

Welcome to OISE Oxford



WELCOME TO OISE OXFORD

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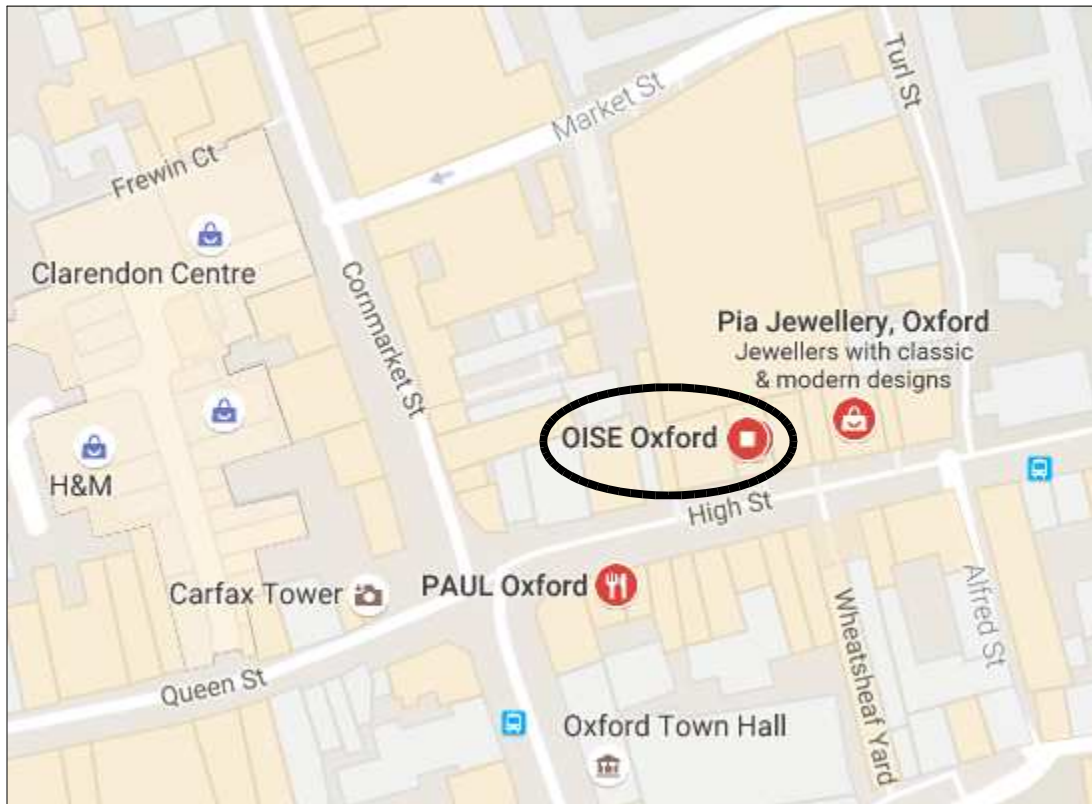
Who's who at OISE Oxford

- Hannah Murphy - Principal
- Edward Alden - Education Manager
- Sophie Heath - Client Services
- Joanna Shaw - Accommodation & Welfare Officer
- David Addyman - Lead Teacher Prépa

OISE Oxford is at number 13-15 High Street.

- Go down High Street until you reach Pizza Hut.
- Turn into Avenue 2 of the Covered Market which is situated next to Pizza Hut.
- The entrance to OISE is through a glass door on the right.
- There is an entry code. (7139+ ENTER).
- A member of staff will greet you at the front door on your first day.

(Google Maps 2016)





WELCOME TO OISE OXFORD

Welcome to OISE Oxford

Monday Morning

Please come to school at 8.00 am on Monday

8.00	We welcome new students to the school
8.00 - 8.15	New students have a speaking assessment
8.15 - 8.30	New students complete a short grammar and vocabulary test
8:30 - 8:45	New students complete a short writing task
8.45 - 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.
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 coffee table near the television on the 3rd 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 can be found on the 2nd page of your folder.



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 notice 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 activities such as a pub crawl, punting, a cinema trip, a concert, a lecture, a walking tour of Oxford or a 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 welcome party on Monday afternoon or the News Review on Tuesday morning.
- 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. 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.



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: (Floor A) Staff room, classrooms and the lecture theatre
- Second floor: (Floor B) Classrooms, Self Access Centre, 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: (Floor C) School offices, study area and lounge area with daily newspapers and a selection of magazines. Coffee and croissants are served daily between 10.45 and 11.00. There is also a water filter machine.
- The Self Access Centre is our computer area which can be found on the 2nd floor. There is printer here for your use. Please note, no food and drink is permitted in this area.
- 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. The password is 'cloud-tiger'.
- 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.



OXFORD - INFORMATION

General Information about Oxford

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

Santander	NatWest	HSBC
Carfax	32 Cornmarket St	65 Cornmarket St
Oxford	Oxford	Oxford
0800 707 6692	0845 600 2803	0845 740 4404

- Foreign Currency:

Marks & Spencers	Senli Cash & Go
13-18 Queen St, Oxford	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.
- 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 Cars (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 (Tel 01865 311610) or Summertown Cycles, 200-202 Banbury Rd (Tel 01865 316885)
- The nearest pharmacy is Boots, 6-8 Cornmarket Street.
- The nearest stationery shops are Rymans on Queen St and WH Smiths on Cornmarket Street.
- Electric Adaptors can be bought at Boots, Rymans and Sainsburys in the Westgate Shopping Centre.
- 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.



OXFORD - INFORMATION

- 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

Jewish - 21 Richmond Road
Jericho
01865 553042

Anglican - St Ebbe's
2 Roger Bacon Lane
01865 240438

Muslim - Central Oxford Mosque
Manzil Way
01865 245547

Methodist - Wesley Memorial Church
New Inn Hall St
01865243216

Sikh - Gurdwara Sri Guru Nanak Dev Ji
295-297 London Rd
01865 765611

Baptist - New Road Level
Bonn Square
01865 247583

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



BUS INFORMATION

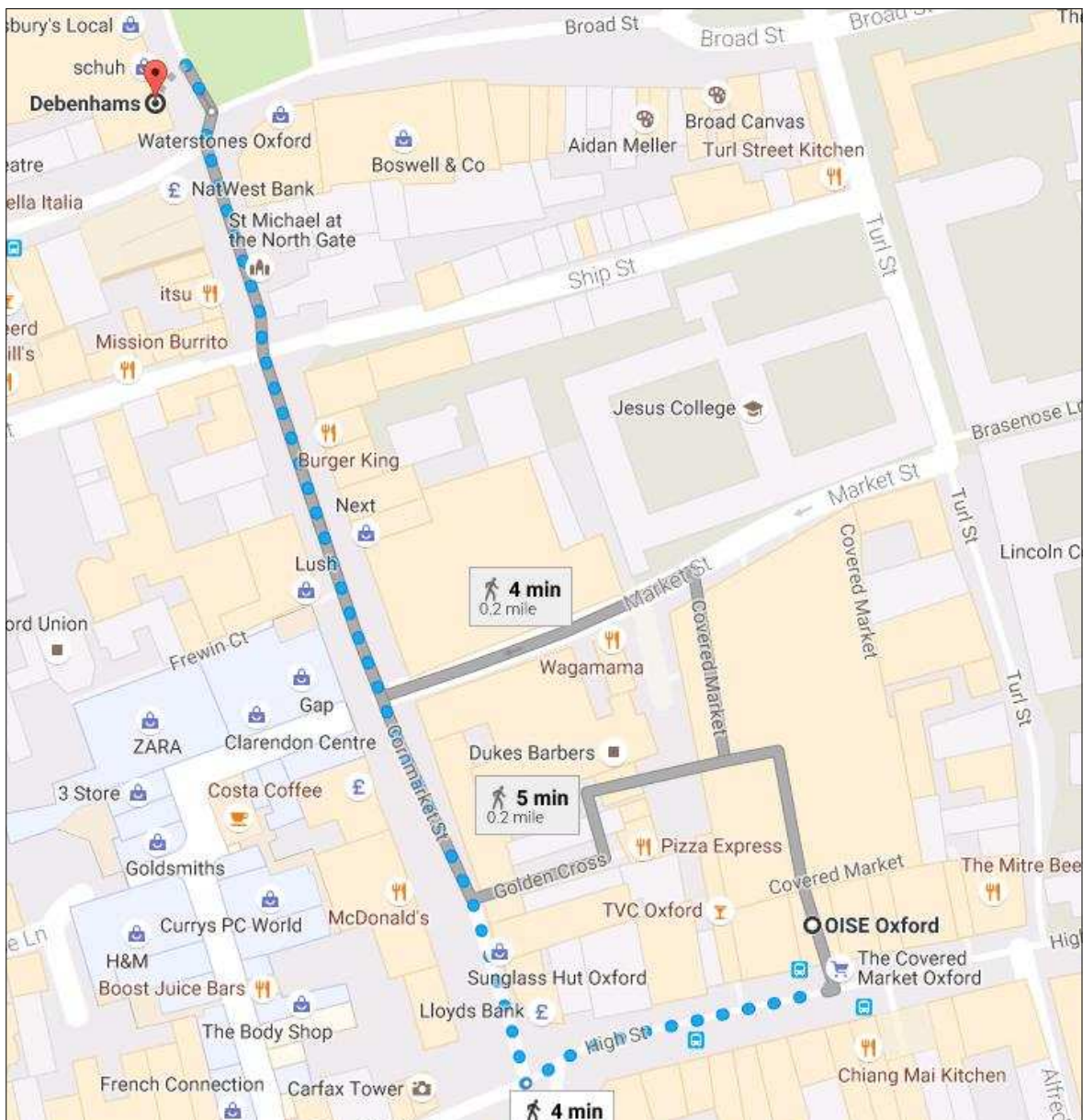
Buying a bus ticket

The easiest way to travel around Oxford is by bus. There are two main bus companies in Oxford: Stagecoach and the Oxford Bus Company. Travel passes for just 1 week can be bought from the bus driver but if you are staying longer, you will need to buy bus pass. These can be bought on the 3rd floor of the department store 'Debenhams' on Magdalen St (see map below). There is also an Oxford Bus Company shop at 44-45 High St. Bus timetables can be found on the first floor or on these websites:

www.oxfordbus.co.uk

www.stagecoach.co.uk

(Google Maps 2016)





SAFEGUARDING AND STUDENT 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 respond 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.oise.com/oxford-policies

Safeguarding Team

OISE Oxford has a team of people who deal specifically with the welfare of our under-18 students. Should you like to report that yourself or somebody else is being abused, please come and speak to one of our safeguarding team or email them on the addresses below. All information will be kept in strict confidence.

Joanna Shaw
oxfordaccommodation@oise.com

Edward Alden
edward.alden@oise.com

Hannah Murphy
hannah.murphy@oise.com

Information for under 18s

- You may be in a class with adults so please behave with maturity.
- Please enter the school's 24 hour emergency number into your phone: 07899773119
- You MUST inform your host family where you are going if you do not plan to return for dinner after school. If you do not have the telephone number of your host family, please ask a member of staff.
- Please note, the following curfews apply to students under the age of 18:
If you are 16 years old, please return home no later than 10:30pm.
If you are 17 years old, please return home no later than 11:30pm.
If you fail to arrive home by this time, your host family will inform the school.
- Please remember that it is against the law for under 18s to buy alcohol or tobacco.



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, Edward Alden.
- 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 Client Services Officer, Sophie Heath.

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