeks for homestay and four weeks for student residences.

### Changes and cancellations

Because we do not own the rooms we book for you, we must pay for these even if you decide to cancel them. The minimum cancellation period is two weeks. It means that we cannot give you a refund for this period.

### Any problems?

If you are not happy with your room or your hosts, please talk to Anisah, who will be happy to help you.

## Accommodation » Student residences

We are happy to help you find a student residence in Leeds. We work with a number of student residences, and will always do our best to find a room for you. We offer rooms in IconInc, The Plaza, The Tannery, The Foundry, Concept Place, and in CLV residences – all subject to availability.

### Advantages

- Modern buildings with huge communal areas
- All bills (water, electricity etc.) included
- Wi-Fi Internet available

### Location

Some of the residences are in the centre of Leeds (and therefore 15-20 minutes from the school), while others are right next to the school, and about 15 minutes from the city centre.

### Rooms

- Fully furnished rooms with bedroom
- Single rooms (you're not sharing with anyone else)
- Access to kitchen (no dishes provided)
- Laundry facilities in the property

### Food

- You can make your own food
- You can buy snacks from vending machines

### Booking terms

- The minimum booking period is four weeks
- We charge an accommodation registration fee of £50
- Rooms are subject to availability – we cannot guarantee that we can book a room in your preferred residence
- A bedding pack (sheet, duvet, pillow) will be provided, but the kitchens are not equipped

## Accommodation » Family homestay

Choose family homestay if you would like to live in a real British family home. It is a great way to improve your English and learn about culture in the UK! When finding you the best homestay, we may work with a partner agency.

### Advantages

- English speaking host families
- Carefully selected, friendly and caring hosts
- Good standard of accommodation

### Location

Families live in the Leeds metropolitan area, so travel times to school are typically between 15-45 minutes. Some homestays are in walking distance from the school.

### Rooms

- Fully furnished study bedrooms
- Single rooms (you're not sharing with anyone else)
- Clean towels and bed linen provided
- Weekly laundry included

### Food

- Breakfast and dinner on weekdays
- Breakfast, lunch and dinner at weekends
- You can also use the kitchen to cook

### Booking terms

- The minimum booking period is two weeks
- We charge an accommodation registration fee of £75
- Family homestay accommodation is subject to availability
- Bedding (sheet, duvet and pillow) will be provided by the family

## Accommodation » Private accommodation

You may decide to find your own accommodation in Leeds. We cannot help you arrange this, but there are a few tips we can give you.

### Hotels

There are a lot of hotels in Leeds, some of them are really close (5 minutes) to the School. You can book a room through their website or through big booking sites like [booking.com](http://booking.com) or [trivago.co.uk](http://trivago.co.uk). Make sure to read reviews before you decide which hotel to choose!

Please remember that staying in a hotel is more expensive than most other accommodation options. Also, hotels don't normally accept people under 18.

### Renting a flat

A lot of students decide to rent a flat either on their own or together with others. When you rent a flat together with other people, it's called a 'flatshare'.

### Agencies and websites

There are many agencies that advertise rooms and flats to let, but the best place to start looking for a flat is the internet. Use these websites:

- [www.rightmove.com](http://www.rightmove.com)
- [www.zoopla.com](http://www.zoopla.com)

### Key words for renting:

- landlord: the owner of the flat or house
- tenant: the person who rents it (you)
- deposit: money that you have to pay to cover any damages
- tenancy agreement: the contract you sign when you rent a flat

### More advice

The UK Government has published a guide for renting flats in the UK. You can read it here: <https://www.gov.uk/government/publications/how-to-rent>.

## Welfare » Social activities

### Explorer Friday

Join the Explorer Friday activities and have fun together!

Every Friday afternoon, we do something in Leeds: we discover all the hidden gems of the city that you wouldn't find alone.

Sometimes we play sports in a park, or when it's really cold or rainy out there, we stay inside and enjoy a cup of tea – and each other's company.

But no matter what we do, we can guarantee on every Friday you will:

- have a lot of fun with the others,
- practice English outside the classroom,
- discover something new about Leeds and culture in the UK.

### Getaway Saturday

Getaway Saturday excursions take you to a new city or region every month!

School staff takes you on a full-day excursion once in every month to show you all the busy and stunning places you can find here in Yorkshire.

And it's always more than just fun and sightseeing: you get a little excursion booklet with tasks to complete, and we make sure to help you improve your English, no matter where we go.

Our regular destinations include: York, Harrogate, Manchester, Liverpool, Yorkshire Dales, Scarborough, and Whitby.

Ask Alex for more details about all our social activities.



## Welfare » Free time

There are plenty of things to do in and around Leeds in your free time. Alex is always happy to help you with ideas, but here's a quick list of things to do:

### Leeds

**Parks:** Go to see Roundhay Park or Golden Acre Park where you can enjoy the green and tranquil side of Leeds.

**Landmarks:** Visit the historic buildings in Leeds, like Kirkstall Abbey, Harewood House or Temple Newsham.

**Museums:** Enjoy the free admissions in Leeds' wide range of museums, such as the Royal Armouries Museum, Leeds City Museum and Leeds Art Gallery.

**Shopping:** Leeds is great for shopping, and there are several places to choose from, e.g. Kirkgate Market, the Corn Exchange, the Trinity Centre or Victoria.

### Outside Leeds

**Manchester:** You don't need to be a football fan to enjoy England's third biggest city with its beautiful Gothic architecture and bustling High Street!

**York:** Walking through York's narrow cobbled streets or on the old city wall, you can enjoy this very special historic setting. Stop for tea at Betty's!

**Scarborough and Whitby:** Those idyllic seaside resorts at England's stunning east coast are definitely worth a visit. Remember to try some fish and chips!

**Liverpool:** Located on the west coast of England and home of the Beatles, Liverpool is full of fascinating history and culture.



## Welfare » Food and drink during the day

### Refreshments in the School

There is a water dispenser in the 'kitchenette' of the common room, and you can find a boiler with hot water for tea and coffee.

Feel free to help yourself to a cup of tea or coffee, but please remember to contribute £1 per week if you take any coffee or tea there. It is a small amount, but it helps us keep this service going.

There is a small fridge and a microwave oven there as well; feel free to use them. However, please don't leave any food in the fridge overnight.

### Supermarkets

There are a few small supermarkets close to the school, where you can buy sandwiches, snacks and drinks for lunch.

- Nica Local: a small supermarket on the ground floor of The Tannery (behind the school on Cavendish Street)
- Tesco Express: an 8-minute walk from the School, you'll find it on Burley Road (the post code is LS3 1JP)

### Restaurants and takeaways

There are quite a few restaurants on Burley Road (to the left) and Burley Street (to the right), all within a 5-minute walk.

- Manjaros (African-Caribbean)
- My Lahore (Indian fast food)
- Henderson's Café (baguettes and paninis)
- Deli Chez (paninis, tortillas and salads)
- Haftsin Restaurant (Persian grill)
- Domino's Pizza (pizza takeaway)
- Foodie (burgers, wraps and pizza)

## Welfare » Gym and sports

### Staying fit

There are several Gyms close to The Leeds School of English which offer short-term memberships and even student discounts.

- University of Leeds Edge Club  
*University of Leeds, LS2 9JT*
- Pure Gym Leeds city Centre North  
*Merrion Way, Leeds, LS2 8BT*
- Xercise4Less Leeds Gym  
*1 Kirkstall Industrial Estate, Kirkstall Road, Burley, Leeds, LS4 2AZ*

### Sport events

If you prefer watching matches rather than working out, then check out:

- Headingley Stadium is the home of Leeds Rugby
- Leeds United play at Elland Road Football Stadium

## Welfare » Culture

Leeds has got a number of theatres and concert venues. These are most important ones – check their website to see what's on:

- West Yorkshire Playhouse (*wyp.org.uk*)
- Opera North (*operanorth.co.uk*)
- Northern Ballet (*northernballet.com*)
- Leeds Grand Theatre (*leedsgrandtheatre.com*)
- First Direct Arena (*firstdirectarena.com*)

## Welfare » Getting around

### Bus

First Bus is the biggest bus company in Leeds and their buses run regularly in the Leeds City Region. Using the TravelApp and mtickets with your mobile phone, you can plan your trip easily and buy cheaper bus tickets.

To get cheaper bus tickets, go to the:

- First Travel Shop (*New Market St, Leeds LS1 6DG*)
- Metro Travel Centre at Leeds City Bus Station (*York Street, LS2 7HU*)

A student monthly ticket can then be purchased from £45 per month.

### Taxi

There are permanent taxi ranks at the airport, train and coach stations. If you need a Taxi service in Leeds, you can call e.g. Amber Taxi (0113 202 2117) or use the Uber app on your phone.

### Train

There are many train companies in the UK, and you can buy tickets online on a lot of websites. The easiest is to use National Rail's website, where you can check train times and buy tickets as well: <http://nationalrail.co.uk>.

Train tickets in the UK are similar to flight tickets: their prices go up closer to the date of the journey, so book tickets in advance if you can.

You can also get a Railcard if you study full-time. This costs £30 and gives you 1/3 off rail fares. You can apply for one online or at the Leeds Train Station. You will need a passport size photo, your student ID card and a credit or debit card.

### Coach

If you want to travel to another city, you can take a coach from Leeds Coach Station (next to Victoria). There are many bus companies that run buses to every part of the country – ask Alex if you need help finding the right one.

## Welfare » Airport transfers

### Leeds Bradford Airport

Bus Number 757, operated by the Flying Tiger Service, runs regularly from Leeds Bradford Airport to Leeds Railway Station and Leeds Bus Station. Travel time is approx. 30 min and a single ticket is £3.80.

You can also book a taxi with us for £35 one way. Ask anyone at Reception.

### Manchester Airport

The easiest way of getting to Manchester Airport from Leeds is to take a train from Leeds Train Station. The journey takes about 1 h 15 min. You can either buy the tickets in advance or purchase the tickets at the station. Prices range from £8 - £30 one way.

You can also book a taxi with us for £100 one way. Ask anyone at Reception.

## Welfare » Driving in the UK

If you have a driving licence from the EU or EEA, you can drive in Great Britain for as long as your licence is valid.

You can also rent (or buy) a car if you need one – just don't forget that you must drive on the left!

If you've got a non-European Union driving licence from a 'designated country' or an international driving permit, you can also drive in the UK for 12 months. 'Designated countries' are Andorra, Australia, Barbados, British Virgin Islands, Canada, Falkland Islands, Faroe Islands, Hong Kong, Japan, Monaco, New Zealand, Republic of Korea, Singapore, South Africa, Switzerland, Zimbabwe.

You will need an International Driving Licence if your licence was issued in another country.

## Welfare » Council tax

### What is Council tax?

Council tax is a kind of tax that you have to pay to the city where you live in. However, as a student you might be exempt or receive a discount, based on how much you study and how many people live in your flat or house.

If everyone in your household is a full-time student, you do not have to pay Council Tax and you can apply for an exemption. To count as a full-time student, your course must last at least a year and involve at least 21 hours of study per week.

Please contact us if you need a Council Tax Student Certificate which you will then need to hand in to a One Stop Centre or post it to Leeds City Council, PO Box 60, Leeds, LS2 8JR.

You can find more details at the Leeds City Council's website:

<http://www.leeds.gov.uk/residents/Pages/one-stop-centres.aspx>



## Welfare » Places of worship

### Freedom of religion

Everybody has the right to freedom of religion in the United Kingdom. This means that people are free to decide if they want to follow any religion. You must respect other people's beliefs, and in return, everybody else has to respect your beliefs as well.

### Places of worship in Leeds

This is a list of places of worship for information only – as you will see, this is not an exhaustive list.

- Leeds Minster (2-6 Kirkgate, Leeds LS2 7DJ)
- Leeds Grand Mosque (9 Woodsley Rd, Leeds LS6 1SN)
- Etz Chaim Synagogue (411 Harrogate Rd, Leeds LS17 7BY)
- Jamyang Buddhist Centre Leeds (31 St. Paul's St, Leeds, LS1 2JG)
- The Sikh Temple Leeds (192 Chapeltown Rd, Leeds, LS7 4HZ)
- Leeds Hindu Mandir (36 Alexandra Rd, Leeds, LS6 1RF)

### Quiet room in the School

You can find a Quiet room on the ground floor of the School. This is also our prayer room, so you can use this space for meditation, prayer or reflection.



## Welfare » Emergencies and medical services

### If you have an emergency

Call 999 if you need urgent help. You will always need to say the emergency service you need. The options are:

- Ambulance (for medical emergencies);
- Police (for crime);
- Fire and rescue (for fire or recovering somebody from danger);
- Coastguard (for emergencies on the sea).

You will also need to give your full name and the address where you need help. Post codes are the easiest way of describing your location.

### Non-emergency help

- If you need non-urgent medical (including dental) help, call 111.
- If you need help from the police but there is no immediate danger, call 101.

### General Practitioners (GP), Walk-in centres and pharmacies.

Register with a local GP so that you can receive treatment even if there is no emergency. You need to find a surgery, and make an appointment.

Optionally, NHS walk-in centres also offer access to a range of treatment. They are usually managed by a nurse and patients do not need an appointment.

For minor illnesses like a cold or flu, you can get medicines and advices in any pharmacy. Go there first if you only have minor symptoms.

Alex is happy to help you find the closest pharmacy, GP or walk-in centre.

### Insurance

Make sure to have full medical insurance. European Health Insurance Cards are also useful for EU students, as they entitle students from the EEA to free medical care provided by the NHS.

## Welfare » Safeguarding

### What is safeguarding?

Safeguarding means to protect someone from any harm or damage. We must look after all our students, especially those who are under the age of 18.

You can read our full Safeguarding Policy and Procedures on our website.

### Rules for students under 18

Like everybody else, you must arrive on time for all your lessons. We will contact you every time when you are absent from a class.

You must arrive home to meet your host family by an agreed time in the evening (typically 9 pm). You must make contact with them if they cannot arrive on home, and host families will always inform us if they don't hear from you by the time you should arrive home.

### Responsibilities of students above 18

We do not want you to treat the under 18s any differently from the other students in your class, but we would like you to be aware and think about what you discuss with them and how you interact with them. Please consider what is appropriate – and what is not.

### If you are concerned about anyone

If you are ever concerned about somebody, or you feel that you have been harmed, talk to our Principal Safeguarding Officer, Tammy.

### School emergency number

You can always call our out-of-hours school phone, if you need help from us. Use this number if you are concerned about someone else or you don't feel secure, or you have got lost. If there is an emergency, always call 999.

+44 (0) 7397 883675

## Welfare » Alcohol, smoking and drugs

### Alcohol

You must be 18 years or older in order to purchase alcohol in the UK, but you might be asked to show your ID if you look younger than 25 years old.

You cannot buy alcohol if you are together with anyone under 18, and you must not give alcohol to anyone under 18.

Please always remember your limits – don't drink more if you're not feeling well or you are not in control.

If you need more advice, visit this website: <http://drinkaware.co.uk>

### Smoking

You must be 18 years or older to buy tobacco products.

Smoking is illegal in public buildings, and sometimes outdoors. Areas where smoking is banned includes language centres, pubs, restaurants, cinemas, public transport and railway stations.

You cannot smoke inside the school building, but you can find a smoking area outside. Please keep this area clean – use the litter bins there.

This website can help you give up smoking: <https://www.nhs.uk/smokefree>

### Drugs

You can get a serious fine or prison sentence if you take, carry, make or sell drugs or other illegal psychoactive substances.

The penalties depend on the drug and the amount you have, and whether you're also dealing or producing the drug.

If you feel you need help, the this website has got a few ideas about where you can get advice: <https://www.nhs.uk/livewell/drugs>



## Welfare » Visas and police registration

### Visas

If you want to study in the UK, there are a number of visas you can apply for.

A Standard Visitor Visa allows you to study up to 30 days; this means six weeks' full-time study with us ( 6 x 5 days). A Short-term Study Visa can allow you to study for 6 or 11 months. Some students study with us under a Tier 4 dependent visa.

Unfortunately, we cannot help you with your visa application, and we cannot sponsor Tier 4 visas. If you need more information, visit this website:

<https://www.gov.uk/check-uk-visa>

### Police registration

You only need to register with the police if your visa sticker in your passport says 'Police registration' or 'Register with the police in 7 days of entry'.

This is the closest police station where you can register:

Overseas Registration Office  
Pudsey Police Station  
Dawsons Corner  
Bradford Road  
LEEDS  
LS28 5TA

Their phone number is: +44 (0) 1132 414917

Their opening hours are: Monday to Thursday 9am – 4pm  
(last registration 3:30pm)

## Welfare » Financial issues

### Bank account

If you stay in the UK for more than 6 months you can open a bank account at any bank, e.g. HSBC, Lloyds, Barclays or the Royal Bank of Scotland (RBS).

You will need a letter from the School to confirm your address. Just let us know that you need this, and we will write one for you. You also must book an appointment with your bank in order to set up a bank account. The bank will then inform you about additional documents you will need.

If you stay in the UK for less than 6 months you cannot open a bank account. Instead, you can either use Loot in order to manage and access your money while studying in the UK or make use of Western Union's financial services.

### Budgeting

We put together a list with the price of the most common things for you.

#### Entertainment & Services

A pint of beer: £4  
Theatre ticket: £30  
Cinema ticket: £10  
Dinner for two: £25  
Gym membership: £40

#### Food

A loaf of bread: £1  
Two pints of milk: £1  
A kilo of apples: £2  
Fast food meal: £5.30  
Lunchtime menu: £8

#### Accommodation

Hotel: from £65/night  
Flat: from £900/month  
Host family: £160/week  
Student residence: £130/week

#### Get airport transfer (taxi) from Leeds to...

...London LHR: £250  
...Manchester MAN: £100  
...Leeds Bradford LBA: £35  
*(the train is always cheaper...)*

#### Take a coach (bus) from Leeds to...

...York: £8  
...Scarborough: £13  
...Manchester: £7  
*(takes longer but saves you money)*

#### Catch a train from Leeds to...

...London: £16 - £105  
...Edinburgh: £16 - £102  
...Liverpool: £17 - £32  
*(book early for cheap tickets)*

## How to make a complaint

If you are unhappy with the service you receive or someone's behaviour, you can make a formal complaint.

Wherever possible, please try to resolve any problem directly with the person you are unhappy with. If your teacher talks too fast, tell them you can't understand them. If you don't like the food that you get from the family you stay with, ask them if they could prepare something else.

If you are still unhappy, speak to us. Talk to:

- Alex about social activities or other students;
- Anisah about accommodation, booking or invoicing problems;
- Tammy about teachers or other students;
- Andras about anything else.

You can also write a complaint using the Complaint Form which you can get from us at Reception.

You can also ask somebody else (a friend or relative) to make a complaint on your behalf (for you).

When we receive a complaint, we will tell you what we will do and when you will receive an answer. Please be patient, as we always need time to talk to others who are involved in the issue.

If you are not satisfied with the response from our school, you can contact English UK, an association of language schools we belong to, for further advice. English UK will then try to mediate between us. You can find detailed information about this on their website:

<http://www.englishuk.com/en/students/complaints-procedure>.

If you are still not happy with the solution, you can raise your complaint with the independent Ombudsman, who will reach a final decision.

You can read our full Complaints and Appeals Policy on our website:

<https://leedsschool.co.uk/school/policies>

*Thank you for studying with us.*

Accredited by the



for the teaching  
of English in the UK

