

# Student Guide for Under-18s 2024



## St Giles Brighton

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# Contents

Welcome to St Giles .....	4
Our Mission Statement .....	5
Introduction .....	6
Your first day .....	7
School Map .....	8
Class Schedule .....	9
Facilities .....	10
Academic Counselling .....	12
Corporate Social Responsibility .....	12
Our Courses .....	13
Making Progress .....	14
Examinations .....	15
Levels & Progress with Examination Equivalents .....	16
Typical lessons at St Giles .....	18
Student Rules .....	19
Attendance .....	20
The e-school .....	21
Who can help? .....	22
If you have a problem... ..	24
Are You Unhappy About Anything? .....	24
Well-Being Champion.....	25
Accommodation.....	26
To Make Things Easier .....	27
Advice, guidance and rules for Under-18s .....	29
Advice for U-18s going on weekend excursions.....	31
Social Programme.....	33
Living in the UK .....	34
British Laws.....	34
Police Powers of Arrest.....	35
Meeting English Speakers .....	36
Racism, Bullying and Harassment .....	36
Fire Regulations .....	38
Health & Safety .....	38
Emergency Action Plan.....	39
Health and Advice: .....	41
Money and Valuables .....	42
Documents .....	42
Telephones .....	43
Postal Information .....	43
Transport.....	44

Fun Things to do if you are Under 18 .....	45
Hire a kayak .....	45
Coffee Coffee Coffee .....	45
Visit Brighton Marina .....	45
Shopping .....	46
Sports and Leisure Facilities.....	46
Cinema and Theatre .....	46
<b>lydea, Kensington Gardens</b> .....	48
Vegetarian main courses with a choice of sides and toppings. ....	48
<b>Five Guys, Church Street</b> .....	48
High-quality Scottish beef, hand cut fries. ....	48
<b>Visas</b> .....	49
Can I work in the UK? .....	49
Registering with the Police .....	49
Religion .....	49
Useful Contacts: .....	50
Useful Websites: .....	51
Location Map .....	52

# Welcome to St Giles

Dear St Giles Student,

Welcome to **St Giles in Brighton!**

You are about to begin a very exciting experience!

We at St Giles will do everything we can do to make your visit an enjoyable learning experience. Our staff is happy to answer your questions and guide you.

**Please read this handbook and keep it for future reference.** You will find many interesting and informative tips about both St Giles and Brighton. Please do not hesitate to ask for help in any way. We hope you will enjoy your stay with us!



# Our Mission Statement

St Giles promises to provide high quality courses for international students and trainee teachers in a positive and inclusive learner-centred environment, focusing on the students' real and practical aspirations. We promise to offer a range of student support services to enable our students to enjoy their courses to the full.

We aim to ensure that every student's stay is both beneficial and enjoyable and that all our students make progress in their English language ability, learn about British life and culture and also learn about other cultures.

We aim to:

- Safeguard all our students and staff so that they can study and work in a secure environment
- Maintain high standards in all our services
- Offer engaging, relevant lessons in comfortable classrooms
- Help students achieve their goals in English language examinations and in relation to university study
- Help students become autonomous learners and equip them to continue their studies after the end of their course
- Provide help to those students who need additional support
- House students in comfortable accommodation with homestay hosts who treat students with kindness and respect, in safe and welcoming residences or in alternative accommodation affording comfort and independence
- Provide a varied and interesting social programme to allow students to make friends, practise their English and learn about British life and culture
- Be fair, ethical, responsible and professional
- Value and respect people we deal with: students, trainees, overseas teachers, agents, homestay hosts, other clients, and staff
- Promote the core British values of democracy, individual liberty, tolerance, and the rule of law
- Provide staff with opportunities for training and development
- Follow good professional and business practice
- Provide good value for money and ensure the longer-term commercial success of the school

# Introduction

## St Giles Brighton

St Giles Brighton is part of the St Giles International group founded in 1955 — we now have schools in London, Brighton, Eastbourne, Cambridge and Vancouver. St Giles Brighton was established in 1969.

St Giles Brighton is a member of English UK and is accredited by the British Council for the teaching of English in the UK. We offer courses in general English as well as examination courses including B2 First, C1 Advanced, C2 Proficiency, IELTS and also English for University Studies, and Business.

We have 33 classrooms (all with Interactive Whiteboards) and free Wifi throughout the school. We also have a Cafe. Our location, building and facilities make the school an ideal place in which to study and relax.

Our Brighton school is in the centre of the city, opposite the iconic Royal Pavilion (pictured above), and only minutes away from the beach and the city's main shopping and entertainment. The usual time from Homestay to the School by bus is 20-40 minutes and our residence is 5 minutes' walk away.



## Brighton

Brighton is a young exciting city with a population of 276,300. It is only an hour away from London. There are many award-winning restaurants in Brighton catering for all tastes from classic fish and chips to creative vegetarian restaurants. The city also has a great selection of tourist attractions from the British Airways i360 observation tower to the Brighton Pavilion, to Brighton & Hove Albion FC, a Premier League football team!

The area is also a great base for exploring the beautiful Sussex countryside, including the South Downs National Park and the Seven Sisters cliffs along the coast.

Brighton also has a successful arts and theatre scene and lively student population. With an excellent nationality mix, our Brighton centre is ideal for students looking for a lively and cultural experience.

# Your first day

## Check in

When you arrive at the school a member of staff will meet you and check your registration. If you have to pay money to the school, please see our Student Services team in the Main Office. **We will also need to see your passport and visa and take a copy.**

## Placement

Placement tests are usually done online the week before you join the school. This is to help us put you in the right class. We will email your class information before you join the school. You will also be given information and a virtual tour of the school and information about Brighton.

## Class levels

We have classes at the following levels:

St Giles levels	CEFR level	Cambridge exams
Beginner (*Only at certain times of the year)	Pre-A1	-
Elementary	A1	-
Pre-Intermediate	A2	A2 KEY
Intermediate	B1	B1 PRELIMINARY
Upper Intermediate	B2	B2 FIRST
Advanced	C1	C1 ADVANCED
Proficient	C2	C2 PROFICIENCY

## First week meetings

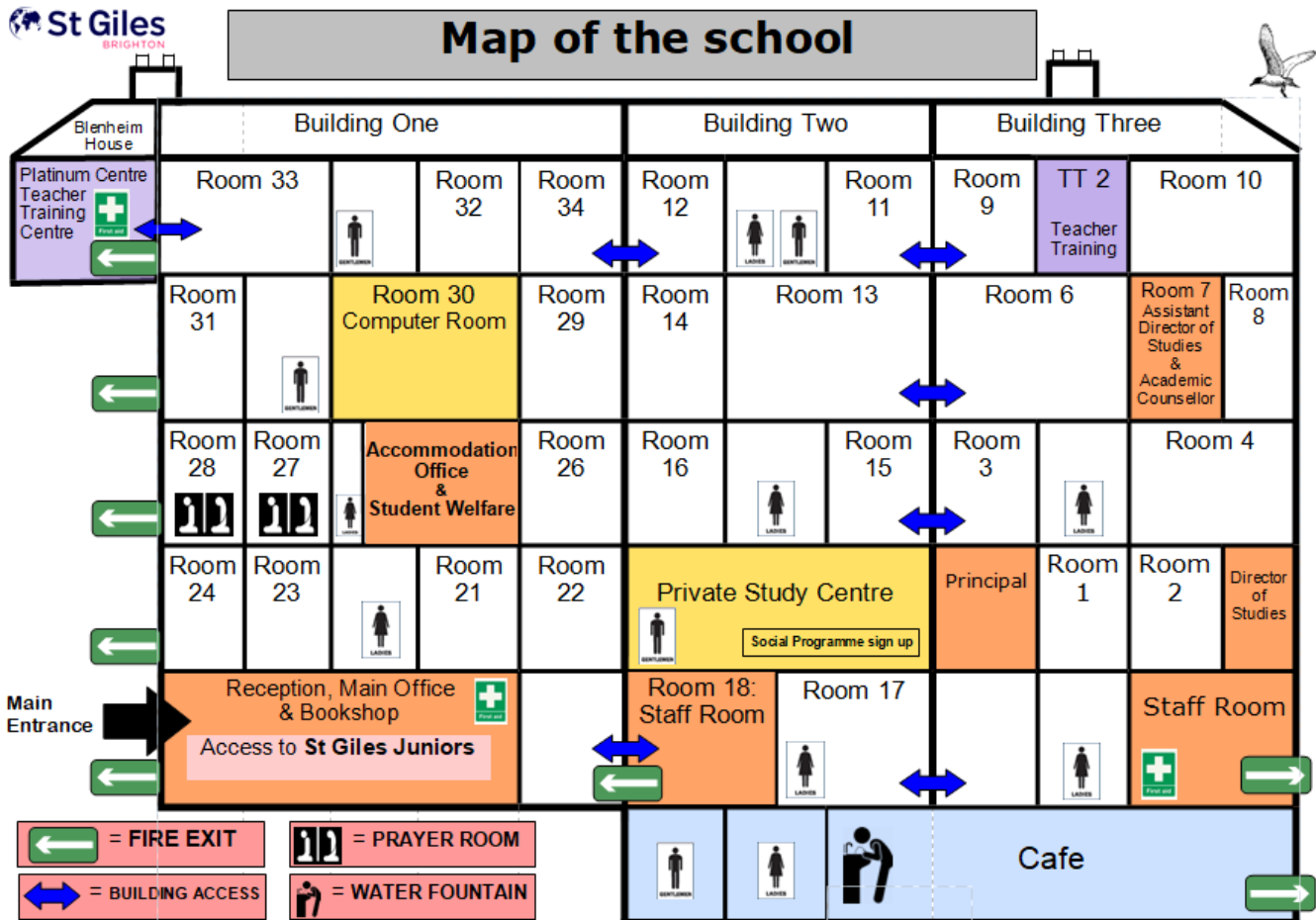
After a few days of attending your class, Tom will come and see you in your class to give you an invitation. This will be to have a little discussion about how you are finding your classes, accommodation, and an opportunity for you to ask for advice, help or just more information about Brighton and life in the UK.



**Tom Horak**

# School Map

St Giles Brighton is quite a large school which is in 3 main connected buildings. We give all new students a map on their first day to help you find your way around!





# Class Schedule

## Times

It is very important for you to arrive at your lessons on time. If you are **more than ten minutes late** for a lesson, it can be very difficult for the other students and the teacher so please be on time. If you are late, the teacher will accept you, as you are under 18 years old, but it will be recorded on the register.

Here are the lesson times for morning and afternoon classes:

20 AM Lessons	
Lesson 1	8:50 – 9:40
Lesson 2	9:40 – 10:30
Break	10:30 – 11:00
Lesson 3	11:00 – 11:50
Lesson 4	11:50 – 12:40

20AM Lessons	
Lesson 1	9.00 - 9.50
Lesson 2	9.50 - 10.40
Break	10.40 - 11.10
Lesson 3	11.10 - 12.00
Lesson 4	12.10 - 1.00

20 AM Lessons	
Lesson 1	9:10 – 10:00
Lesson 2	10:00 – 10:50
Break	10:50 – 11:20
Lesson 3	11:20 – 12:10
Lesson 4	12:00 – 13:00

20 PM Lessons	
Lesson 1	1.45 - 2.35
Lesson 2	2.35 - 3.25
Break	3.25 - 3.55
Lesson 3	3.55 - 4.45
Lesson 4	4.55 - 5.45

28 Lessons	
Lesson 1	9.00 - 9.50
Lesson 2	9.50 - 10.40
Break	10.40 - 11.10
Lesson 3	11.10 - 12.00
Lesson 4	12.10 - 1.00
Lunch-break 1.00 - 2.00	
Lesson 1	2:00 - 2.50
Lesson 2	2.50 - 3.40
<b>Afternoon lessons are Monday - Thursday Lessons on Friday finish at 1pm</b>	

### REMEMBER

You must not take food or drink into the classrooms and please turn your mobile phone off!

# Facilities

## Learning outside the classroom

It's very important for you to do some extra study in addition to the work you do in class. The Self Access facilities at St Giles are free, so why not use them? You will increase your knowledge of English and you can practise areas that you or your teacher feels you need to work on.



## Wi-Fi Access

St Giles Brighton has Wi-Fi throughout the school. Laptops can also be connected to the internet using the access points in the Private Study Centre.

## St Giles Bookshop

The bookshop in reception sells course books and reference books for grammar and vocabulary.

Generally, students at St Giles are expected to buy their course books but in certain situations, for example if you are studying for 3 weeks or fewer, you can borrow a 'loan copy'. You will need to pay a £35 deposit in cash for this and you will not be able to write in the course book. Ask your teacher if you can borrow a book.

## Jubilee Library

This modern, bright and large library is just a minute's walk from St Giles Brighton. It offers internet access and a quiet area for reading, research and study. If you are staying in Brighton for a few weeks or more, you can join the library and borrow books and music. The library also holds regular lectures and special talks.

# The Café

St Giles students can get a cheap sandwich, panini, snack or drink in the Cafe, which is situated in the basement. Abby is the Café manager.



**Abby Hugues**

Here are the typical prices for the St Giles Cafe:



## THE SEAGULL CAFE MENU

**A variety of Hot & Cold Snacks, Pastries, Fruit, Teas, Coffees & Soft Drinks are Available.**

**Please ask if there is something you would like...**

### DRINKS £1.50

Fresh Filter Coffee, Cappuccino, Latte, Mocha, Hot Chocolate  
 Variety of Teas \* w/ Fresh Mint, Lemon or Honey  
 Orange, Apple or Carrot Juice, Peach or Lemon Iced Tea  
 Coke, Sprite, Tango, San Peligrino, Still Water, Sparkling Water

### PANINI £4.00, add salad and tortilla chips (£1.00 extra)

Made to Order, Served hot, Many Choices:

- Chicken Tikka • Mozzarella Pesto & Tomato • Ham & Cheese
- Tuna & Sweetcorn • Cheddar Cheese & Red Onion

### FRESHLY MADE WRAPS £4.00

Made to Order – Choose your own filling, add salad & tortilla chips (£1.00 extra)

- Chicken Tikka
- Ham & Cheese
- Tuna & Sweetcorn Mayo
- Mozzarella, Pesto & Tomato
- Cheese Ploughman's Salad
- Hummus Salad

### HOT TOASTED SANDWICHES £4.00

Made freshly, to order from Sour Dough Bread from our local bakery - Available with a choice of fillings, served with salad & tortilla chips, please ask for your favourite combo!

### NOODLE POTS £2.50

A variety of noodles available – Please ask if you have a favourite!



## Academic Counselling

If you are interested in applying to study at a university in the UK, St Giles Brighton can help. Nick Fawbert is our Academic Counsellor.

Our Academic Counselling service is **free** and available to all St Giles students.

If you would like to apply for a **first** or a **Bachelor's degree** (BA or BSc), Grahame will help you to apply through UCAS.

If you have finished a degree in your country, and would like to study for a **Master's degree** (MA, MSc or MBA), he will help you to find the right course and complete your application. He can help with higher degrees and **foundation courses** too.



For more information, please send Nick an email: [nfawbert@stgiles.co.uk](mailto:nfawbert@stgiles.co.uk)

## Corporate Social Responsibility

Corporate Social Responsibility (CSR) is about businesses helping to care for the local environment. St Giles Brighton takes its Corporate Social Responsibility seriously. For example, we are keen to recycle as much waste as possible and you can find special recycling bins in the cafe and in your classrooms.



Here is a list of some of the materials you can recycle:

- Coffee Cups
- Paper
- Plastic bottles
- Batteries
- Cardboard
- Glass

We are trying to reduce the amount of paper we use in the school and the amount of electricity we use. This handbook, for example, used to be printed on paper but is now online.

The tea and coffee in our Cafe is all Fair Trade and the milk and sugar is sourced from farms in the UK.

Throughout the year we hold different events to raise money for charities including UNICEF, Save the Children and Cancer Research. For every £1 the school raises, St Giles will donate £3!

If you have any ideas about how St Giles can make the world a better place, please speak to the Principal.

## Our Courses

Most students at St Giles Brighton follow one of these programmes:

- **20 lessons a week - mornings**
- **20 lessons a week - afternoons**
- **28 lessons a week - mornings and afternoons**

If you want to change your booking, please speak to a Registrar in the Main Office.

***If you are an International Semester Course student (24 or 36 weeks study), please check with a Registrar about your holiday entitlement.***

### Other courses

If you are a full-day student (28 lessons a week), as well as General English, you can usually study the following course in the afternoons:

- **English for Business**

Please note that the above courses are normally for Intermediate (B1) level and above.

### Exam preparation

We offer preparation classes for the following examinations:

**B2 First, C1 Advanced, C2 Proficiency and IELTS.**

### Private lessons

Please go to the Main Office if you would like to arrange these. Alternatively, you could upgrade to have specialised courses in the Platinum Centre.

# Making Progress



At St Giles Brighton we want you to make progress as quickly as possible. There are several ways in which you can assess your progress during your course.

## First Day

Every student takes a Placement Test on or before their first day at St Giles. This consists of a writing task, a 60 question 'use of English' part, and an oral interview with an experienced teacher. This information helps us to assess your English ability and ensures that you are placed in an appropriate class at a suitable level.

## In Class

In class, your progress is measured against a detailed 'language checklist' for each level. Every two weeks your teacher will give you a class test to check that you have understood what has been covered. You will also be able to talk to your teacher privately and talk about your time at St Giles. Your teachers often report your progress to the Director of Studies and the academic team.

## Progress Tests

If you are staying at St Giles for 12 weeks or longer, you can take a Progress Test every two months. These tests are similar to the Placement Test that you took on your first day, so that the results of different tests can be compared and your progress accurately measured. The results of your Progress Test are emailed to you and shown to your class teacher. You will be able to discuss your progress privately when you meet your teacher every two weeks. All results of Progress Tests are put onto the Course Certificate (see picture below).

## Leaving Tests

If you are staying for 4 weeks or more and attend at least 80% of your lessons, you can take a Leaving Test when you finish your course. As with the Progress Test, the Leaving Test is similar to the Placement Test that you took on your first day. Following your Leaving Test, St Giles will provide a Course Certificate showing your level of English.

## Examination Preparation Courses

Students on examination courses, such as IELTS, B2 First or CAE, will have regular assessment tasks throughout their course. In a typical exam course, students can be expected to take at least three full practice exams. This is in addition to the many progress checks and mini-tests they will be asked to complete. Examination students are also able to take Progress Tests and Leaving Tests as described above.

## Academic Progress Reports

You can also request an academic progress report from the Assistant Director of Studies (ADOS). This report is completed by your teacher and gives you grades for your performance in class. There are also comments and recommendations from your teacher on how to make the most of your time at St Giles.

**St Giles**  
BRIGHTON

1-3 Marlborough Place  
Brighton, UK  
BN1 1UB

*Course Certificate*

Mr Joe Bloggs

Course Dates: 20/11/2017 - 09/05/2018  
Course Title: Int. Semester Course 28 Ipw & IELTS Preparation  
Attendance: 98.68 %

Test	Date	Score (%)	Level
Placement Test	20/Nov/2017	38	Pre-Intermediate (A2)
Progress Test 1	22/Jan/2018	54	Intermediate (B1)
Leaving Test	02/May/2018	63	Upper-Intermediate (B2)


Level at the end of course: 09/May/2018 Upper-Intermediate (B2)

**Teacher's Assessment of Level at End of Course**

	Pre-A1	A1	A2	B1	B2	C1	C2
Reading					✓		
Writing					✓		
Speaking					✓		
Listening					✓		
Overall					✓		

Principal: *Niall*  
Niall Chafey

Date: 09/05/2018

 00000005

# Examinations

St Giles Brighton offers preparation courses for the B2 First, C1 Advanced and C2 Proficiency examinations.

The examinations usually take place in Brighton & Hove. The dates given are for the main exam (writing, use of English & reading and listening).

The speaking test usually takes place several days before the main examination.

Results are normally received two to three months later.

**Please note that dates and fees may change without notice.**


**If you have any questions about exams or would like more information, please ask your teacher or the Director of Studies.**

**The dates below are for the 2024 examinations.**


1. Cambridge English	Date of Exam	Cost (£)
<b>B2 FIRST</b> <u>Level</u> : B2 <u>Tests</u> : Reading & Use of English, Writing, Listening, Speaking	<b>Fri 15 Mar</b> <b>Tue 26 Nov</b>	<b>£190</b>
<b>C1 ADVANCED</b> <u>Level</u> : C1 <u>Tests</u> : Reading & Use of English, Writing, Listening, Speaking	<b>Sat 16 Mar</b> <b>Wed 5 Jun</b> <b>Fri 23 Aug</b> <b>Wed 27 Nov</b>	<b>£195</b>
<b>C2 PROFICIENCY</b> <u>Level</u> : C2 <u>Tests</u> : Reading & Use of English, Writing, Listening, Speaking	<b>Sat 2 Mar</b> <b>Fri 7 Jun</b> <b>Sat 30 Nov</b>	<b>£200</b>

2. IELTS	
<u>Level</u> : Any level  <b>Tests: Reading, Listening, Speaking and Writing</b>	<p>Held in Brighton, Portsmouth and London at least twice a month on Saturdays. Please give at least six weeks' notice.</p> <p>Cost: £190 to £205</p> <p>Please contact the main office if you want to book an IELTS exam.</p> <p>If you need to take IELTS UKVI you must take it in a 'secure' test centre in Portsmouth or London. IELTS UKVI cannot be booked in school – you must book through the British Council website.</p>


## Levels & Progress with Examination Equivalents

 <b>Pre-A1 /A1</b>	<b>Beginner / Elementary</b>	<b>IELTS</b> <b>0-3.0</b>	<b>TOEFL</b> <b>10-20</b>	<b>TOEIC</b> <b>10-300</b>
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At Elementary level (A1) you can interact with others on familiar topics using very basic phrases, be able to ask and answer simple questions, talk about numbers, quantities, cost and time, and what you like.

 <b>A2</b>	<b>Pre-Intermediate</b>	<b>IELTS</b> <b>3.0-4.5</b>	<b>TOEFL</b> <b>20-32</b>	<b>TOEIC</b> <b>300-450</b>	<b>Cambridge A2 Key</b>
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At Pre-Intermediate level (A2), you can use frequently used expressions and give your opinion on something familiar, offer help, describe your hobbies, friends and other people, and where you live.


 <b>B1</b>	<b>Intermediate</b>	<b>IELTS</b> <b>4.5-5.5</b>	<b>TOEFL</b> <b>55</b>	<b>TOEIC</b> <b>450-650</b>	<b>Cambridge B1 Preliminary</b>
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At Intermediate level (B1), you can deal with most situations while travelling and you can give reasons for your opinions, offer advice and talk easily about familiar topics such as family and studies. You can produce simple connected texts on familiar topics.


 <b>B2</b>	<b>Upper Intermediate</b>	<b>IELTS</b> <b>5.5-6.5</b>	<b>TOEFL</b> <b>80</b>	<b>TOEIC</b> <b>650-800</b>	<b>Cambridge B2 FIRST</b>
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At Upper Intermediate level (B2), you can interact with native speakers without causing much difficulty or making many mistakes, correct your own mistakes, you can give a prepared presentation or talk, put your point of view across persuasively and can produce detailed text about many subjects.



 <b>C1</b>	<b>Advanced</b>	<b>IELTS</b> <b>6.5-7.5</b>	<b>TOEFL</b> <b>93</b>	<b>TOEIC</b> <b>800+</b>	<b>Cambridge</b> <b>C1 Advanced</b>
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At Advanced level (C1), you can use language flexibly and effectively and you can follow and give detailed presentations on an area of your studies, participate in a formal discussion about less familiar or abstract topics and talk about many topics fluently and naturally without much difficulty.

 <b>C2</b>	<b>Proficiency</b>	<b>IELTS</b> <b>7.5+</b>	<b>TOEFL</b> <b>105</b>	<b>TOEIC</b> <b>900</b>	<b>Cambridge</b> <b>C2 Proficiency</b>
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At Proficiency level (C2), you can understand with ease virtually everything heard or read. You can summarise information from different spoken and written sources. You can express yourself spontaneously, very fluently and precisely and mistakes in English are rare.

For a student on an intensive course, it typically takes **10-12 weeks to complete a whole level.**

## Typical lessons at St Giles

Each class and every lesson are different, but there are some techniques we use at St Giles which are typical of any lesson.

For example, in class your teacher will often ask you to work with another student. We call this **pair work**. This gives students the maximum opportunity to use their English in class.

Sometimes the teacher will ask you to work in a **group** with other students. Again, this gives you more chances to practise your English.

Your lessons will concentrate on grammar, vocabulary, pronunciation and one of the four skills of speaking, listening, reading and writing. But these areas are not independent of each other. So, in a reading lesson, you will probably work on grammar, vocabulary, pronunciation, speaking and listening as well as reading!

We believe the most important thing about learning English is **communication**, and so a lot of your lesson time will be spent on developing your speaking and listening skills.

Class time is valuable, so make the most of your time at school. **Students who experiment more and contribute more to lessons are nearly always students who make good progress. And don't worry if you make mistakes. So, remember, YOU are the most important person when it comes to learning the language.** Relax, enjoy the lessons, speak and ask questions as often as you can!



# Student Rules

We want your studies at the school to be as useful and enjoyable as possible. To help with this, we have prepared these rules so that you know what we expect from all students here.

## At school

- Please **arrive on time** for every lesson, even after breaks.
- Please **attend every lesson**. If you are ill or cannot attend for some other reason, please phone the school on 01273 682747 before 9AM on each day you are absent. The school will contact your host and after 2 days of absences we will contact your parents or guardians.
- **Do your homework**. Your teacher will give you homework most days and it is important that you do it in order to improve your English.
- Please **do not speak in your own language** during class. Try and speak English all the time.
- Please **turn off your mobile phone** or put it on silent when you are in class. If you are waiting for a very urgent call or message, please tell your teacher at the start of the lesson and they will allow you to leave the room.
- Please do **not bring food or hot drinks** to class. Only bottled water is allowed in classrooms.
- Please do **not leave the classroom to smoke a cigarette**.
- Please **do not interrupt** or talk at the same time as your classmates. Let them finish what they are saying before you speak.
- In the UK, **men and women have equal status** and it is against the law to treat them differently.
- Please **treat other students and staff with respect and tolerance**. Bad language, fighting and bullying are not allowed. In keeping with the UK Government's Prevent strategy the school will take action against students expressing extreme or offensive opinions.
- Please wear your yellow wristband at all times.

If a student behaves badly in the school or in their accommodation, the DoS or the Principal will be told about it.

Bad behaviour by a student may result in them finishing school early if they do not change their behaviour following a formal warning.

The Student Disciplinary Code says what St Giles would see as poor behaviour and says what St Giles can do as a response.

The full Student Disciplinary Code is available to view on the St Giles International website:

[www.stgiles-international.com/student-services/complaints-discipline](http://www.stgiles-international.com/student-services/complaints-discipline)

# Attendance

To make good progress in your English you should attend all your lessons. Please respect your classmates and your teachers by coming to class on time and attending all your lessons. If you know you will be absent, you must tell the main office before you are away.



Your teacher keeps a record of student attendance for every lesson, every day. If you do not come to lessons, your teacher will mark you as "ABSENT". Remember, arriving late for school will also negatively affect your attendance.

**As you are under 18, you are expected to come to every lesson and have 100% attendance.** If you miss lessons for two days in a row without good reason, your teacher will inform the ADOS, who will want to speak to you about your attendance. As you are under the age of 18, we will also have to inform your parents or guardians.

**Your attendance should not fall below 80%.** If this happens, you will receive a warning letter and if your attendance does not improve, you will have to see the ADOS, DOS and Principal to explain your continual absence. If the situation persists, we can ask the student to leave the school and no refund will be given. Our standard cancellation terms will apply. For further information please see the Student Disciplinary Code

**If you are sick, you should let the school know. You can:**

- **telephone the office on 01273 682747**
- **or email student services: [studentservices.brighton@stgiles.co.uk](mailto:studentservices.brighton@stgiles.co.uk)**
- **or email Tom: [thorak@stgiles.co.uk](mailto:thorak@stgiles.co.uk)**

If you are sick for three days or more, you should get a note from a doctor explaining your absence. If you are planning a holiday, please check with the office at least one month before you go. We will also need a special authorisation from your parents or guardians.

Remember, your attendance is always written on the Leaving Certificate as well as all other Reports issued. In addition, as mentioned previously, your attendance must be at least 80% if you want to do a Leaving Test.

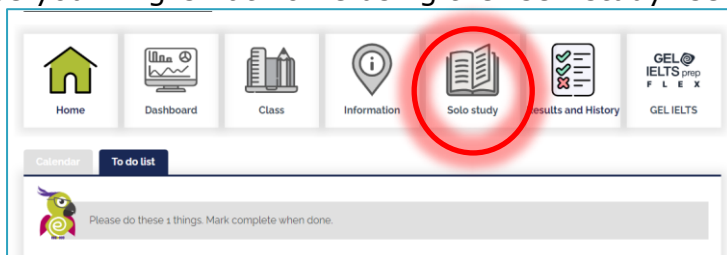
# The e-school

It's our new Internet platform where you can have information about the school, your class and your progress.

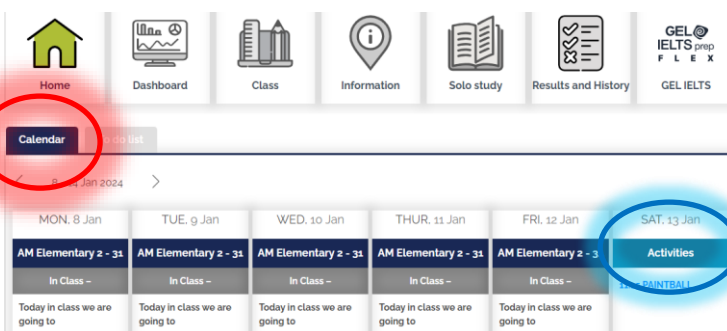
To login you need your username and password which will be sent to you by the office via email before your course starts.

On this platform you can:

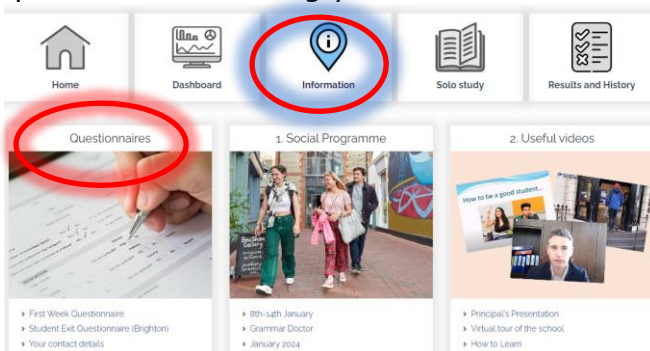
Practise your English at home using the "self-study" section:



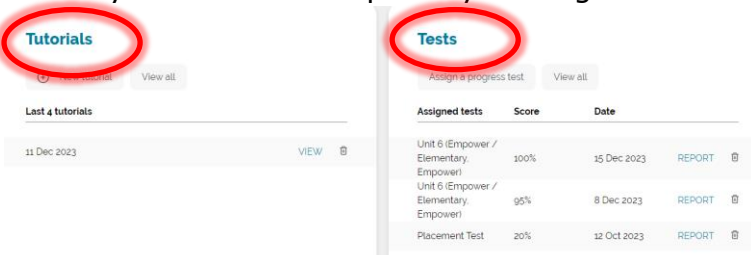
- See what you are going to learn and do during the week in class and the social programme activities:



- Give feedback on your experience at St Giles Brighton by answering the "First week questionnaire" during your first week and the "Exit questionnaire" when leaving.



- Check the feedback from your tutorials with your teacher. Every two weeks, you have a test in class to check your progress and on that day your teacher will talk to you and advise you on how to improve your English.



## Who can help?

**Principal:**

**Niall Chafey**



Niall is the Principal of the school. He is also the Designated Safeguarding Lead (DSL). If you want to see Niall, if his office door is open, he is available to talk to you. If the door is closed, please try to see him at a different time.

**Please note for 2024 we have an acting principal:**

**Katie Wash**



**Director of Studies (DoS):**

**Richard King**



Richard is responsible for organising the lessons, timetable and learning. If you have any questions or problems with your course or your studies, please talk to Richard. The DoS can also give you help and information on tests, and examinations, and about self-access materials.

The DoS' office is on the first floor in building three, next to classroom number two. The best time to talk to him is during the breaks between lessons or at lunchtime. If the office door is open, he is available to talk to you, if the door is closed, please come back at another time.

**Platinum Course Director:**

**Jon Grubb**



Jon is responsible for organising the Platinum Centre which is located on the 1<sup>st</sup> Floor of 2 Marlborough Place. The Platinum Centre does specialised and customised courses.

**Assistant Director of Studies (ADOS):**

**Virginie lauret**



Virginie can help you with questions or problems with your Progress Tests and Leaving Tests. If you need an academic report, Virginie can also help you with this.

The ADOS' office is in room 7 on the third floor in building three.

**Student Services Officer:**

**Sophie Webber**



Sophie is a Student Services Officer and can help with any questions or problems about course dates, attendance, holidays and Brighton in general.

**Student Services and Under 18s officer:**

**Tom Horak**



Tom is also a Student Services Officer and can help with any questions or problems about course dates, attendance, holidays and Brighton in general.

**He is also our Designated Safeguarding Person and Under 18s Officer.** If you are under 18, you can always talk to Tom if you have any questions or problems.

**Senior Accommodation and Welfare Officer:**

**Lesley Stautz**



Lesley can help if you have any questions or problems about your accommodation. You can also go to see her if you are ill and want to see a doctor or dentist. She looks after the welfare of students.

Lesley works in the Accommodation Office and is our Student Counsellor so you can talk to Lesley in private if you have a personal problem and she will listen and give you advice.

**Social Programme Organiser:**

**Christine Sadig**



Christine is the social programme organiser and is responsible for organising social events in and outside of the school.

**Accommodation Officer:**

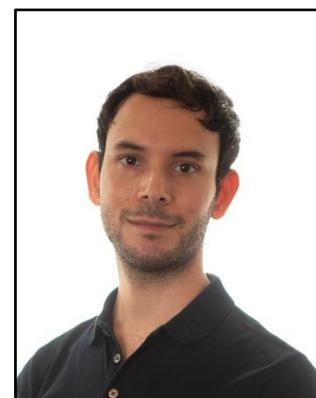
**Nikita Beahan**



Nikita can help if you have any questions or problems about your accommodation. She works in the Accommodation Office.

**Maintenance & Security:**

**Marco Barcio**



Marco is responsible for maintaining the building and overall security.

## If you have a problem...

**...with your accommodation**, tell the Under-18s Officer or the Accommodation and Welfare Officers. St Giles has an agreement with our host families about your meals, your room, cleanliness, etc. If the problem is serious, the Accommodation and Welfare Officers will change your accommodation as soon as possible.

You can also send an email: [accommodation.brighton@stgiles.co.uk](mailto:accommodation.brighton@stgiles.co.uk)

**...with your course**, tell your main teacher first. If the teacher cannot help you, you should see the Director of Studies or the Assistant Directors of Studies. Come with a friend or another student if it makes you feel more comfortable. You can also send an email:

Director of Studies: [rking@stgiles.co.uk](mailto:rking@stgiles.co.uk)

Assistant Director of Studies: [ados.brighton@stgiles.co.uk](mailto:ados.brighton@stgiles.co.uk)

**...with School staff**, see the Director of Studies or the Principal or send an email:

Principal: [nchafey@stgiles.co.uk](mailto:nchafey@stgiles.co.uk)

Director of Studies: [rking@stgiles.co.uk](mailto:rking@stgiles.co.uk)

**...with changing or cancelling a course**, see one of the Registrars or send an email to the main office: [studentservices@stgiles.co.uk](mailto:studentservices@stgiles.co.uk)

There is also information on cancelling or shortening your course in our Course Dates and Prices brochure.

**...personally**, for example, homesickness or money worries, don't keep it to yourself. Your teacher, the Under-18s Officer, or any of the Accommodation and Welfare team can help. Talking about problems can really help.

## Are You Unhappy About Anything?

We do our best to make sure that you have a happy and satisfying educational experience while you're at our school and while you're in the UK but from time to time you may have a problem and you may wonder what to do about your problem. This is what to do:

If you are unhappy about any aspect of our service please tell us as soon as possible so that we can try to help you. You can speak to any member of staff that you feel comfortable with.

If you are still unhappy and wish to make a complaint, please speak to the Director of Studies (about your studies), Registrar (about your booking) or Accommodation and Welfare Officer (about your accommodation and welfare). There is a poster in your classroom which contains a photo and name of a specialist staff member that has been trained to give you support in a range of specific areas. We take every complaint seriously and we will tell you within 24 hours what action will be taken to help you.

If you are still not satisfied, please ask to speak to the Principal. Our Principal is always happy to see you. You can also submit your complaint in writing.

St Giles is a member of English UK, an association for accredited English language schools. If you are still unhappy you may take your complaint to an independent ombudsman. The ombudsman will investigate the complaint. St Giles promises to accept any decisions made by the ombudsman. You can contact English UK at 219 St John Street, London, EC1V 4LY. You can email: [info@englishuk.com](mailto:info@englishuk.com) or call: 020 7608 7960.



## Well-Being Champion

If you have a mental health problem, we have trained members of staff who can listen and offer advice:



**Andrew Nutton**



**Virginie Lauret**



**Lesley Stautz**



**Sophie Webber**



If you're finding life difficult, we're here to help. Please make an appointment to see our Well-Being Champion.

# Accommodation

## Host Families

St Giles chooses its host families carefully because the time you spend with your host family is a very important part of your stay in the UK.



We hope that you will be happy with your accommodation. We like to place our students with families who will talk to them and treat them as members of the household. **Please give your host family your mobile phone number as soon as you arrive so they can contact you if necessary.**

Remember that your host family's way of life may be different from what you are used to in your country, so please find out what your host family expect from you. The first few days may feel a little strange and you may feel you do not fit in with the family's routine. You may also feel a little homesick, and this is quite normal. Remember that many of our host families have worked with us for some years and they are used to dealing with guests from other countries.

Ask them what they expect from you, as this will help you to feel more comfortable. For example, you could discuss:

- ◆ How to get to the School and how to get home again.
- ◆ What time they have their meals. Your host should already know if you have any special dietary requirements
- ◆ If your friends can visit you.
- ◆ How to use the bathroom facilities and leaving the bathroom clean. Also ask about washing clothes
- ◆ Using the telephone, or computer if they have one
- ◆ How to use the key to get in the house
  
- ◆ **ALWAYS** tell your host if you will be late or will miss a meal
- ◆ **ALWAYS** tell your host if you are going to spend a night away, so they will not worry.

Talking about these things at the beginning is always a good way of getting to know your host and it will help you to settle into the hosts' way of life. Many of our students have made lasting friendships with their hosts; we hope you will be able to do the same.

Always talk to your host family first if you have any doubts or problems. There may be small difficulties and misunderstandings, but these can usually be resolved quite quickly.

Talking is always the best way, but if you are unhappy with your host family, you should talk to the Accommodation and Welfare Officer in the accommodation office which is located on the 2<sup>nd</sup> floor in building one.

### Your family should provide you with all of the following:

- A room with a full-size bed, a wardrobe, a full-length mirror, bedside table and a chest of drawers.
- A clean set of bed linen and towels once a week.
- Breakfast and an evening meal, and lunch at weekends (if half-board).
- A shower or bath every day.
- A quiet place where you can study.

## To Make Things Easier

When you have arrived at the School, you can make your life in Brighton easier if you do the following things:

- Learn the address and telephone number of your Homestay, and the way to and from the School! We will give you a map of Brighton on your first day.
- If you are staying for 6 months or longer and want to open a bank account, ask for a 'bank letter' in Reception (please ask your host family if they are happy for you to use their address).
- Look in your passport to see if you have to register with the Police. If you are not sure, please go to the Main Office.
- Think about buying a Grammar Book from the Bookshop. Your teacher can advise you on this.
- if you are staying for at least 3 months, The International Student Identity Card (ISIC) is available from STA Travel in North Street. You can get a discount on buses and in some shops and restaurants with this card in Brighton. If you are eligible, you will receive an email from the school describing the procedure the first week you arrive.



# Safeguarding Under-18s at St Giles Brighton

At St. Giles, we want to ensure that all students are safe and happy both inside and outside of the school. The school makes it clear in its publicity that it is an adult environment and parents or guardians are asked to sign parental consent forms before any under-18s begin lessons. However, it is essential that all students and staff remain mindful to the fact that children are present within this adult environment.

On your first day you will be given a **YELLOW WRISTBAND (16 & 17 yrs.)** or a **RED WRISTBAND (14 & 15 yrs.)**, so teachers, staff and other students identify your age. On the wristband you will have the school number and the school emergency number. It is important you wear it at all times.

**On your first week you will meet the Under 18s Officer or DSP (Designated Safeguarding Person).**



**Tom Horak**

**Tom**, our Designated Safeguarding Person, meets the newly-arrived under-18s during their first week to introduce himself and explain what he does in the school and where students can find him. They will also explain under-18s rules and will check that the contact details for you and your parents are correct. Tom works in the **Main Office, ground floor, building 1**. If you have any worries or concerns you should speak to him whenever you need. He is available any time during the day until 5pm. You can also email him: [thorak@stgiles.co.uk](mailto:thorak@stgiles.co.uk)

**The Principal** is also the school's Designated Safeguarding Lead for safeguarding and child protection and has a responsibility to investigate any allegations of child abuse relating to students under the age of 18.



**Niall Chafey**

**Please note for 2024 we have an Acting Principal:**



**Katie Wash**

# Advice, guidance and rules for Under-18s

## Absence procedure:

It is very important to arrive for your lessons on time. If for any reason you are absent, we will contact you and your host immediately. If you are absent for more than 2 days in a row, we will contact your parents or guardians.

## In Class:

- Please do not use your mobile phone or tablet for personal messaging, telephoning, surfing the internet or anything not related to the lesson.
- Please do what your teachers ask you to do.
- Bad language, fighting and bullying are not allowed.
- Please do not wear clothing with offensive or insulting images or words. Clothing should be respectful to the staff and students.
- Misuse of computers to harass or abuse students or staff is prohibited.
- Misuse of computers to visit inappropriate web sites or download inappropriate material is prohibited.
- Please wear the **yellow wristband** you were given on your first day if you are between **16-18 years old** and the **red wristband** if you are between **15-16 years old** when you are at the school and on social activities organised by the school.
- Our Under 18 Officer will meet with you on a regular basis to check that you are OK.
- All under 18s must attend these meetings.
- **If you are between 15-16 years old, you cannot stay in the classroom at break times and before and after class.** We have a lovely café which can be found in the basement.

## Travelling to and from the school:

It is a good idea to exchange telephone numbers with your hosts so you can contact them. The local area is usually a safe place, but at night, please be careful. For example:

- Do not go to places where there are no other people.
- If you are returning home from a school social activity in the evening, it is best to take a taxi. Register the local taxi number on your phone or a school staff can telephone for a taxi for you. St Giles uses 01273 74 74 74. Another well-known company is 01273 20 20 20
- Do not walk home alone at night.
- Do not go to dark places like parks or the beach.
- If you want to take the bus, it is a good idea to travel with a fellow student who lives in your same area.
- Download Brighton & Hove buses app so you can check your bus timetables and any delay or disruption in your route.
- On your way back to the homestay after an evening activity, go back home and do not stop anywhere else.
- Your host knows what time you should be back home and you should always communicate with them.

## Go out - Be safe

When you're out and about with your friends, look after each other. Stay in groups of 3 or more. With at least 3 people, if somebody has an accident you have 1 person to get help and a second person to stay and look after the injured person.

A few things to remember in your free time:

- Keep your phone charged and switched on at all times. We **MUST** be able to contact you!
- Make sure your phone has enough battery. Remember, if there is an emergency you can call the St Giles emergency mobile on. If you need the Police, fire brigade or an ambulance, the number is 999.
- In the UK we drive on the left. Only cross the road at designated crossings and remember to look both ways.

- Plan your journey home. If you're meeting friends in the evening to go to the cinema or to a restaurant, make sure you know how you're going to get home. Sometimes it can be harder or more confusing to get home when it's dark outside.

### **It's OK to say no**

If somebody asks you to go somewhere or do something that you don't feel comfortable with, say no.

### **Curfews**

The first thing to do when you arrive at your homestay is exchange your mobile number with your hosts. You will find a letter in your room and it contains information about Brighton and the homestay but also a few rules for you to keep in mind.

- You must be back at your homestay for dinner every evening. If you are going to be late for dinner, tell your host family.
  - If you go out in the evening or at weekends, tell your host family where you are going, and with whom.
  - Give your host family your mobile telephone number and keep your phone turned on at all times. Leave a telephone number or address where you can be contacted at all times.
  - If your behaviour causes concern to the school or to your host, St Giles reserves the right to inform your parents or your agent where appropriate
- **If you are 14 or 15** and you wish to go out in your free time:
- **You cannot leave Brighton without written permission and you must be accompanied** by another student under the age of 18, or with a member of the school staff, or with an adult who has been approved by your parents, guardians, or the school.
  - **We ask your host family to make sure you go with this person** or that you go to an arranged meeting point to wait for this person.
  - **The school and your hosts must know** where you wish to go, when you wish to go, how you will travel, when you will return, and who you will be with.
  - **If you do leave Brighton without this permission**, the school will treat the situation very seriously. We will discuss this with your parents/guardian, and we may have to ask you to leave the school.
  - **You must be back at your homestay by 21.00 Sunday to Thursday and 22.00 on Friday and Saturday.**
- **If you are 16 or 17, you must be back at your accommodation by 23.00 Sunday-Thursday, and midnight on Friday and Saturday.**

### **Holidays, Trips and week-ends away:**

On Saturdays, Sundays or Bank Holidays, when there is no school, you can go on a **day trip and take the chance to see other cities, but you need written permission from your parents and you need to be accompanied if you are under 16 years old**. Check the Social Programme in the PSC to find out about prices and dates of day trips around the UK.

Please remember if you are 16 or 17 and plan to go on a **longer trip which involves spending one or more nights away**, we will need to **receive written permission from your parents or guardians and you will have to email the principal beforehand: [kwash@stgiles.co.uk](mailto:kwash@stgiles.co.uk)**

The school will need to know where you wish to go, when you wish to go, how you will travel and who you will be with. If you go away without this permission, the school will treat the situation very seriously. We will discuss this with your parents/guardian and we may have to ask you to leave the school.

If you want to book a **holiday from your course**, speak to the Under 18 Officers as we will need to contact your parents or guardians to give you permission. Once we have permission from your parents you can book your holiday by asking one of the Student Services Officers in the Main Office.

## Advice for U-18s going on weekend excursions

We want you to be safe during the excursion so please follow this advice:

- Make sure your mobile phone is switched ON and is fully charged. We **MUST** be able to contact you in an emergency.
- Make sure you have the Discovery Tours tour manager's mobile phone number so you can contact him/her if you have a problem.
- Make sure you have the St Giles emergency phone number, **07816 414660**, in your contacts on your phone.
- Please wear your St Giles yellow or red wristband.
- If there is free time as part of the excursion, please stay in a group of three people or stay with the tour manager.
- Remember you cannot buy cigarettes or alcohol in the UK. If you are under 16 you cannot smoke.
- Do not steal from a shop or take drugs. If you are caught, you face expulsion from the school.
- Be careful crossing the road. Use pedestrian crossings wherever possible.
- Make sure you are back at the meeting point for the return trip in good time.
- If you are late and think you won't be on time for the return trip, phone the UK Study Tours tour manager's mobile.
- If you miss the return trip, you will have to pay for your own journey back. Your parents have given consent for you to travel independently.
- If you arrive back in Brighton at night time, take a taxi back to your homestay.
- Make sure you have money on you to pay for a taxi or to cover other expenses.
- Don't forget to tell your homestay that you're going away for the day and let them know when you expect to be back.
- We have a record of your mobile number and will try to contact you if you go missing or there is an emergency. If we cannot contact you within 30 minutes, we will inform the Police and your parents.

### Emergency contact information:

If you are not in the school and you have a serious problem or emergency, please call one of the numbers on your yellow wristband. The school telephone number is **01273 682747** and the mobile emergency number is **07816 414660**. The emergency phone number is available 24 hours a day, seven days a week and a Duty Officer from the school will be able to help you with any problems you may have. If you need to contact the Police, or get an ambulance, or call the fire service, call the UK emergency number **999**.

### Staying Safe Online

In order to use the internet safely please follow the steps below:

- Don't post any personal information online –like your address, email address or mobile number.
- Think carefully before posting pictures or videos of yourself. Once you've put a picture of yourself online most people can see it and may be able to download it.
- Keep your privacy settings as high as possible.
- Never give out your passwords.
- Don't befriend people you don't know.
- Don't meet up with people you've met online. Tell someone at the school immediately if someone asks you to meet them.
- Remember that not everyone online is who they say they are.
- Think carefully about what you say before you post something online.
- Respect other people's views, even if you don't agree with someone else's views doesn't mean you need to be rude.
- If you see something online that makes you feel uncomfortable, unsafe or worried: leave the website, turn off your computer if you want to and tell a trusted adult immediately

**Medical Issues:**

We should have been informed if you have any medical issues in the Parent Consent forms your parents have completed before your arrival. However, if you have one that you think we should know about, tell the DoS, ADoS, your teacher or the Under 18s Officer in your first week meeting.

If you need to see a doctor, ask the Under 18s Officers for advice. If needed, they will telephone or go to the doctors with you.

**General Advice:**

- Be very careful with your personal possessions and do not carry too much money with you.
- You cannot enter a pub or club, and you cannot buy or drink alcohol if you are under 18 years old.
- You cannot ask someone over 18 to buy alcohol for you –this is illegal.
- You cannot buy tobacco/cigarettes if you are under 18 years old.
- All soft and hard drugs are illegal in the UK. If someone offers you drugs always **say no!**



# Social Programme

There are many enjoyable and fun activities for Under 18 students at St Giles Brighton. Students under 18 years of age are encouraged to join in with activities such as bowling, restaurant visits, afternoon teas and many more! Check out the Social Programme on the digital notice board in reception, in the main office or the e-school and find out which events you can attend.

The Social Programme at St Giles is a very important part of your time here. If you take part in the programme you have the chance to make friends, have fun and practise your English.

The Social Programme Organiser produces a new programme of activities every week. Usually there are evening activities during the week and full-day excursions to different towns and cities at the weekends. Sometimes there are weekend excursions to places like Paris, Scotland and Amsterdam. (\*\*\*) as you are under 18 you will need permission from your parents to join weekend excursions). Some of the evening activities are free, others you have to pay for. You can buy tickets for evening activities at lunchtime in the main office. You will find information about what you have to do or pay on the Social Programme in the main office, on the digital notice board in Reception or the e-school. Please note that some of the evening activities, not all of them, might not be suitable for U18s (due to British laws).

Here are some of the activities you might find on a typical Social Programme:

## Afternoons

- Brighton Pavilion Visit
- Afternoon Cream Tea
- Football or tennis

## Evenings

- Film Night
- Bowling
- Music Night
- Theatre Visit
- Quiz Night

## Weekend trips

- ◆ Oxford
- ◆ London
- ◆ Paris
- ◆ Canterbury
- ◆ Scotland
- ◆ Cambridge
- ◆ Isle of Wight

- REMEMBER if you have any extra ideas for good activities for the Social Programme, please talk to the Social Programme Organiser.



Check the Social Programme notice board in reception for all the latest information. Please note that not all the activities are suitable for Under 18s maybe because of the time of day or because they involve going to venues where Under 18s are not admitted. Remember that in the UK there are different rules for Under 18s.

If you are planning to go on one of the overnight trips, you will need a special consent from your parents so you will have to speak to Carla or Justine, the Under 18s Officers.

The Social Programme emergency number is **07848 839681**

## Living in the UK

Many thousands of overseas visitors come to the UK and Brighton each year. They normally receive a very warm welcome from local people, but this welcome depends on how each visitor behaves. Here is some advice to help with the British way of life:

**Queuing.** In the UK, it is normal to queue at bus stops, banks, cinemas and shops. It is rude to push in at the front or the middle of a queue.

**Noise.** Many British people go to bed early compared to people from other countries, so please try not to make too much noise late at night.

**Other advice.**

British people often do not like to talk about their salary, their age, politics or religion.

When coughing or yawning, people will put their hand over their mouth and spitting is not acceptable.

Listen to how often people say "Please", "Thank you", "Excuse me", "Sorry". Try to use these words in a similar way.

In Britain, we drive on the left, so look right when you cross most roads.

## British Laws

**Litter**

You must not drop rubbish in the street or in other public places. Please take it home with you or put it in a rubbish bin. Please note, if you drop a cigarette butt or any rubbish on the ground in Brighton you must pay £150 so be careful!

**Alcohol**

You cannot buy beer, wine or spirits if you are under the age of 18. You cannot enter any pubs, bars or nightclubs and you may be asked to produce identification in a pub or a bar. It is illegal to buy alcohol for another person who is under 18.

**Shoplifting**

Shops have good security systems, and they will always call the Police when they catch someone stealing.

**Drugs**

It is illegal to have any kind of drug in the UK, including 'soft' drugs like cannabis. If someone tries to sell you drugs, just say "No".

**Smoking**

It is not allowed in any enclosed public spaces, for example bars, clubs, cafes, restaurants, offices. Smoking is not allowed on public transport. You must smoke outside, five metres away from all doorways of public buildings including St Giles schools. Make sure you put your used cigarette in an ashtray – if you don't, you may have to pay an £150 fine!

**Students under-16s are not allowed to smoke by law in the UK.**

**Dangerous objects**

You must not carry any kind of weapon (for example, a long knife or a gas/liquid spray) in a public place. If you travel by air, remember to put any objects like scissors in your suitcase, not in your hand luggage.

## Identification

In Britain, it is not usually necessary to carry identification so leave your passport somewhere safe. You can make a photocopy of your ID and keep it with you if you want.

St Giles will treat any criminal offences, for example theft, damage to property seriously.

St Giles does not tolerate racial, sexual or other harassment.

St Giles will treat seriously any attempts to either promote terrorism or violent extremism or to make or encourage students to take part in such activities in the school or in the community.

St Giles will treat seriously any behaviour which might reasonably be considered to put the physical or mental wellbeing of yourself or other students and staff, hosts and/or their family at risk or harm.

## Police Powers of Arrest

If the Police think you have done something illegal, they can arrest you. 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 18 the Police must contact your parents, guardian or carer as soon as possible after your arrival at the Police station.

**Please note: St Giles will treat any criminal offences seriously.**

We want you to have a fun time in Brighton and learn lots of English, so stay safe!

## Meeting English Speakers

One of the best ways to practise your English and to learn new words is to make friends with other English speakers! Here are some suggestions for meeting them.

- Take part in our Social Programme. Talk with other students who share your interests.
- Talk as much as you can with the people in your house, especially to any children or people your own age.
- Find a café you like and go there regularly. This is how British people often meet for the first time.
- Join an evening class in a subject you're interested in. You can ask in the Brighton Library for more information about this.
- Why not try the Evolution Arts and Natural Health Centre on Sillwood Terrace in Brighton? You can do yoga, learn about massage and learn different arts too. Ask the Social Programme Organiser for more information.
- There are people from all over the world at St Giles. Make friends from another country and communicate in English.

## Racism, Bullying and Harassment

St Giles Brighton welcomes students from many different countries every year. We are very proud of our record of helping people from many different cultures and backgrounds to work together in friendship to learn English.

All students have the right to an educational environment where they feel safe and secure. The school takes the welfare of its students very seriously and racism, bullying and harassment in any form are considered unacceptable.

### What are racism, bullying and harassment?

Racism, bullying and harassment include any repeated action meant to hurt or upset a person. There are many forms, for example saying negative things to someone about their nationality, their beliefs or their physical appearance. It can be both spoken and physical. Anyone who thinks that racism, bullying or harassment is happening should tell a member of staff immediately.

### What should you do if you are the victim?

If you think you are being bullied or harassed, you must tell a member of staff.

This could be:

- Your Teacher
- The Assistant Director of Studies
- The Director of Studies
- The Accommodation and Welfare Officers
- The Principal

### What action will the school take?

Where bullying and harassment have occurred, the first course of action is to try to reconcile the situation informally. The perpetrator(s) will be required to genuinely apologise. If necessary, the person or people responsible will be moved to another class. In serious cases, they may be asked to leave the school. After incidents have been dealt with, each case will be monitored to make sure that harassment or bullying does not take place again.

## **If bullying or harassment occurs outside of school**

Report the incident to the school's Accommodation and Welfare Officer. Tell your hosts about the incident. In an emergency (such as theft or assault), contact the Police on **999**. If possible, write down any details of what happened to you. If you go to the Police station, take a friend with you.

### **We do not accept any form of racism or bullying.**

If you think you are the victim of racism or bullying, please talk to the Director of Studies or the Principal. We will take your complaint seriously and will treat it carefully and privately.

## Fire Regulations

If you hear a **RINGING** of the fire alarm that **does not stop**, leave the school immediately by the main stairs or the nearest fire exit and meet your class and teacher at the meeting point on the corner of Church Street, in front of the Main Entrance.

**DO NOT** run

**DO NOT** stop to collect books, coats, etc.

**DO NOT** go back into the building until your teacher tells you!

Please note, every **Tuesday morning** the fire alarm will ring to test the alarms.

## Health & Safety

We are all responsible for making St Giles Brighton a healthy and safe environment in which to work and study. If you notice anything dangerous in the school, please inform the Office or the Principal.






### First aid

If you have an accident or feel ill at the school, tell your teacher or someone in the main office. There is a first aid box by the Main Office.

We have five first aiders in the school:

**FIRST AID** 

Your first aiders are:

		
<b>Christine Sadig</b> Office	<b>Richard King</b> DoS Office / Staff Room	<b>Abbey Hughes</b> Cafe
		
<b>Emily Milner</b> Staffroom	<b>Bryony Devitt</b> Reception	<b>Katie Wash</b> Office

If there is a serious problem, a member of staff will take you to hospital.

### Emergencies

If you need an **AMBULANCE**, the **FIRE SERVICE** or the **POLICE**, phone **999**.

If you have another serious problem, phone your host family, or St Giles Brighton on **01273 682747**.

The school has a 24-hour emergency service. If you have a **real emergency** and need to contact St Giles, you can phone **07816 414660**.

# Emergency Action Plan

Emergencies are unpredictable and each situation is different and needs a different response. There are three main responses to an emergency:



## EVACUATE

This means leaving the school. We do this if there is a fire or bomb threat in the school. The alarm is a continuous siren.



## SHELTER

This means staying safe in the school. We do this if there is a danger outside the school, such as severe weather or an environmental emergency. The alarm is three notes, repeated.



## LOCKDOWN

This means making the school secure. We do this if there is a terrorist threat where someone tries to enter the school and use a weapon. The alarm is three notes, repeated.

## RUN, HIDE, TELL

The UK Police offer advice on how to stay safe in the event of a weapons attack. They advise that you do the following:

### Run

- If an attack takes place, the best option is to evacuate the building but only if this will not put you in greater danger.
- Consider your route: If there is a safe route, then run.
- Insist others come with you but do not let their indecision slow you down.
- Leave all belongings behind.
- **When planning an exit route think about the following:**
- Will it place you in the line of fire?
- Is it safer to wait until the attacker(s) have moved away before running?
- If you cannot move to safety then **hide**

### Hide

- Try to find somewhere with a lockable door. Barricade yourself in and stand away from all entrance points.
- Try to find a hiding place that provides shelter from gunfire.
- Be as quiet as possible and switch mobile phones to vibrate.
- If you are able to evacuate then try to get as far away from the danger area as possible. Attempt to stop others from entering the building but only if this does not put you at risk.

### Tell

- Dial **999** only when you are safe.
- Give your location.
- Give information about the direction the attacker is moving in.
- Give as much other information as you can. For example, descriptions of the attackers or information about casualties.
- Is it safe to stop others entering the building?

When the Police arrive they will be armed. Their first priority will be to deal with the immediate danger. The Police may not be able to distinguish between attackers and staff/students, they may treat you firmly.

### Do:

- Remain calm and do everything the Police tell you to.
- Keep your hands where the Police can see them.

### Do not:

- Make sudden or violent movements.
- Raise your voice or refuse to cooperate with the Police.

**Firearms and weapons attacks are rare. Having a plan will help you, your colleagues and our students stay safe.**

### Remember:

**Run** if you can  
**Hide** if you cannot run  
**Tell** the Police when safe



## Health and Advice:

### Doctors

If you are ill, **tell your host family** and see their doctor if possible. If you aren't living with a host family, **go to the Accommodation and Welfare Office** and ask about seeing a doctor. If you need specialist help, you **must** see a general doctor first.

'Practice Plus Brighton Station', which is a medical centre at 84-87 Queens Road (near the main train station), offers a walk-in service and sexual health clinic. This means you can see a doctor even if you aren't registered with the surgery. It is open from 8am – 8pm seven days a week but you may have to wait to be seen, however. This service is free of charge.

If you are prescribed any medicine, you will have to pay for these. Make sure you understand the instructions and ask if you need help.

If you are staying in the UK for 6 months or more, it's a good idea to **register** with a doctor when you arrive. This may allow you free general treatment but check this with your agent or the school.

### Hospitals

If you have an **accident**, it may be necessary to go to hospital. Emergency outpatient treatment is free. Other treatment relating to HIV and sexually transmitted diseases are also free. But, if you have to stay in hospital, you may have to pay! You should have medical insurance to cover any costs.

### Chemists

If your illness isn't serious (for example a cold or a bad stomach), you can go to a chemist's. The pharmacist will give you advice on which medicine to buy or whether you should go to the doctor's.

### Dentists

Dentists are not free! If you need to see a dentist, ask in the Accommodation and Welfare Office for information about finding a dentist. When you see the dentist, always ask how much the treatment will cost!

**REMEMBER:** the UK emergency number is **999**.

If you need other services such as an optician, physiotherapist, acupuncture etc, please ask in the Accommodation and Welfare Office. They will always do their best to help find a recognised practitioner.

# Money and Valuables

## Banks

Banks in the UK are usually open from 09.30 to 16.30 on weekdays, and some of them are open on Saturdays. Most of the big banks in Brighton are in North Street, in the town centre.

If you are going to stay in the UK for **6 months or longer**, you may want to open a bank account. All banks will ask you for a letter giving information on your course dates, proof of your UK visa status, your address in Brighton and proof of your permanent address in your home country. You can ask for this letter in Reception. When you go to the bank to open an account you must take your passport with you. Remember, if you change your address during your stay, you must tell the bank.

## Bureau de Change

You can change money in most banks and travel agencies and also the Post Office. It is a good idea to compare prices before you change money.

## Valuables

Please remember to be very careful if you bring anything valuable to St Giles, like a camera or money. It is not a good idea to carry around large amounts of money. If you have traveller's cheques, keep a note of their numbers.

Don't leave anything valuable in your classroom or your bedroom. If you lose or find anything, please go to Reception.

# Documents



## Registration

Please check your passport to see if you need to register with the Police. If you do, St Giles can usually organise this for you. Please inform the Office as soon as possible.

## Passports

St Giles will scan your passport on the first day of your course. You can get passport photos from the machines at the train station or at Boots on North Street.

## ISIC Card

The International Student Identity Card (ISIC) is available from STA Travel in North Street. You can get a discount on buses and in some shops and restaurants with this card in Brighton. Please note, the ISIC card is only available for students who have booked a 12+ week course. If you are eligible, you will receive an email from the school describing the procedure the first week you arrive.



If you have any questions about student cards, visas or Police registration, please ask in the Office.

## Telephones

The dialling code for Brighton is 01273. The number for the UK operator is 100 and the number for the International Operator is 155.

### Cheaper call times

UK	Abroad
<ul style="list-style-type: none"> <li>Monday ~ Friday : Before 07.00 and after 19.00</li> <li>Weekends</li> </ul>	<ul style="list-style-type: none"> <li>Monday ~ Friday : Before 07.00 and after 19.00</li> <li>Weekends</li> </ul>

The UK's country code is +44. To telephone to another country, dial 00 + country code + area code + personal number. You can find a list of International Codes online.

## Postal Information

Post Offices are usually open from 9.00am to 5.30pm, Monday to Friday. On Saturdays they are open from 9.00am to 12.00pm. The nearest Post Offices are in Churchill Square or St James's Street, Kemptown. You can also buy stamps in newsagents.

If you send a letter or parcel by airmail, it usually takes 3 to 4 days to cities in Europe, and 4 to 14 days outside Europe. Ask in the Post Office if you need more information.

You can also send a letter or parcel outside Europe by surface mail. This is cheaper than airmail but it takes longer - up to 12 weeks! Sometimes the Bookshop can help with sending packages overseas.

### Your letters and parcels at St Giles

If you receive a letter or parcel at St Giles, we will email you when it arrives and keep it for you in the Office.

# Transport

## Buses

Brighton and Hove Bus and Coach Company is the main bus company and there are frequent buses to all parts of the town.

If you want to travel by bus, your host can tell you where to catch the bus and which number to take.

When you get on the bus, tell the driver where you are going and the machine will show you how much you have to pay. You need to have the correct money or pay by card/phone.



The driver will give you a ticket which you must keep for the whole journey.

You can buy daily weekly and monthly bus **season tickets** from One Stop Travel in North Street. Tickets are also available from the Brighton and Hove Bus and Coach Company website: [buses.co.uk](http://buses.co.uk). If you have an ISIC card and are studying for 6 months, you can get a discount.

You can take a National Express coach to any airport in and around London. This is usually cheaper than the train. If you would like St Giles to arrange a taxi transfer to or from a UK airport, please go to the school's Main Office.

## Trains

Brighton train station is a ten-minute walk from the School.

If you are aged 16 to 25 or a full-time student, you can buy a 16-25 Railcard at the One Stop Travel shop (approximately £30). This card will give you a reduction of approximately 33% on train fares, if you travel after 10.00am. You need two passport photos and your passport or identity card to buy the Railcard.

## Travel card

If you go to London by train, a travel card is a good idea. It includes return travel to London and free travel on the London Underground and on London buses

## Taxis

If it is late at night, it is a good idea to take a taxi home.

St Giles uses 01273 74 74 74. Another well-known company is 01273 20 20 20.

If you are travelling a long distance, ask the price before you get in the taxi. Ask for a receipt if you think the fare is too high. You can leave a tip (approximately 10%) if you wish. You can find a taxi at the train station, Queen's Square, East Street, St Peter's Place and West Street (at night).

## Bicycle

Cycling is a very popular means of transport in Brighton. There are bicycle lanes on many roads. Second hand bikes cost between £50 and £100. Remember to wear a cycle helmet!



## Go for a bike ride

For short rides in Brighton or Hove you can hire a green Social Bicycle (SoBi) from many places around the city. They cost only 3 pence per minute (plus a £1 unlocking fee). To sign up, go to the website: <https://beryl.cc/scheme/brighton-and-hove>

# Fun Things to do if you are Under 18

## Go up the i360

The British Airways i360 is Brighton's newest attraction offering amazing views of Brighton and beyond. It is 450 feet high, making it the tallest moving observation tower in the world! Prices start from £8.95 for under 15 year olds and £17.95 for over 16.

## Watch Brighton football team

Brighton & Hove Albion got promoted to the Premier League recently! Go and watch the Seagulls (Brighton's nickname) play in one of the most popular leagues in the world. Prices start from £16 (for under-18s) up to around £72. Get your tickets from [seagullstickets.com](http://seagullstickets.com).

## Brighton Palace Pier

Spend the afternoon at Brighton Pier and discover its amazing history. With its famous fish and chip restaurant, a range of hot food and drink concessions, donut shops, fairground attractions and Brighton's biggest indoor soft play area it will be good fun and you will certainly remember the experience!

## Laser Zone

Laser Zone is on West Street, opposite the Odeon cinema. It's open every day until 9pm and games cost around £7.75 from Monday to Thursday and £9.00 from Friday to Sunday. It's fast, competitive and really fun. Why not get together a group of friends and have a go?

## Eat burgers and play pool the American way

JB's Diner is on Brighton seafront, just past the Brighton Centre. They serve food the American way, burgers, hotdogs, fries and all with lots of sauce. They also have a pool table so it's a cool place to spend an afternoon.

## Go for a bike ride

For short rides in Brighton or Hove you can hire a green Social Bicycle (SoBi) from many places around the city. They cost only 3 pence per minute (plus a £1 unlocking fee). To sign up, go to the website: <https://beryl.cc/scheme/brighton-and-hove>

Don't forget your cycle helmet!

## Sit on the beach

Get some blankets, magazines and snacks and sit on the beach. It's simple and free and listening to the waves is really relaxing.

## Hire a kayak

When the sun is shining, it's great to hire a kayak from the hire shop on the seafront and paddle around in the water. It's around £20 for an hour but it's worth it to see Brighton from a different perspective.

## Coffee Coffee Coffee

Brighton is a city of coffee lovers. There are so many coffee shops, it's hard to choose. Why not try Meanwhile on Jubilee Street and Milk no Sugar on Trafalgar Street.

## Visit Brighton Marina

Brighton Marina is home to shops, restaurants, a bowling alley, a cinema and lots of boats. So, there are plenty of things to choose from. Plus, on Sunday mornings from 7am to 12pm they have a market of new crafts and vintage treasures. Get there early to get your hands on the good stuff!!

## Shopping

There are many shops, department stores and book shops in Brighton.

Shops are usually open from 09.00 to 17.30, Monday to Saturday, although some shops in central Brighton are open until later on Thursday evenings. Many are also open on Sundays from 11.00 to 17.00. Most shops will accept debit and credit cards as well as cash.

## Sports and Leisure Facilities

Sport is a very important part of British life. It's also a great way to have fun, keep fit, make friends and use your English.

It is possible to play many sports in Brighton, including:

- Badminton
- Golf
- Pool
- Basketball
- Go-karting
- Windsurfing
- Table tennis
- Tennis
- Snooker
- Swimming
- Bowling
- Gymnastics
- Sailing
- Horse riding

If you need any information about sport in Brighton, please ask the Social Programme Organiser.

## Cinema and Theatre

There are two main cinemas in Brighton:

- **The Odeon Cinema**, West Street <https://www.odeon.co.uk/cinemas/brighton/>  
The Odeon is on Brighton sea-front and has eight screens. You can see all the latest Hollywood films there. Different ticket prices are available.



Odeon cinema

- **Cineworld**, Brighton Marina: <https://www.cineworld.co.uk/cinemas/brighton>  
This is the biggest cinema in Brighton and usually shows the latest releases. Different ticket prices are available.

There are also two independent cinemas:

- **The Duke of York's Cinema**, Preston Circus  
<https://www.picturehouses.com/cinema/duke-of-york-s-picturehouse>
- **Duke's at Komedia Cinema**, Gardner Street  
<https://www.picturehouses.com/cinema/duke-s-at-komedia>



Duke's at Komedia

These independent cinemas offer different films from the other cinemas in Brighton. They often show foreign films in the original version and also alternative and independent movies. Different ticket prices are available.

## Culture

- **Brighton Museum and Art Gallery**, Church Street  
The museum and art gallery are very near to St Giles. You can learn about local history, view paintings and other interesting exhibits. Admission is £4 Under 18s, £9 Adults.
- **The Royal Pavilion**, 4-5 Pavilion Buildings  
The Royal Pavilion's unique style mixes Asian exoticism with English eccentricity. The palace is colourful throughout and there are many original items belonging to HM the Queen. Admission is £11 Under 18s, £18.00 Adults.
- **Brighton Fishing Museum**, Kings Road Arches  
This small but fascinating museum tells the story of Brighton's fishing industry. Admission is free.
- **Fabrica**, Duke Street  
A small independent art gallery in a converted church. There are regular exhibitions and installations.
- **Jubilee Library**, Jubilee Street  
As mentioned before, the Jubilee Library is very close to St Giles. The library is in a large modern building. As a member you can borrow books for up to three weeks. The library also holds regular lectures and special talks. Check in the library for the latest information.



**The Royal Pavilion**

## Eating Out

There are a lot of restaurants in Brighton and Hove, so why not try something new?

Brighton has numerous snack bars and cafes, as well as pubs which often serve excellent food at very reasonable prices.

Here are some popular places nearby St Giles Brighton.

### **Pompoko**, *Church Street*

Excellent value Japanese 'fast food' only 20 metres from St Giles!

### **Las Iguanas**, *Jubilee Street*

Cocktails and food with a Latin flavour.

### **Bill's**, *North Road*

Locally sourced organic food - great for English breakfasts!

### **Franco Manca**, *Church Street*

Great sourdough pizza very close to the school.

### **VIP Pizza**, *North Road*

Very Italian Pizza! Very popular pizza with students.

### **Sushi Mania**, *Middle Street*

This Japanese restaurant offers many kinds of sushi and other Japanese dishes.

### **Iydea**, *Kensington Gardens*

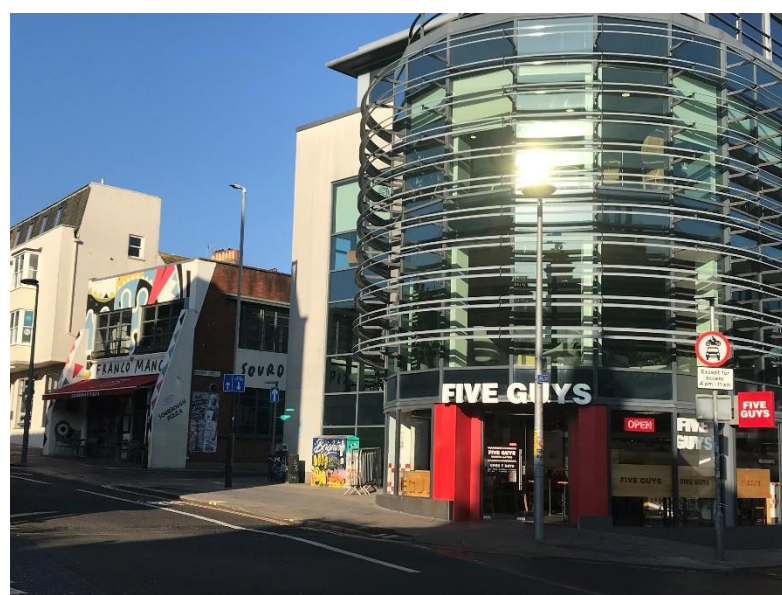
Vegetarian main courses with a choice of sides and toppings.

### **Five Guys**, *Church Street*

High-quality Scottish beef, hand cut fries.



**Pompoko Japanese Restaurant**



**Franco Manca & Five Guys**



## 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](http://www.ukcisa.org.uk)

## Can I work in the UK?

No, you can't work or volunteer in the 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), please come to the Main Office and speak to the UKVI Compliance Officer who will make an appointment for you.

There is a fee for registration, which is £34.00

## Religion

At St Giles we welcome students from all religions. If you wish to pray during school hours, we have designated areas (rooms 27 and 28) where you can do this at lunch times.



In addition, here is a selection of places of worship in the Brighton and Hove area:

### **Bishop Hannington Memorial Church (Anglican)**

Nevill Avenue  
Hove, BN3 7NH

### **Patcham Methodist Church**

Ladies Mile Rd  
Brighton, BN1 8QE

### **St Mary's Roman Catholic Church**

5 Surrenden Rd  
Brighton, BN1 6PA

### **Al-Medinah Mosque**

24 Bedford Place  
Brighton, BN1 2PT

### **Brighton and Hove Progressive Synagogue**

6 Lansdowne Rd  
Brighton, BN3 1FF

### **Brighton Buddhist Centre**

17 Tichbourne Street  
Brighton, BN1 1UR

For more information and a complete list of places of worship, ask at reception.

## Useful Contacts:

### St Giles Emergency Number

Use this number outside of school hours if there is an emergency.  
Tel 07816 414660

### St Giles Brighton

1-3 Marlborough Place, Brighton, BN1 1UB  
Tel 01273 682747

### UKCISA

The Council for International Student Affairs, looks after the needs of international students, and has, for example, information on working in the UK.

Tel (from outside the UK) + 44 (0) 207 788 9214 [www.ukcisa.org.uk](http://www.ukcisa.org.uk)

### UK Visas and Immigration,

Deals with visa questions.

<https://www.gov.uk/government/organisations/uk-visas-and-immigration>

### Citizens Advice Bureau,

1 Tisbury Road, Hove  
Tel 01273 223951

### Medical Centre

Practice Plus Brighton Station, Queens Road, Brighton  
Tel 0333 321 0946

### Sexual Health and Contraception (SHAC) Brighton and Hove Service

Morley St, Brighton and Hove, Brighton BN2 9RE  
Tel 01273 523388

### National Drugs Helpline

24-hour helpline.  
Tel 0800 77 66 00

### Drinkline

Offers advice, information and support regarding concerns about alcohol.  
Tel 0300 123 1110

### National Health Service Direct

24-hour helpline.  
Tel 111 free of charge (sometimes you need to use 0845 4647)

### Samaritans

24-hour helpline for people in despair.  
Tel 116123 (free of charge)

## Useful Websites:

<b>stgiles-international.com</b>	St Giles International
<b>The e-school</b>	<a href="https://learn2.guidedelearning.net/corelogin/">https://learn2.guidedelearning.net/corelogin/</a>
<b>englishuk.com</b>	English UK—information on studying English in the UK at accredited language schools
<b>britishcouncil.org/english</b>	British Council—information on studying in the UK and a section for learners of English
<b>study-uk.britishcouncil.org</b>	Help for international students interested in study for a UK course or qualification
<b>ucas.ac.uk</b>	Information on courses at all British Universities
<b>cambridgeenglish.org</b>	Information on all University of Cambridge examinations
<b>ielts.org</b>	Information on IELTS examination
<b>ets.org/toefl</b>	Information on TOEFL examination
<b>bbc.co.uk/worldservice/learningenglish</b>	Lots of practice for learners of English
<b>bbc.co.uk</b>	Comprehensive news service
<b>visitbrighton.com</b>	Brighton’s official web site
<b>visitbritain.com</b>	Britain’s tourism site
<b>Visitsoutheastengland.com</b>	South East England tourism
<b>visitscotland.com</b>	Scottish tourism
<b>thetrainline.com</b>	UK train timetables
<b>nationalexpress.com</b>	UK coach information
<b>eurostar.com</b>	Eurostar train information
<b>heathrow.com</b>	Connects to UK airport information

# Location Map



1-3 Marlborough Place  
Brighton, Sussex BN1 1UB  
Tel +44 (0) 1273 682 747  
Fax +44 (0) 1273 689 808  
brighton@stgiles.co.uk  
www.stgiles-international.com

### By Train

- Brighton is served by trains from London Victoria, Gatwick Airport, Birmingham New Street and Oxford.
- Thameslink trains also connect Brighton station to London Kings Cross.
- We are a 10-15 minute walk from Brighton Station.

### By Air

- There are direct coach services from Heathrow and Gatwick to Brighton.
- Gatwick Airport is 30 minutes away by direct train or 28 miles (45 km) by road.
- Heathrow Airport is 60 miles (95 km) away, approximately 1½ hours by road.
- We can arrange a taxi transfer from any airport.

### Residence Halls

- St Giles George Street Residence - 42-43 George Street, Brighton, BN2 1RJ

