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Thank you for choosing to come to St Giles International Cambridge. We hope that you had a good journey to Cambridge and that you are happy in your accommodation. We will do our best to ensure you enjoy your stay in Cambridge - and of course to help you to improve your English.

On your first day at St Giles, you will join a special class for new students. You will take a written test and you will have a short interview with the teacher. This will help us put you in the right class. The teacher will also give you information about the school and Cambridge.

Please read the information in this guide - it has been written especially for you and contains a lot of important information about the school and helpful advice about living in Cambridge.

If you have any questions or problems at any time during your stay in Cambridge please speak to our team of teachers and administrative staff, or you can speak to me immediately. We are here to help!

Jessie Goldup
Principal
## School layout

<table>
<thead>
<tr>
<th>Floor</th>
<th>Classrooms</th>
<th>Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd Floor</td>
<td>Classrooms 7 - 9</td>
<td>Quiet room, Self-study area</td>
</tr>
<tr>
<td>1st Floor</td>
<td>Classrooms 4 – 6</td>
<td>Toilets</td>
</tr>
<tr>
<td>Ground Floor</td>
<td>Classrooms 1 - 3</td>
<td>Principal, Office</td>
</tr>
<tr>
<td>Basement</td>
<td></td>
<td>Office, Teachers room, Café</td>
</tr>
</tbody>
</table>

### Diagram

[School layout diagram]

- **52 Boteman Street**
- **Basement**:
  - Teachers’ Area
  - Kitchen
  - Stairs
  - Storage
  - I.T.
  - Office
- **Ground Floor**:
  - Room 1
  - Room 2
  - WC
  - Stairs
  - Room 3
  - Office
  - Principal
- **First Floor**:
  - WC
  - Stairs
  - Room 4
  - Room 5
  - Room 6
  - Room 7
  - Study Centre
- **Second Floor**:
  - Quiet Room
  - Room 8
  - Stairs
  - WC
  - Room 7
- **The Courtyard**
- **Ground Floor**:
  - Room 1
  - Stairs
- **First Floor**:
  - Room 3
  - Room 2
  - Stairs
  - WC
Lesson Times

Morning General English
Lesson 1 and 2: 9.00—10.40
Lesson 3: 11.10—12.00
Lesson 4: 12.10—13.00

General English plus
Lesson 1 and 2: 9.00—10.40
Lesson 3: 11.10—12.00
Lesson 4: 12.10—13.00
Lesson 5 and 6: 14.00 – 15.40

Afternoon General English
Lesson 5 and 6: 14.00 – 15.40
Lesson 7 and 8: 16.00 – 17.40
Who to talk to at St. Giles Cambridge

We at St. Giles want to make your time with us as fun and beneficial as possible. If you need any help with anything, have any problems, or would like any advice, come and talk to us!

Any questions or help needed?
Ask for us in the main office. We can tell you who to speak to if not one of us.

Your classes, your goals and your learning...
Speak to us in the classrooms, or in 1:1 Feedback on Fridays

If you have further comments or questions about your learning, or are interested in preparing for or booking an exam...

Welfare support and safeguarding...
If you have any concerns about your welfare, have any problems, or need any advice, please speak to Sarah or Jessie. Please let us know if you experience any acts of discrimination, bullying or intolerance.

Social events...
Want to join a group activity or some local advice? I know lots about Cambridge. Find me in the café.

If you are not satisfied...
If you have talked to the members of staff above and are not satisfied with any of the services or support, make an appointment to speak to the Principal.

We hope you enjoy your St Giles experience!
Your Course

The St Giles approach to teaching and learning is learner-centred. We’re interested in why you want to improve your English and we’re interested in you! You will often work in pairs and groups because we think this is the best way for you to improve your communication in English. You won’t be sitting quietly listening to your teacher.

Your teacher and other students will make you feel welcome in class. Try not to be nervous. Remember, making mistakes in English is good! It shows you are learning.

Coursebooks
You will use a coursebook in class. Your teacher will tell you which one you need to buy for the class. You should not write in it for the first few days (in case you change class).

If you are studying here for 4 weeks or less, you can borrow a coursebook. Your teacher will give you a Coursebook Lending Form to take to reception.

Resources
You and your teacher will use many different materials and facilities in the classroom. Every classroom has an interactive Whiteboard and, as well as using the coursebook, you will use the Internet, newspapers, songs, films and much more.

Homework is set every day. It should take approximately half an hour to complete. This will help you to improve your English.

Levels of English
There are six levels at St Giles: Beginner, Elementary (A1), Pre-Intermediate (A2), Intermediate (B1), Upper Intermediate (B2) and Advanced (C1-2).

Progress at St Giles
We want to make sure you feel happy in your class and can see your own improvement in your English. How do we do this?

Every 2 weeks your teacher will give you a Class Progress Test. This tests your language and skills at your current level as well as what you have studied in class. He/she will also talk to you individually in one-to-one feedback to discuss your progress and check you are happy in class and in Cambridge.

Every 8 weeks you are invited by email to do a Level Assessment Test. In your last week you can also do an End-of-Course Test. Both tests are similar to the one you did on your first day so it is a good way to check your progress.

How do I change level: Talk to your teacher as he/she knows you best and you can also do the Level Assessment test if you want to check your level.

Course Report: When you finish your course, you will receive a course report with details of your level and the progress made during your course.
Getting the Best out of Your Studies

Get Organised!

• **Give yourself goals** – set both short term goals (when you sit down to study) and long term goals (when you start your course / change classes). Go back to your goals regularly – what can you do already? How can you reach your new goals?
• **Make a schedule** – choose a regular time to study, turn off your phone and ask your friends not to disturb you.
• **Find somewhere to study** – somewhere you can be comfortable, can concentrate and won’t be disturbed. The Self-Access Centre is a good place to study in school after class.
• **Use a file** – it is easier to organise and add to your notes if they are in a file.
• **Vocabulary** – buy a notebook for vocabulary. Organise it by topic and/or alphabetically.

Get Learning!

• **Come to school** – try to come to every lesson and plan your journey so that you arrive ten minutes early for your lessons. Always bring a pen, paper and any books you need.
• **Review your notes** – review your notes after class – organise them and make sure you can understand them. Review homework before a lesson and write down any questions you want to ask.
• **New language** – review new language at the end of the day and again at the end of the week.
• **‘In between times’** – use ‘in between times’, for example on the bus, before the lesson starts to review new language.
• **Don’t work for too long** – study for short periods of time with regular breaks every twenty to thirty minutes.

Get Involved!

• **Be active** – Learn actively by taking notes, particularly if your teacher writes something on the whiteboard – it’s there for you.
• **Join in** – to learn well you need to use English all the time. When you have the chance to talk in the classroom say as much as you can – speaking exercises are not a race to see who can finish first!
• **Ask questions** – If you don’t understand, ask. Your teacher will be happy to explain things again.
• **Work together** – work with other students, answer each other’s questions and test each other.
• **Be sociable** – This is a great place to make new friends from all over the world and if you are with people from other countries you will use English more. The school social programme is fun and it is a chance to use your English.
• **Have fun** – Read! Watch! Listen! English is all around you and study shouldn’t be boring. You will learn more if you enjoy the language so use English to do things that you are interested in.
Student Rules

We do not have many rules at this School—the few rules we do have help us to create a good learning environment for the benefit of all our students.

- Please be on time for your lessons. It is not fair to interrupt the other students by arriving late. **If you are more than 10 minutes late for your first lesson, you should wait until the next lesson.** You shouldn’t be late for any other lesson.
- If you cannot come to school for any reason, you should email or phone the School and let us know. You should not be absent for more than 3 days without a valid reason.
  
  **Email:** cambridge@stgiles.co.uk  
  **Phone:** +44 (0) 1223 358 089
- It is against the law to smoke anywhere in the building and if caught there is a £100 fine. If you wish to smoke, please use the outdoor spaces. If you smoke in front of the school, please allow space on the pavement for people to pass you safely.
- Please do not take food and drink into the classrooms; this helps us to maintain a clean and hygienic environment for everyone at the School.

- **Please switch off your mobile phone when you enter the classroom.**
  This will help to make a better learning environment for everyone. Sometimes your teacher will let you use your mobile as a learning aid. Please ask him or her first if this is OK.

If we consider your behaviour to be unreasonable, we will refer to the Discipline Code from our website, available at https://www.stgiles-international.com/student-services/complaints-discipline
Attendance

It is important to attend all of your classes so you can learn as much as possible. The school monitors your attendance and is strict on this.

If you are sick or cannot attend school for longer than one day you must call or email the school to tell us. If you are under-18 you must contact the school at the earliest opportunity if you are running late or know you will be absent.

Email: cambridge@stgiles.co.uk
Phone: +44 (0) 1223 358 089

Contact details

If you change your Cambridge address, email address or telephone number, please inform Reception immediately.

Changes to Accommodation or Courses

If you want to change your accommodation booking, you must give a minimum notice of one week for Homestay or 2 weeks for Residence.

All changes/cancellations must be notified in time to take effect from a Sunday, and cannot be affected from midweek. (Please see Residence notes for further details). Please speak to a member of staff in Reception.

If you want to extend your course, please speak to our registrars in Reception. If you want to cancel or change any part your course, you must give at least 4 weeks’ notice from a course start date. We may have to charge a cancellation fee.

Separate terms and conditions are applicable to students on International Semester Courses.

Please note: refunds may take up to 4 weeks to process.
Resources for Students

The Self-Study Centre

Students can use any free area of the school for their personal study. The café is a popular place for study and conversation. The Self-Access Centre is located in Classroom 9, as a space where you can study in a quiet, productive environment. The school has provided resources for your use. It is the ideal place to do your homework or exam revision. There are also be tablet computers which you can use to access online resources – if you would like guidance on which resources to use, please ask a member of the academic team.

**Elementary**
www.usingenglish.com/comprehension/beginner.html - extra reading practice activities
http://www.esl-lab.com/ - listening practice activities
http://www.howjsay.com/ - pronunciation dictionary

**Pre Intermediate**
http://www.dictationsonline.com/ - practice listening and typing
www.eslvideo.com/esl_video_quiz_low_intermediate_start.php - watch videos and do quizzes
http://a4esl.org/q/h/vocabulary.html - multi-level vocabulary quizzes

**Intermediate**
http://www.bbc.co.uk/worldservice/learningenglish/grammar/grammar_challenge/ - lessons about difficult grammar
http://www.bbc.co.uk/worldservice/learningenglish/general/sixminute/index.shtml - short English lessons about practical English

**Upper Intermediate**
http://www.bbc.co.uk/worldservice/learningenglish/language/theenglishwespeak/ - lessons about natural English phrases
http://www.bbc.co.uk/worldservice/learningenglish/language/wordsinthenews/ - reading and video lessons using real BBC news reports

**Advanced**
www.ted.com – Watch presentations in English (with optional subtitles)
http://www.dictationsonline.com/ - dictation practice

**Opening Hours:**
Monday to Friday: 9am- 5pm
**Internet**

Wi-Fi is available throughout the building (check posters for password) and you can use broadband internet in The Café in the Basement and in the Self-Study Centre on the 2nd floor.

**Welfare Support**

If you are worried about anything during your stay in Cambridge you can talk to any member of staff but if you have a more serious personal issue and would to speak in private please approach our Welfare and Safeguarding Officers: Sarah Marsden (Director of Studies) and Jessie Goldup (Principal).

**Learning Needs**

If you have particular learning need such as dyslexia, St Giles will do its best to support you. Please speak to your teacher about your needs.

**Under-18s**

Under UK law, under-18s are defined as children. St Giles is committed to ensuring that 16 and 17 year olds who study at the School are kept safe and are able to study and succeed in an atmosphere of trust and security. You will have a meeting with a Designated Safeguarding Officer to get advice on living safely in Cambridge in your first week and be asked to telephone if you are late or cannot come to school. Members of Staff at St Giles follow a code of behaviour which aims to protect children and young people from all forms of abuse including physical, emotional, neglect and sexual harm.

**E-safety**

Our school PCs and Wi-fi network are protected by a firewall to prevent access to inappropriate material. Teachers are not allowed to have any electronic contact with students under the age of 18. The School’s Designated Safeguarding Officers are: Sarah Marsden (Director of Studies) and Jessie Goldup (Principal). Further details can be found in the St Giles Cambridge Safeguarding and Child Protection Policy.

**St Giles Emergency Phone**

The daytime contact number for the School is: +44 (0) 1223 358 089 (Mon-Fri 09.00 – 17.00). An emergency phone number: +44 (0) 7943 631 947 is available outside of these hours for emergencies only usually connected with arrivals or departures. Please enter this number into your mobile phone.
Complaints Procedure and Respect

We try our best to make sure you have a happy and satisfying educational experience while you’re at St Giles and in the UK...

but if you have a problem, please don’t wait!

If you are unhappy about anything please tell us as soon as possible so that we can try to help you and fix the problem.

You can speak to any member of staff that you feel comfortable with.

You can talk to:

- your teacher or any of the reception or office team
- the Welfare and Safeguarding team
- If you are still not happy you can speak to the Principal, Jessie Goldup.

We take every complaint seriously and we will always try to tell you within 24 hours what action we will take to help you. You can also make your complaint in writing.

St Giles is a member of English UK, which has a strict code of practice. If you think the School has not dealt properly with a complaint that you have made, you can make a formal complaint to English UK. You can contact English UK at 219 St John Street, London, EC1V 4LY. You can email: info@englishuk.com or call: 020 7608 7960.
St Giles International welcomes students from over 80 countries every year. We celebrate the diversity of our students and want you to feel comfortable and happy in the classroom.

If you feel offended by a comment that someone has made, please report it to your teacher or to the Principal. If you are concerned about extremism, please talk to Jessie Goldup, our Prevent officer.

Our full policies on complaints and discipline, equality and discrimination, health and safety and under-18s are available in the student information section of our website.
Core British Values

Democracy
I respect democracy and support participation in the democratic process. I have a voice in the classroom and will listen respectfully to others. I will be an active participant in my class and will share in the decision-making process.

Rule of Law
Just like the laws of the country, the school rules are for everyone to follow. They keep us safe and create an environment in which we can learn.

Individual Liberty
I have the freedom to make choices that affect me and to think independently but I must be responsible and think about how my actions will affect how others feel.

Mutual Respect and Tolerance
I respect other people’s different cultural identities, faiths and beliefs, and their right to make their own choices about how they live their lives.
Health & Safety

Fire

If you hear the fire alarm...

You must leave the building immediately through the nearest fire exit and try to stay with your teacher. You must follow any instructions given by fire marshals.

Please go to the assembly point in Bateman Mews, just behind the school, so that we can ensure everyone is out of the building and safe.

First Aid

If you have an accident or feel ill, please tell your teacher or a member of staff. Look for first aid signage around the school for information about first aid kits and staff trained in first aid to help you.

If you need non-emergency medical advice, you can get phone advice by calling the National Health Service, NHS: 111 (free from mobiles and landlines).

The UK Emergency Services number is 999.

Only use when there is a real emergency. For Police/Fire/Ambulance

If you need to report a crime but it is not an emergency, the number is 101.
Security

ID Cards

You should always carry your Student ID card as it has important contact details on it. Having a Student ID card can also allow you to receive discounts and special offers at local shops.

![Student Identity Card 2017](image)

School Visitors and Intercom

All visitors and students arriving late will need to use the intercom at the entrance door in order to enter the school. All visitors to the school must sign in at the reception when they enter the building.

Personal Possessions

Please be careful with your possessions and do not leave them unattended even for a few minutes.
The Café

Located in the basement of the School

During break times, there is a selection of warm and cold dishes freshly prepared.

A form is available for your comments. We are always looking to improve this service so please tell us if there is any particular kind of food that you would like us to provide.

Example items and prices are as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Filter coffee</td>
<td>£1.00 or £1.50</td>
</tr>
<tr>
<td>Tea</td>
<td>£1.00 or £1.50</td>
</tr>
<tr>
<td>Soft drinks</td>
<td>£1.00</td>
</tr>
<tr>
<td>Savoury pastries</td>
<td>from £1.50</td>
</tr>
<tr>
<td>Sweet pastries</td>
<td>from £1.20</td>
</tr>
<tr>
<td>Fresh fruit piece</td>
<td>£0.70</td>
</tr>
<tr>
<td>Filled baguettes</td>
<td>£2.50</td>
</tr>
<tr>
<td>Pasta</td>
<td>from £4.00</td>
</tr>
<tr>
<td>Salads</td>
<td>from £3.50</td>
</tr>
</tbody>
</table>

Packed lunches (roll/baguette, bottle of water and a chocolate bar) can be pre-ordered with your booking (£3.50)

Hot lunches (meat or vegetarian dish, rice or pasta, side salad and roll, plus a drink) can be pre-ordered with your booking (£5.50)

Other food and drink options:

The school is located in an area which is especially well served by cafes, restaurants and supermarkets:

Nearby cafes include: Costa Coffee, Joys, Maison Clement, Dulcedo Patisserie as well as several local options.

Nearby restaurants include: Within a 10-minute walk along Hills Road towards the city centre there are many restaurants and takeaways including Greek, Thai, Indian, Chinese, Italian and Turkish cuisine. As well as restaurants such as Pizza Express, Pizza Hut, Le Gros Frank, Subway, and various pubs. There are several attractive local options including a Farmers outlet selling local fresh produce.

Station Square at the Cambridge railway station is a just a few minutes’ walk away and includes: Marks and Spencers (food outlet), Sainsburys, Wasabi, Pret-a-Manger, Café Nero and The Station Tavern.

Pop up Food Vans: Also situated beside the Cambridge rail station are the beach huts and Pop up food vans. AMT Coffee offer superb Fairtrade coffee and organic milk. The regular food vans include Sauscisse d’amour, Ling Lings Rice Box, Steak and Honour, Fired Up Pizzas, Guerrilla Kitchen, Holy Schnitzels and Dogtown Dogs.

Cambridge Leisure Park: Again a short walk from the school, here as well as the Light Cinema and Tenpin bowling you can find two supermarkets, Rockers Steak House, Bella Italia, Franky and Bennys, Nandos, Chiquitos and Five Guys.
The Social Programme

St Giles Cambridge offers a varied and exciting social programme for all students. It is an excellent way to meet students and staff and to practise your English in a social environment.

There are activities every day and regular weekly favourites include the student Orientation Tour on Mondays, some kind of sport on Tuesday and the dinner and pub crawl most Thursday evenings. There are also tickets available for popular West End musicals. Make the most of your weekends as well by going on excursions around Britain and Western Europe organised by trustworthy local tour companies.

A monthly social programme is updated on the noticeboard available near the school Cafe. Please see Swapna (Social Programmes Organiser) or a member of the administration team during your break time for more information and to buy tickets. Also have a look at the website and posters around the school for details of the upcoming events. Follow us on St Giles Facebook page and share your photos on Instagram: @stgiles.cambridge

Student Discounts

Many businesses in the local area offer St Giles’ students discounts. But you must show your St. Giles Student Card. Check the offers out below:

**Byron Hamburgers (Restaurant)**
Address: 12 Bridge Street, Cambridge CB2 1UF
Opening Times: 11:30am - 11:00pm
Discount: 10% Monday to Friday (02:30pm – 05:00pm)
Website: www.byronhamburgers.com

**Cafe Nero (Café)**
Address: 11 Market Street, Cambridge CB2 3PA
Opening Times: 07:00am – 20:00pm
Address: 22 Fitzroy Street, Cambridge CB1 1EW
Opening Times: 07:30am – 18:00pm
Address: 1 Station Road, Cambridge CB1 2JW
Opening Times: 07:00am – 20:00pm
Discount: 10% on food and drink
Website: www.caffenero.co.uk

**Yo Sushi (Restaurant)**
Address: Lion Yard, 1-2 Petty Cury, Cambridge CB2 3NE
Opening Times: 11:30am – 10:00pm
Discount: 25%
Website: www.yosushi.com

**Wildwood (Restaurant)**
Address: 27-28 Bridge St, Cambridge CB2 1UJ
Opening Times: 11:30am – 11:00pm
Discount: 50%
Website: www.wildwoodrestaurants.co.uk
Bella Italia (Restaurant)
Address: Cambridge Leisure Park, 30 Clifton Way, Cambridge CB1 7DY
Opening Times: 11:30am – 11:00pm
Discount: 50%
Website: www.bellaitlia.co.uk

The Light Cinema
Address: Cambridge Leisure Park, Clifton Way, Cambridge CB1 7DY
Opening Times: Movies starting from 10:00am
Discount: Student Tickets £6.60
Website: www.cambridge.lightcinemas.co.uk

Lensfield Road Cycles (Cycle Hire)
Address: 69-71 Lensfield Rd, Cambridge CB2 1EN
Opening Times: 08:30am – 5:30pm
Discount: £75 deposit special rates for St Giles ask in store
Website: www.lensfieldroadcycles.co.uk

Pure Gym (Gym)
Address: 34 Clifton Way, Cambridge CB1 7DY
Opening Times: 24hrs
Discount: No contract. 10% off a Monthly student membership
Website: www.puregym.co.uk

Stagecoach (Travel by Bus within Cambridge)
Address: 100 Cowley Road, Cambridge CB4 ODN
Opening Times: 24hrs
Discount: Weekly Student travel pass £14.50
Website: www.stagecoachbus.com

Cambridge International Book Centre
Address: 42 Hills Rd, Cambridge CB2 1LA
Opening Times: 09:30am – 5:30pm
Discount: 15%
Website: www.eflbooks.co.uk

Co-Operative Food Store (Supermarket)
Address: 52 Hills Road, Cambridge CB2 8RJ
Opening Times: 06:30am – 11:00pm
Discount: 10%
Website: www.cooperativefood.co.uk
Living in Cambridge

Doctor or dentist

Please see a member of the student services team in Reception for further details. Some overseas visitors to Britain are charged for medical treatment provided by the National Health Service. The following categories do not have to pay more than British people:

1. Nationals of countries which are members of the EU.
2. Nationals of countries which have an agreement with Britain—check in Reception.
3. Any person who has completed a period of 12 months residence in the United Kingdom.

Please note that for most foreign nationals, emergency treatment can still be obtained free of charge. If you do not qualify for free medical treatment then you should have some sort of insurance cover in case you become ill.

If you are in a homestay, ask the host for details of their doctor or dentist. You can sometimes register with their doctor or dentist as a temporary resident.

The following GPs are convenient for students. Woodlands Surgery is located on Bateman Street and Lensfield Road Medical Centre is very close to the school. In case of an emergency doctor out of office hours contact CamDoc (no appointment necessary).

Woodlands Surgery
48-49 Bateman Street
Cambridge CB2 1LR
Telephone: 01223 697600
Monday to Friday 08:30 – 18:00

Lensfield Road Medical Centre
48 Lensfield Road
Cambridge CB2 1EH
Telephone: 01223 651020
Monday to Friday 08:30 – 18:00

CamDoc (Emergency Doctors)
Union Lane
Cambridge CB4 1PX
Telephone: 01223 883740
24hr service

Cambridge Emergency Dentist
1c Brooke House
Newmarket Road, Cambridge CB5 8TJ
Telephone: 01223 363277
24hr service
Safe Sex

If you have a sexual relationship while you are here in Britain, it is important to be safe. Condoms can be bought at any chemist or supermarket.

Drugs

The following drugs are illegal: Marijuana/Cannabis/Hashish, LSD (Acid), Heroin, Opium, Cocaine (Crack), and Ecstasy. Sale or possession of any of these drugs could lead to a fine or to imprisonment. It is very dangerous to buy drugs in the street, pub, etc.—the people who sell them may behave violently towards their “customer”. If you take drugs while staying with an English family, you may involve them in legal proceedings. Use of drugs in the school or accommodation is strictly prohibited, and is likely to lead to eviction and / or expulsion from the school.

Pubs

Pubs in England are normally open from 11.00– 23.00, although many are open later than 23.00. You are allowed to stay in the pub for another 20 minutes to finish your drink after the bar has closed. If you are 16 or 17 years old, you can enter a pub but you cannot buy a drink, alcoholic or non-alcoholic. This is why we cannot allow under-18s to attend our social activities which take part in pubs.

Theft

It is not a good idea to carry a lot of cash with you when you travel around Cambridge. In crowded places (especially shopping Centres, trains, pubs, restaurants, cafes etc.) there are often pickpockets looking for tourists with valuable items. Make sure you keep your phones, cameras, handbags and briefcases out of sight or closed and do not leave them unattended at any time. Take them with you when you leave the classroom in the intervals between lessons.

Be aware who is around you when you are withdrawing money from a cash machine, bank or post office. Try not to carry large notes should as £50. If any of your belongings are stolen or missing, report the loss to the police immediately: https://www.gov.uk/contact-police.

Parkside Police Station, 39 Parkside, Cambridge CB1 1JG. Telephone 01223 358966

Remember to also contact your bank if you lose your credit card.

ID

You do not need to carry your passport or ID card with you while you are in the UK. It is better to leave these and other important documents like your flight ticket at your homestay or hotel, or in the School safe. If you lose your passport/ID card or if it is stolen, contact the police and your Embassy as soon as possible: https://www.gov.uk/report-a-lost-or-stolen-passport
Post Office

The Cambridge City Post Office located at 57-58 St Andrews Street, Cambridge CB2 3BZ. Not only can you send letters here but you can also exchange currency. Please show your St. Giles Student Card to receive better exchange rates on Euros and US Dollars. The Post Office is open from 09:00 to 17:30 Monday to Saturday.

Shoplifting

Shoplifting means taking things from shops without paying, and also includes taking souvenirs without permission from restaurants, hotels, bars etc. Shoplifting is against the law and the police take very strong action against people who are caught stealing. If you are caught shoplifting, you may be arrested and taken to court. The punishments can be up to 6 months in prison, a fine of up to £1000, or immediate deportation from Britain and a ban on returning.

On the streets

It is not a good idea to walk home alone at night, in deserted areas—especially for female students. If you are travelling at night, walk in a group or, preferably, use public transport or a taxi. Take a taxi to and from your destination (The largest local taxi firm is Panther Cabs they can be called on 01223 715715. They also have taxi ranks in the City Centre. To make sure a minicab is licensed, pre-book it, ensure the driver knows your name when he arrives and look for the official sticker in the front and rear windscreens of the vehicle. Never get into an un-booked minicab. These are illegal and may be unsafe.

Banks

There are several banks and cash machines close to the school. The nearest banks are HSBC and RBS on Hills Road only a 5 minute walk from the school. With a short walk to the City Centre you will find all major banks such as Santander, Barclays, NatWest, HSBC, or Lloyds. Most banks are open between 09.30 and 16.00 Monday to Friday and some are open on Saturday mornings. If you want to open a bank account you must be enrolled as a student for a minimum of six months. We can provide a letter to help you if we have arranged your accommodation but we cannot guarantee that the bank will give you an account. Please ask in Reception for further details.

Visas

The School is not allowed to give individual advice about immigration or student visa enquiries. The Home Office can contact the School at any time to ask if a student has been attending class regularly. If you need advice, you can contact UKCISA (UK Council for International Student Affairs): www.ukcisa.org.uk

Tel: 020 7107 9922 (Mon—Fri 13.00—16.00) or visit the UK Border Agency website: www.ukvisas.gov.uk
Registering with the Police

If you need to register at the local Police Station on your arrival in the UK (this will be written on your visa or passport) the address is: Parkside Police Station, 39 Parkside, Cambridge CB1 1JG. Telephone 01223 358966

Please contact the (Sarah) Student Welfare Officer or a member of the admin team who will arrange an appointment for you on your first day and issue you the necessary paperwork to take with you to your appointment.

There is a fee for registration, which is £34.00 and you will need 2 passport photographs.

Police powers of arrest

To arrest you the police need reasonable grounds to suspect you’re involved in a crime for which your arrest is necessary. The police have powers to search you when you’re arrested.

If you’re arrested the police must:

- identify themselves as the police
- tell you that you’re being arrested
- tell you what crime they think you’ve committed
- explain why it’s necessary to arrest you
- explain to you that you’re not free to leave

If you’re under 17 the police must contact your parents, guardian or carer as soon as possible after your arrival at the police station.

Motoring and traffic regulations

If you want to drive in the UK you must have a Driving Licence which is valid for use in the UK. The car must be insured and have road tax and an MOT Certificate – if you buy a car you are responsible for paying the tax and insurance. You must always follow the Highway Code (laws that tell you what to do when driving). You must drive slower than the speed limit (measured in miles per hour – MPH - not kilometres). The minimum age for driving a car or riding a motorcycle is 17.

In the city on smaller roads the speed limit is 20 or 30 MPH and on the motorways between cities it is usually 70 MPH but you must look for signs because it can be lower. Remember to drive on the left and stop at red lights and zebra crossings. If you break the law you will have to pay a fine and if you cause an accident you could be sent to prison.

It is also illegal to read a text or check your phone when you are driving. You are allowed to use a completely hands-free phone while you are driving, but you are not allowed to touch it or pick it up. If you need to use your phone you should park your car safely and turn off your engine.

The police can stop a vehicle for any reason. You’re breaking the law if you don’t stop.

If you’re stopped, the police can ask to see your:

- driving licence
- insurance certificate
- MOT certificate
If you don’t have these documents with you, you have 7 days to take them to a police station. The police can also give you an on-the-spot fixed penalty notice for many minor offences and make you take a breath test for alcohol. More serious offences can lead to prosecution followed by a fine or being sent to prison.

**Places of Worship in Cambridge**

**Muslim**

**Cambridge Mosque**
1A Mawson Road, Cambridge CB1 2DZ

**Roman Catholic**

**St Phillip Howard Catholic Church**
33 Walpole Road, Cambridge CB1 3TH

**German Catholic Church**
German Lutheran Church
4 Shaftesbury Road, Cambridge

**Ukrainian Catholic Cathedral**
21 Binney Street, W1K 5BQ

**St Peter’s Italian Catholic Church**
136 Clerkenwell Road, London, EC1R 5DL

**Spanish Catholic Chaplaincy**
47 Palace Court, W2 4LS

**Our Lady and the English Martyrs**
Hills Road, Cambridge CB2 1JR

**St Lawrences Catholic Church**
91 Milton Road, Cambridge CB4 1XB

**Catholic Portuguese Mission**
Our Lady of Hal Church
165 Arlington Road, NW1 7EX

**Christian Interdenominational**

**Cambridge Chinese Christian Church**
8 Blanford Walk, Cambridge,
CB4 3NQ

If this list does not include what you are looking for, please speak to a member of staff who will help you.
Masjid Al Ikhlas & Cambridge Islamic Centre
4 Devonshire Road, Cambridge CB1 2BH

**Buddhist**

Cambridge Buddhist Centre
38 Newmarket Road, Cambridge CB5 8DT

**Protestant**

Baptist
Eden Baptist Church
Fitzroy Street, Cambridge
CB1 1ER

Church of England
Great St Marys Church
Senate House Hill, Cambridge CB2 3PQ

Dutch Service
Cambridge Presbyterian Church
www.cambridgepres.org.uk

French Service
C3 Church
C3 Centre, Cambridge CB1 3HR

Swiss Service
Wesley Methodist Church, Christs Piece Cambridge CB1 1LG

Cambridge Korean Church
43 St Andrews Street, Cambridge CB2 3AR

Orthodox Church

Greek Orthodox Church of St Athanasios
154 Cherry Hinton Road, Cambridge CB1 7AJ
### Organisations that can help you:

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td><strong>Alcoholics Anonymous</strong></td>
<td>A group of men and women who share their experience, strength and hope with each other so that they may solve their common problem and help others to recover from alcoholism.</td>
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<tr>
<td>Helpline: 0800 9177 650</td>
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<tr>
<td><strong>Childline</strong></td>
<td>Childline can be used by anyone up to the day of their 19th birthday. It gives support and advice on a wide range of topics.</td>
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<tr>
<td><a href="http://www.childline.org.uk">www.childline.org.uk</a></td>
<td></td>
</tr>
<tr>
<td>Helpline: 0800 1111</td>
<td></td>
</tr>
<tr>
<td><strong>Drinkaware</strong></td>
<td>If you are worried about your alcoholic drinking, you can call this charity that gives facts and advice about alcohol.</td>
</tr>
<tr>
<td><a href="http://www.drinkaware.co.uk">www.drinkaware.co.uk</a></td>
<td></td>
</tr>
<tr>
<td>Tel: 0300 123 1110</td>
<td></td>
</tr>
<tr>
<td><strong>Gamblers anonymous</strong></td>
<td>Support groups for people with gambling addictions</td>
</tr>
<tr>
<td><a href="http://www.gamblersanonymous.org.uk">www.gamblersanonymous.org.uk</a></td>
<td></td>
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<tr>
<td><strong>Mind</strong></td>
<td>Provides information on a range of topics including: types of mental health problem where to get help medication and alternative treatments.</td>
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<tr>
<td>Helpline: 0300 123 3393</td>
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<tr>
<td><a href="mailto:info@mind.org.uk">info@mind.org.uk</a></td>
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<tr>
<td>Text: 86463</td>
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<tr>
<td><strong>Release</strong></td>
<td>A national charity that gives free and confidential advice about drugs and the law</td>
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<tr>
<td>Helpline: 0845 4500 215</td>
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<tr>
<td><strong>Smokefree</strong></td>
<td>NHS information and advice to help stop smoking</td>
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<tr>
<td>0800 022 4332</td>
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<tr>
<td><strong>Supportline</strong></td>
<td>Supportline is able to take calls on a wide range of issues including relationships, child abuse, anger, bullying, eating disorders, exam stress, self-harm, domestic violence, rape and sexual assault, disability, mental health, depression, anxiety, panic attacks, addictions, debt, phobias, conflict, sexuality, health concerns, homelessness, racial harassment, loneliness.</td>
</tr>
<tr>
<td>Helpline: 01708 765 200</td>
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<tr>
<td>Action African Well Women's Clinic</td>
<td>A free self-referral service for all women with female circumcision. This is a service run by women for women.</td>
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<tr>
<td>Specialist Midwife - Juliet Albert 07730 970 738 or 0208 383 8712 Specialist Interpreter - Hayat Arteh 07956001 065 or 0208 383 8761 (Somali and Arabic speaking) Specialist Counsellor - Melanie Mendel 07917897550</td>
<td></td>
</tr>
<tr>
<td><strong>The Samaritans</strong></td>
<td>The Samaritans offer a safe place for you to talk any time you like, in your own way – about whatever’s making you unhappy. You don’t have to be suicidal.</td>
</tr>
<tr>
<td><a href="https://www.samaritans.org/">https://www.samaritans.org/</a></td>
<td></td>
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<tr>
<td>Tel: 116 123</td>
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</table>
Local Places of Interest

Here are some places you might like to visit while you are at St Giles. All of them are just a short walk away from the School.

**The Fitzwilliam Museum** located in the heart of Cambridge, the Museum is one of the most iconic buildings in the Cambridge cityscape, its monumental neo-classic facade and columns just a short walk away from the central colleges and the River Cam. The Museum was founded in 1816 by the 7th Viscount Fitzwilliam of Merringon who bequeathed his vast collections of art, music and books to the University of Cambridge.

**King’s College and Chapel** is a popular attraction. A visit to King's College Chapel is a truly inspirational experience. It is the largest and most spectacular of the college chapels in Cambridge.

**Clare College and Gardens** A fine example of a 20th Century English garden, it was redesigned in 1947 by Neville Willmer, after the devastation of the war years. The garden still retains some of its earlier features, with old yews and chestnuts.

**The Corpus Clock**, The fabulously terrifying “Grasshopper Clock” on the corner of Corpus' Taylor Library is a must-see for any Cambridge visitor. Its shining, 24-carat gold dial and gruesome time-keeper, a dazzling addition to the historic city centre.

**The Wren Library** was completed in 1695 to the design of Sir Christopher Wren. Today it contains the manuscripts and printed books together with various special collections given to the college during the last 180 years. Among the special collections housed in the Wren are 1250 medieval manuscripts; the Capell collection of early Shakespeare editions; many books from Sir Isaac Newton's own library, the Rothschild collection of 18th century English literature and A.A. Milne's manuscripts of Winnie-the-Pooh.
Travel

Travel by Coach
www.nationalexpress.com

National Express Coaches depart from Parkers Piece on a very regular basis and 24hrs per day. Coaches are a cheap way to travel and are very useful for Traveling to Heathrow, Luton or Gatwick Airport.

You can purchase tickets on line or through Claire your Student Welfare Officer.

London - Travel by Train

- WEEK DAY

£32.40 Off peak travel Card, £48.800 in peak time
£20.80 group travel (3 or more people)
Off peak is after 09:30am

Travelcards include the train to and back from London, unlimited use of the buses and underground

- WEEKEND

£23.10 Travel card all day regardless of time of travel
£15.45 each, group travel (3 or more people)
Useful Websites:

Visit Cambridge (What to see and do during your stay in Cambridge)
https://www.visitcambridge.org/

Visiting Cambridge University (A guide to the Cambridge Colleges)
https://www.cam.ac.uk/about-the-university/visiting-the-university


Hello London (TFL’s advice for travelling around) – http://www.visitlondon.com/traveller-information/getting-around-london/london-maps-and-guides/welcome-to-london

Trainline (Book train tickets for National Rail)- http://www.thetrainline.com/

National Express (Buy coach tickets for travel to over 900 destinations throughout the UK) - http://www.nationalexpress.com/

Last Minute (Book cheap flights) - http://www.lastminute.com/

Visit London (Find everything you need to plan your trip, from top attractions to travel information) - http://www.visitlondon.com/

Visit Britain (Travel information, upcoming events and top attractions around the UK) http://www.visitbritain.com/

Café and Restaurant Guide (Within Cambridge)
https://www.theguardian.com/travel/2012/dec/05/cambridge-top-10-budget-restaurants

Have a Wonderful Stay in Cambridge and let us know if we can help you in any way!