



Welcome to OISE Oxford



WELCOME TO OISE OXFORD

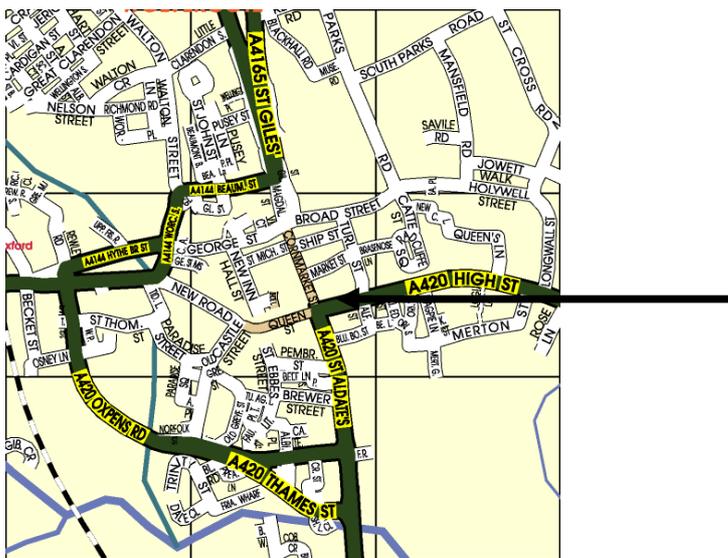
Welcome to OISE Oxford

Who's who at OISE Oxford

- Hannah Murphy - Principal
- Edward Alden - Education Manager
- David Addyman - Lead Teacher Prépa
- Robbie Wilson - Sales and Marketing Executive
- Joanna Shaw - Accommodation & Welfare Officer
- Sydney Wood - Tea Lady

OISE is at number 13-15 High Street.

- Go down High Street until you reach Pizza Hut.
- Turn into the Avenue 2 of the Covered Market which is situated next to Pizza Hut.
- The entrance to OISE is on the right.
- There is an entry code. (7139+ ENTER).
- Please go to the third floor where you will be welcomed.





WELCOME TO OISE OXFORD

Welcome to OISE Oxford

Monday Morning

Please come to school at 8.00 am on Monday

8.00am	We welcome new students to the school
8.00-8.20am	New students have a speaking assessment
8.20-8.40am	New students complete a short grammar and vocabulary test
8.40-9.00	While you are having a presentation covering academic, leisure and welfare issues, your test will be marked and you will be allocated a place in a group of the correct level. We will then give you a folder with all of your course materials inside and a USB stick.
From 9.00	You will be given a copy of your timetable and classes will begin. If tutorial lessons form a part of your course, your personal tutor will carry out a needs analysis ensuring that all your objectives are covered.

- The timetable you receive today is valid for the whole week. If you stay longer than one week, please collect your new timetable from the folder on the coffee table near the television on the third floor each Monday morning at 9am.
- (There may be a fire alarm test on Wednesday and Thursday morning. This is only a test but if you hear the fire alarm at any other time, please evacuate the building to Turl Street using the main central exits if possible or the fire exits at the other end of each floor.)
- Please join us on Monday evening for the Welcome party. We look forward to receiving your feedback on the *First Impressions form*, which will be given to you during the day.



WELCOME TO OISE OXFORD

Thank you for choosing to do an Intensive language course here at OISE Oxford.

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

We know that grammatical accuracy is important, which is why we give you a grammar and vocabulary assessment. We also give Accuracy an important place in the quatorial lesson with 1 hour per day devoted to coaching in how to use grammatical structures correctly.

You will not be asked to do another grammar test while you are here unless you want to. During your course your tutors and group teachers will evaluate your ability in English in the following areas:

- 1/ Listening
- 2/ Reading
- 3/ Writing
- 4/ Spoken Interaction
- 5/ Spoken Production

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

- C2 Native standard
- C1 Advanced
- B2 Intermediate +
- B1 Intermediate
- A2 Basic
- A1 Beginner

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



CULTURAL PROGRAMME

Cultural Programme

- Please consult the cultural programme activities board on the second floor for details of the leisure activities going on in the school.
- Typically there will be a Welcome Drinks party on Monday evening and a Farewell Lunch on Friday. There will also be three other activities every week including a Pub Crawl, Choral Evensong, punting, a cinema trip, a concert, a lecture and a walking tour of Oxford or museum visit at the weekend.
- Some activities will require you to write your name on the sign up sheets on the second floor. Please make sure you sign your name as soon as possible if you wish to attend.
- Please complete your First Impressions Form after the first day of your course and give it to us at the end of the day at the welcome party.
- If you plan to go on the Pub crawl and are fortunate enough to look younger than 21 years of age, you may be required to prove your age. If you sign your name on the list, you are acknowledging that you are aware that you have to be 18 years of age to drink alcohol in the UK.
- From time to time we will take photos of lessons, the cultural programme, welcome drinks, farewell lunches, etc. These may be used in our promotional materials and on our website. We would also love to put them on our Facebook OISE group. If you would **NOT** like to have any of your photos used by us please speak to one of the staff in the office.
- Please remember to inform your host family if you are going to be late home or miss dinner for any reason.
- Please remember that in England we queue for the bus and the first person in the queue waves at the bus to indicate to the bus driver to stop.



MAIN SCHOOL

About the main school

- OISE is at 13-15 High Street
- The school is on four floors and is open between 08.30 and 18.00, Monday to Friday
- *Ground floor:* Main Entrance and lift to all other floors. Remember not to use the lift after 17.30 or at weekends.
- *First Floor: (A floor)* Staff room, classrooms and the lecture theatre
- *Second floor: (B floor)* Classrooms, Library and Study Area with dictionaries. Please remember that the second floor is a quiet area. The toilets are situated at the far end of this floor
- *Third floor: (C floor)* School offices, Lounge area, Study Area with daily newspapers and a selection of magazines, and the Media Room. Tea and coffee is served daily between 10.45 and 11.00. There is also a hot drinks machine and a water filter machine.
- Mobile phones are not permitted in any of the classrooms or in the study areas and must be switched off during lessons. The use of mobile phones is only permitted on the stairs and landings, where there is good reception.
- If you are unable to attend your lessons for any reason, please contact us as soon as possible so that we can make appropriate arrangements.
- Smoking is not permitted anywhere in the school or in the Market Avenue.
- The 24-hour emergency phone number is 07899 773119
- The school has a wireless internet connection. Please consult the posters around the school or ask a member of staff for the password.
- There is an adaptor plug in the office on the third floor which you can borrow during your stay. Please see a member of staff if you would like to use it.



MEDIA ROOM

Welcome to the Media Room

- The Media Room is on the third floor, through the door near the coffee machine.
- The Media Room is open from 8.30 in the morning to 6.00 in the afternoon.
- There is a printer in the Media Room. Please check the green light is on and that the paper is ready before printing.
- No food or drink is permitted in the Media Room.
- Please switch off your mobile phones.
- The Masterclass is one hour of monitored self-study for those students who have a group programme with no individual lessons. This session takes place in the Media Room once or twice a day depending on the number of students in the school. A teacher will be available in the Media Room to advise masterclass students on the areas they need to improve, to suggest materials and exercises and to answer questions.
- It is possible to listen daily to the BBC news via their website. Please click on www.bbc.co.uk/radio4/news/headlines.shtml Then click on your choice of news bulletin. Click on scripts and presenters to obtain the script. This can be printed out in the Media Room.
- www.oiseoxford.me - Information about the school, daily articles about British culture, Oxford life and things to do around Oxford. There is also a 'Language Lab' section with tips on how to improve your English.



OXFORD - INFORMATION

General Information about Oxford

- Banks typically open 9.00/9.30am–5.00pm Monday to Friday, Saturday closing at 12.00pm

Lloyds TSB
5 High Street,
Oxford
0845 300 0000

NatWest
32 Cornmarket
Street, Oxford
0845 600 2803

HSBC
65 Cornmarket St,
Oxford
0845 740 4404

- Foreign Currency:

Marks & Spencers
13-18 Queen St, Oxford

Senli Cash & Go
17 Golden Cross, Oxford

- The main post office is at 102-104 St Aldate's and is open from 9.00am – 5.30pm Monday to Saturday.
- There is a post box in the middle of the Covered Market and another on the corner of Cornmarket Street and Queen Street.
- There are two main bus companies in Oxford: *Stagecoach* and the *Oxford Bus Company*. Travel passes and tickets can be bought from the bus driver or on the 3rd floor of the department store 'Debenhams' on Magdalen St. There is also an Oxford Bus Company shop at 44-45 High St. Bus timetables can be found on the first floor or at these websites:

www.oxfordbus.co.uk

www.stagecoach.co.uk

- Coach links to London are provided by the *Oxford Tube*, *X90* and *The Airline*. They depart from Gloucester Green bus station and also the High Street, close to Queen's Lane.
- Taxi companies include *001 Taxis* (Telephone 01865 240000), *Royal Taxi* (Telephone 01865 777333) and *ABC Radio Taxis* (Telephone 01865 242424).
- The Railway Station is a 15 minute walk west of the city centre on Botley Road. For full details of train times and prices, telephone National Rail Enquiries (08457 484950) or visit www.nationalrail.co.uk
- You can hire a bicycle from *Walton Street Cycles*, 78 Walton Street (Telephone 01865 311610)
- The nearest pharmacy is *Boots*, 6-8 Cornmarket Street
- The nearest stationery shops are *Rymans* on Queen St and *WH Smiths* on Cornmarket St.



OXFORD - INFORMATION

- Other Bookshops specialising in books for English learning are *Waterstones*, on the corner of Broad Street and Cornmarket Street, *Blackwells*, 48-51 Broad street, and *The Oxford University Press bookshop*, High Street.
- Electric Adaptors can be bought at *Boots*, *Dixons* (in the Clarendon Shopping Centre), *Rymans* and *Sainsburys* in the Westgate Shopping Centre.
- The Covered Market closes at 5.00pm daily. Many of the High Street shops close at 5.30pm.
- Police: In emergencies call 999. To report a non-emergency crime, call 101. For more information on the law please visit the website: www.direct.gov.uk/en/CrimeJusticeAndTheLaw/index.htm
- Licensing Laws: In accordance with the law those who are under 18 years old will not be allowed to drink or be served alcohol. If you are over 18 please take your I.D. with you in order to prove your age. If you don't bring any identification, there is a chance that you will not get served.
- Medical care: If you are sick then please phone the school to let them know. If needed they can arrange for you to see a doctor. NHS trusts have a legal obligation to identify and charge those people not entitled to free NHS treatment. They will make their decision in accordance with the following regulations: www.dh.gov.uk/en/Healthcare/Entitlementsandcharges/OverseasVisitors

Places of Worship

Roman Catholic - St Aloysius, Woodstock Road, 01865 315800

Methodist - Wesley Memorial Church, New Inn Hall St, 01865243216

Baptist - New Road Level, Bonn Square, 01865 247583

Anglican - St Giles, Woodstock Rd, 01865 247583

Quakers - Friends Meeting House, 43 St Giles, 01865 553042

Jewish - 21 Richmond Road, Jericho, 01865 553042

Muslim - Bangladeshi Mosque, 57 Cowley Road, 01865 793118

Sikh - www.oxfordsikhs.com

Buddhist - Thrangu House Buddhist Centre, 42 Magdalen Road, 01865 241555



CHILD PROTECTION & STUDENTS' WELFARE

Safeguarding Policy

OISE Oxford is fully committed to safeguarding the welfare and basic needs of all young people. We recognise our responsibility to take all reasonable steps to promote safe practice and to protect young people from harm, abuse and exploitation. OISE Oxford acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse. Paid staff and volunteers will endeavour to work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of young people and adults.

To see the full OISE Oxford Safeguarding Policy together with other relevant policies and documents, please go to our website www.oiseoxford.com

Child Protection Officer

OISE Oxford has appointed a person who deals specifically with the protection of all our under-18 students.

Should you like to report that yourself or somebody else is being abused please contact one of our Child Protection Officers:

Joanna Shaw
oxfordaccommodation@oise.com
01865 247272

Hannah Murphy
hannah.murphy@oise.com
01865247272

All information will be kept in strict confidence.



AT THE END OF YOUR STAY

Accommodation and Welfare Officer

OISE Oxford has appointed a person who deals specifically with the welfare of all our students.

Should you have any questions or problems relating to your homestay accommodation or any welfare issues please contact our Accommodation and Welfare Officer



Joanna Shaw
oxfordaccommodation@oise.com
01865 247272

Nearing the end of your stay in Oxford

- If you need to leave early on Friday, please inform a member of the academic staff so that we can make the necessary arrangements.
- If you have booked a taxi transfer to the airport or Eurostar terminal, please speak to the accommodation officer on Thursday morning to check the time and place the taxi will collect you.
- Your feedback is extremely important to us. Please fill in your end of course questionnaire and give it to a member of the academic staff. In exchange, we will give you a Certificate and your End of Course Report. The report uses the levels as set out by the Common European Assessment Framework. These levels are described in the section of this booklet concerning your placement test.
- Not had time to buy any souvenirs? Remember that Thursday evening is late night shopping in Oxford. In addition Debenhams is open later than the other shops. Debenhams is near the Cinema in Magdalen Street. Marks and Spencers is open till 7.00pm daily and 8.00pm on Thursday.



COMPLAINTS PROCEDURE

OISE Oxford complaints procedure

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

Talk to someone immediately. Do not wait and we will do our best to resolve the situation.

- If your problem is connected with your lessons firstly speak to your teacher.
- If this does not solve the problem speak to the Academic Manager, Chris Peart.
- If this does not solve your problem please speak to the Principal, Hannah Murphy.
- If your problem is connected to your accommodation firstly speak to Joanna Shaw who deals with accommodation and host families issues.
- If this does not solve your problem speak to the Principal, Hannah Murphy.
- If you wish to ask any questions about your booking or if you wish to make any changes, please speak to our Sales Executive Robbie Wilson.

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

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