

# Student Handbook

2019-20



# 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 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 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**



**Excellent  
teaching**

# Contents

General Rules.....	5
Learning English.....	7
Accommodation.....	17
Welfare.....	21

## Important phone numbers

School reception  
+44 (0) 1132 456476

School emergency numbers  
+44 (0) 7397 883675, +44 7448 994361

Emergency services 999

Non-urgent medical help 111

Non-urgent police help 101

# We're here to help you



**Abi** Student Services Officer

Talk to me if you have a question about:

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



**Anisah** Administration Manager

Talk to me about:

- Your booking through an agency
- Sponsoring and financial guarantees
- Payments
- Anything if Abi isn't around



**Nicholas** 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)

# 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 Abi 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. 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.

# 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) might 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 or the Academic Manager.

## **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 Stewart House.

## **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 and 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 course book: 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.

## Homework

Your teacher will give you a little homework every day. This is for your development! Students who study outside of class and do homework progress much quicker

than those who don't! If you want to improve quickly, this is one of the best ways to do it, so we encourage all students to do their homework. However, it is of course your choice. Homework might be exercises from the workbook or another book, research, finishing an exercise or writing up your notes.

Please ask your teacher or the academic manager if you would like extra homework.



# Learning English » Course overview

## General English

🕒 15 lessons a week  
📅 Monday-Friday

Morning  
course

- ✓ 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  
📅 Monday-Friday

Full-time  
course

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



## Afternoon English

🕒 8 lessons a week  
📅 Monday-Thursday

Afternoon  
course

- ✓ 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  
📅 Monday-Thursday

Afternoon  
course

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



# Learning English » School timetable

## Timetable 2019



23 lessons

### Intensive courses

Monday - Friday | 9.30 - 12.20

Monday - Thursday | 13.00 - 14.50

✓ General English + Afternoon English

✓ General English + Exam English (IELTS)

8 lessons

### Afternoon courses

Monday - Thursday | 13.00 - 14.50

✓ Afternoon English

✓ Exam English (IELTS)

15 lessons

### Morning course

Monday - Friday | 9.30 - 12.20

✓ General English

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
09.30 - 10.20	General English	General English	General English	General English	General English	Getaway Saturday (regular occurrence)
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	Afternoon English	Afternoon English	Afternoon English	Afternoon English	
13.50 - 14.00	Break	Break	Break	Break	Break	
14.00 - 14.50	Afternoon English	Afternoon English	Afternoon English	Afternoon English	Afternoon English	
14.50 - 15.00						
15.00 - 15.50	Vocabulary lesson (free)	Pronunciation lesson (free)	Functional Language (free)	Games, Quizzes, Social (free)	Explorer Friday (free activities)	
15.00 - 18.30	Mock Exam (every two weeks)					

## 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. They take place from 15:00-15:50. All you need to do is [sign up for them in the morning](#), 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-plays and careful listening.



### Wednesday Functional Language

This lesson focuses on useful and practical English that you might need when interacting with the locals – how to order or ask for information, for example. You'll also learn about British accents!



### Thursday 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 practise what you learnt!

# Learning English » Classroom rules

We have four key classroom rules, which you must follow at all times:



## 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.



## 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.



## 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.



## 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)
- 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 IELTS courses are only available for Intermediate+ learners.

## Changing classes at the end of the first week

In your 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 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 course book called Speakout on the morning General English course. You must bring this book for all your lessons. Course books cost £50, and this is not included in your course fee.

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

We use a course book for the morning IELTS course, which also costs £50.

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 course book, 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 course book for these lessons.

## Materials for the Afternoon IELTS course

Similar to the Afternoon English course, there is no set course book for the Afternoon IELTS course. This is because your teacher will always plan the lessons based on what exam skills you need to practice, and will take materials from different books. 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 a member of the administration team if you want to borrow them. Please return these readers within one week.

## Need more help?

If you need more books to help you learn English, talk to your teacher or the Academic Manager. They will be happy to 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, who can spend some more time with you to help you decide.

## Preparing for exams

The IELTS courses help you prepare for the IELTS exam: you can practise 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 the Academic Manager. You can book a mock exam 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 at 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. You can also use the computers for your research.

### Workshops by UKEC

We also organise workshops through our partner organisation UKEC if there is a group of students who are interested. There, you can learn about studying at university and entry requirements, and you can ask questions you may have.

If you ask our team at reception, they will be more than happy to provide you with general information about the application process at universities in the UK.



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.





# 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 any accommodation, but we can rent a room for you in a student residence or book a room with a family.

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

If you want to cancel your accommodation booking, you must tell us at least two weeks before. We cannot give you a refund if you cancel your room booking, because the rooms do not belong to the school.

## Any problems?

If you are not happy with your room or your hosts, please talk to Abi, 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 a variety of places, e.g. in 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

All of the residences are in or close to the centre of Leeds (1-20 minutes from the school).

### 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!

### 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. A limited number of 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 many 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 or 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 and most hotels have a minimum age limit of 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)
- [www.sparerooms.co.uk](http://www.sparerooms.co.uk) for rooms in shared houses

### 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,
- practise 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 take you on a full-day excursion once a month to show you all the exciting and stunning places you can find here in the North of England. It's always more than just fun and sightseeing: we make sure to help you improve your English, no matter where we go. Our regular destinations include: York, Harrogate, Manchester, Liverpool, Yorkshire Dales and Scarborough. Ask Abi 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. We are 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 Newsam.

**Museums:** Enjoy the free admission to 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 Gate.

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

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

### 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 though 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:** These idyllic seaside resorts on 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 upstairs in Stewart House.

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 from 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.

- Nisa 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)
- Rajas (pizza, burgers, panini)

## 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*  
You can also visit the swimming pool at the Edge Club (£4.50 per session)
- Pure Gym Leeds city Centre North Merrion Way, Leeds, LS2 8BT  
*Pure Gym also offers Day Passes (£7) and Fixed Term memberships (3, 6, 9 or 12 months). You can pay for this offer with your credit card.*
- 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: the home of Leeds Rugby and Cricket
- Elland Road Football Stadium, where Leeds United play

## Welfare » SIM cards

There are various pay-as-you-go providers, e.g. giffgaff, Three, Tesco, Asda, etc. You can buy SIM cards in their shops or in any corner shop.

To top up your balance you can buy a voucher from any corner shop or you can top-up online, i.e. on your provider's website or with your provider's app.





## 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** with your mobile phone, you can plan your trip easily.



To get cheaper tickets, download the **mticket app**, sign up and purchase your student monthly ticket (£47.50) on the first bus website. You only need a credit card. Weekly bus tickets can be bought with the mticket app (£15.50) or directly with the bus driver (£17).

### 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 to use are Trainline, National rail and Transpennine Express apps.



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 buy a 16-25 or 26-30 Railcard. Those cost £30 and give you 1/3 off rail fares. You find more information on those railcards on [www.railcard.co.uk/](http://www.railcard.co.uk/).

### Coach

If you want to travel to another city, you can take a coach from Leeds Coach Station (next to Victoria Gate). There are many bus companies that run buses to every part of the country. The two main companies are Megabus and National Express. You can get your tickets online or with their apps.

## 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.

## 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. 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. You can apply for student discounts or exemptions online on the [leeds.gov.uk](https://www.leeds.gov.uk) website.

## 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

Some of the places of worship in Leeds are:

- 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*)

You can find a **Quiet room** on the ground floor of Stewart House. 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.

For first aid at school please get in touch with Abi or Anisah. You also find first aid boxes at the reception at Stewart House as well as St Andrews House.

### 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.

### Insurance

European students: Your European Insurance Card entitles students from the EEA to a free medical care provided by the NHS. NHS services do not include dental treatment or eye tests.

International students: Please make sure you have a full **private medical insurance** during your stay abroad as students studying on a course for **less than 6 months** are **not eligible** for free NHS treatment. If you study for longer than 6 months and you have paid an Immigration Health Surcharge, you can benefit from free NHS treatment.

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



**Register with a local GP** closest to where you live. You can then receive treatment after having arranged an appointment. If you urgently need to see a doctor but you are not registered yet with a GP, you can use **NHS walk-in centres**.

One walk-in centre you can go to is: Shakespeare Medical Practice, Burmatofts Health Centre, Cromwell Mount, Leeds, LS9 7TA,  
Opening times: 8am – 9pm

Go to any **pharmacy** if you suffer from minor illnesses like a cold or flu. You can get medicines and professional advice there. A pharmacy close to the school is: Hyde Park Pharmacy, 46 Woodsley Rd, Leeds, LS3 1DT

Think carefully before dialling 999 or going straight to the Emergency department (A&E). Only go to hospitals for life-threatening injuries, e.g. chest pain and unconsciousness.

<b>Self Care</b>
Hangover. Grazed Knee. Sore Throat. Cough <b>NHS Direct – Call 111</b>
Early Flu Like Symptoms? Unwell? Unsure? Need Help? <b>Pharmacists</b>
Diarrhoea. Runny Nose. Upset Stomach. Headache. <b>Opticians or Dentists (No NHS service)</b>
Eye Problem. Toothache. <b>GP or Out of Hour Services – Walk-in centres</b>
Vomiting. Ear Pain. Painful Cough. <b>Emergency Department (A&amp;E) or 999</b>
Choking. Chest Pain. Blacking Out. Blood Loss. Serious injury.

# Welfare » Safeguarding

## What is safeguarding?

Safeguarding means to protect someone from any harm. 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 you are absent from a class. You also need to

**sign in and out** at our school's reception every day and **wear a school lanyard and/or wristband** all the time.

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 you 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 ever concerned about somebody, or you feel that you have been harmed, talk to our Designated Safeguarding Lead, Nicholas.

## School emergency number

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

+44 (0) 7397 883675

+44 (0) 7448 994361

## 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 include language centres, pubs, restaurants, cinemas, public transport, railway stations and shopping centres.

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, this website gives 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'.

If you're registering for the first time you'll need to start the process

**online** and then attend an **appointment** at Pudsey Police Station.



<https://www.westyorkshire.police.uk/advice/our-services/>



## 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 addressed to your UK bank. 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 use an app on your smartphone called Loot or TransferWise to manage and access your money while studying in the UK. Alternatively, you can make use of Western Union's financial services.



### Budgeting

We have put together a list with the approximate prices of the most common things you might buy in the UK.

#### Entertainment & Services

A pint of beer: £4  
Theatre ticket: £30  
Cinema ticket: £4-£10  
Dinner for two: £25  
Gym membership: £20-£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: £140/week

#### Airport transfer (taxi)

from Leeds to...  
...London LHR: £250  
...Manchester MAN: £100  
...Leeds Bradford LBA: £35  
*(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)*

## Feedback» How to make a complaint

If you are unhappy with the service from us or someone's behaviour at the school, 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:

- Abi about social activities, bookings and accommodation and booking with agents
- Nicholas about teachers or other students

You can also write a complaint using the Complaints 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:

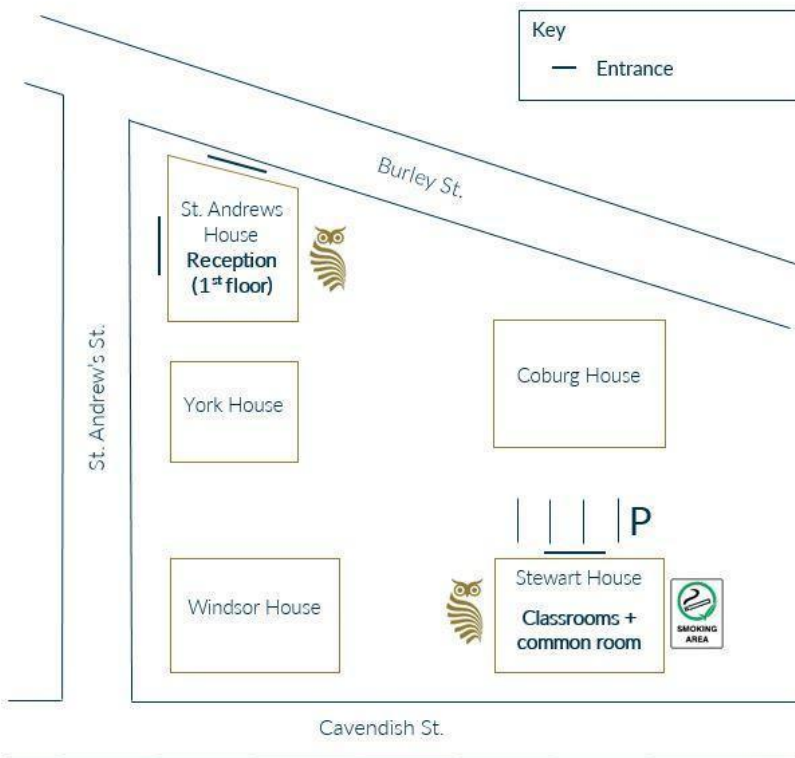
<http://www.englishuk.com/en/students/complaints-procedure>.

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>

## Our school» Location



## Our school» School holidays

1 January	Tuesday	New Year's Day
19 April	Friday	Good Friday
22 April	Monday	Easter Monday
06 May	Monday	Early May Bank Holiday
27 May	Monday	Spring Bank Holiday
26 August	Monday	August Bank Holiday
23 Dec - 27 Dec	Mon-Fri	Christmas Break

Accredited by the



for the teaching  
of English in the UK