



Oxford International Study Centre

individually designed study programmes in the heart of Oxford

Student Handbook





Student Handbook

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Welcome

We hope you enjoy your time in Oxford. This handbook is intended to help you during your stay.



Oxford International Study Centre
6-7, St Aldates,
Oxford OX1 1BS



(+44)1865-201009



Principal: Benjamin Llewelyn -
principal@oxinstudycentre.com
For fee enquiries, complaints or personal issues

Reception-
reception@oxinstudycentre.com
For all email & general enquiries

Operations-
admin2@oxinstudycentre.com
For all accommodation or activities enquiries



The emergency contact for the school outside usual opening hours is (+44)7747 136271. The emergency services number in England is 999.



Please come to the main office (6-7 St Aldates) at 9.00am on the first day of your programme. You will be given your welcome pack, timetable, and other information about your time at OISC.

Please bring your **passport** with you on your first day at school. You will also need to give a **mobile contact number** to us and your host family.

Getting around Town



Please make sure you know which bus route to take to your family (they will help you). Weekly and monthly bus passes can be purchased from the Bus Station in central Oxford. Some tickets can be bought on buses.

General Information

Please speak to us if you have a concern or if you need anything. We are there to help you.



Documents for printing can be sent to the reception by email attachment: reception@oxintstudycentre.com.

The student common room is there for you to enjoy. Tea and coffee is available in the kitchen on the first floor at St Aldates, next to room 3. Drinking water is available in the student common room.



Wifi is available in the student common room and throughout the St. Aldates building. The password can be found at reception.



Smoking, alcohol and illegal drugs are not allowed in the building.



Please do not make or take calls in class. Phones must be kept on silent, if you wish to use them as dictionaries, but please ask your teacher if they are allowed in your class



Please try to be on time. If you know you are going to be late, phone reception. Being late is disrespectful to your teacher and classmates and causes disruption. If you are more than 15 minutes late you may be excluded from class and this will count as an unexcused absence. **Please tell Reception if you know you are going to be absent.** You can do this by calling the main office on 01865 201009 or on the emergency number, if it is outside office hours.



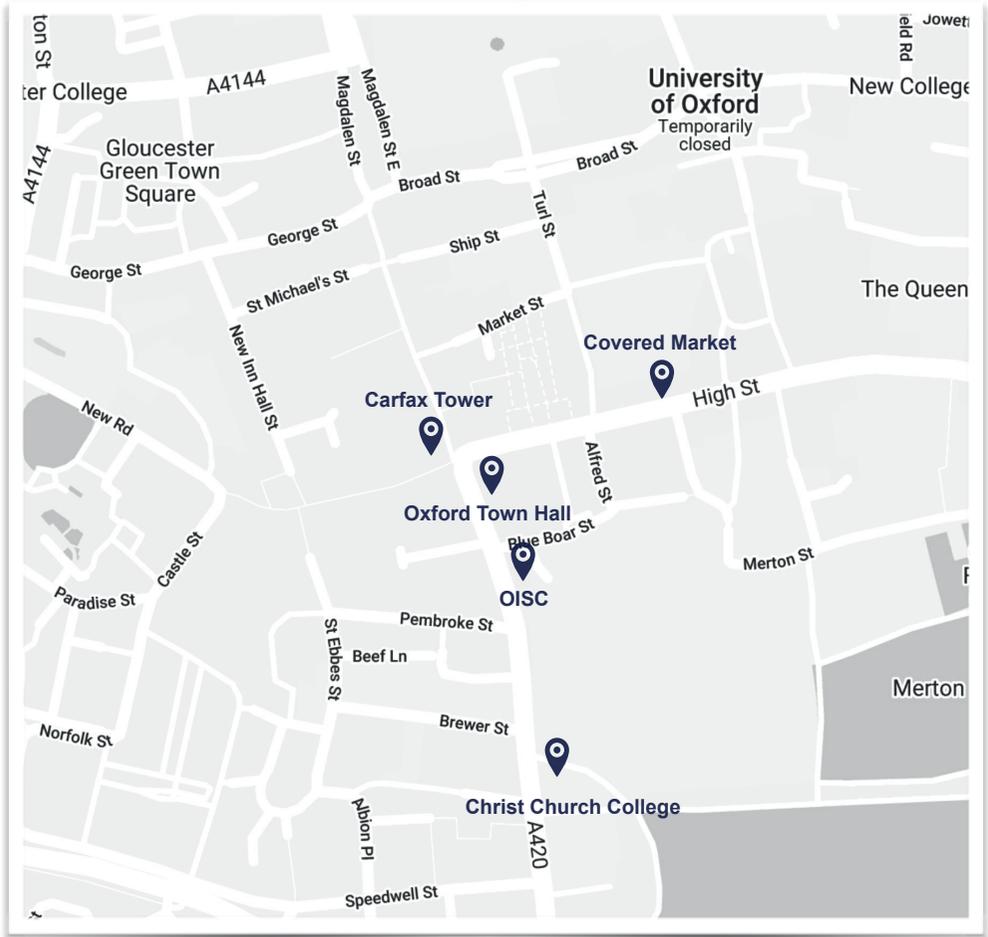
Safety & wellbeing

Your designated Safeguarding Lead is Benjamin Llewelyn. The Safeguarding Deputy is Sean Ahern the Vice Principal. Speak to them if you have any personal problems or feel unsafe for any reason.



6 Finding Oxford International Study Centre

The Study Centre is located opposite the Post Office and next to the Town Hall on **St Aldates**. St Aldates is the road located just after the main shopping street (**Cornmarket Street**) and is just off the **High Street**.





Our School



Reception



Student Common Room



Living in an Oxford Homestay (if applicable)

Here are a few pointers which will make adjusting to living with a host family easier for you:



Curfew times

All students 12 - 16 must return to their host family by **9.00 pm** and for those aged 16/17 by **10.00 pm**. Under 12s are not allowed out on their own after school. For students 18 and above curfew time should be discussed with your host family upon arrival.



Meal times

Most families will eat a main meal in the evening, any time from **6.30 pm**. This will usually be something like spaghetti with meat sauce; sausage, potatoes and vegetables; jacket potato with filling or steak pie with chips and vegetables. Some families may also offer a dessert.

Breakfast will usually be from around **7.30 am** and will normally be cereal and toast with tea or coffee.



Keys

Some families will give a key to their house to students who are over 18 years old and can demonstrate a responsible attitude. Please ask your family.



Phoning Home

SIM cards for mobile phones can be purchased from phone shops in central Oxford. You are not allowed to use the host family's phone, except with their permission.



Laundry

Your host family will wash **one** full load of your washing in their washing machine, once a week. Please discuss washing arrangements with your host family.



Internet Access

Host families have internet access available for the student to use. Please discuss usage with them.



Coming in at Night

When returning home, students are asked to be respectful to their host families, and to advise them of the time they will be home. All students should advise their family in advance if they will not be requiring an evening meal.

*The host family will expect to know where you are at all times. If you do not return when expected, the host family will follow the emergency procedures, which may involve your parents and the police being notified.

Staying with a family	Please remember that you are living with a family which means that there are certain things you must do when living with other family members. Be friendly and polite to everybody. Try to adapt as best as possible and please remember: <u>you have not booked a hotel.</u>
Arrival time	Remember; host family members are working people. UK working hours are from 9am to 5pm so please arrange your flights to arrive at their house after 5pm but not later than 9pm. Departure time should be between 8am-10am. If not, you might be asked to book a hotel room for that night. Please discuss your travel plans with OISC staff <u>before</u> booking flights.
Moving in	As you move into your homestay, join your hosts checking your room, making sure that everything is in proper condition. This way you can avoid problems or disagreements regarding anything missing or broken later on.
Conflicts and differences	Cultural differences and conflicts are part of everyday life and can teach us a lot. Be ready to deal with potential conflicts or differences in an open and honest manner and not let the situation reach the crisis stage. Discuss problems with your hosts before turning toward outside help. If you believe, however, that help is needed, you should contact the Vice Principal or Operations Manager.
Meals and beverages	Homestays come with breakfast and dinner on weekdays and at the weekend breakfast, lunch and dinner are included, including drinks. Additional food and beverages are <u>not</u> provided by the family and you are expected to take care of yourself. Perhaps you can be given some room in the family's refrigerator, etc. Please discuss these matters with your family and do not simply use their food and drinks without asking first.
Telephone use	Please note that calls after 10.00pm are to be avoided unless absolutely necessary. Please do not use the family phone.
Internet	Computer equipment and internet access at your homestay should be used responsibly. The illegal download of music and movies is not permitted. <u>Any illegal internet activity at your host family's home is fully prohibited.</u> You carry full legal liability with respect to any and all use of the internet via your homestay, including use by others who may join you.
Coming and going	When you leave the home you must tell your hosts when to expect your return. This is particularly important with regard to evening meals and when the family has other plans for the evening. Please notify the family if you are late or planning to spend the evening elsewhere, in advance.
Liability and Code of Conduct	Your homestay is subject to the conditions spelled out in our Terms and Conditions and by signing our application form you have agreed to them.
	The key to gaining the most out of this experience is consideration of others. One cannot expect others to respect his / her own culture without making an effort to understand the host's culture. So with that principle, we wish you and your hosts a wonderful experience.



School Rules

- Speak English please, even at break time
- Go to class on time
- Clean up after yourself
- Do not smoke, drink or bring alcohol into the school building
- Show respect to others at all times. We will not tolerate discrimination of any kind.
- Appropriate clothing should be worn to class

Important advice to remember

- Be careful when crossing the road; try and use a pedestrian crossing. Remember we drive on the **left**. Look **both** ways before you cross.
- It is rude to arrive late. Try to be on time or a little early for appointments.
- Do not dominate a conversation. Let others speak.
- It is important to queue in Britain. Get into line and wait your turn.
- Do not leave your purse, wallet or mobile phone where they might be stolen.
- Do not carry your passport with you wherever you go.
- Do not drop litter in public places – and this includes cigarette ends. You may have to pay up to £80 if you are caught.
- It is illegal to carry, buy, sell or consume drugs.

Responsibilities of Students

All pupils are expected, within their expertise and ability, to:

- Exercise personal responsibility for the safety of themselves and their fellow pupils.
- Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency
- Use and not abuse, neglect or interfere with things provided for safety purposes.



Your Lessons

Please make sure you arrive at your lesson on time. If you are very late you may not be admitted. Your tutors will set your work after most lessons. Please make sure this is completed on time.

If you cannot attend a lesson due to illness or other unavoidable cause, please inform reception: +44 (0)1865 201009. If you are absent without good reason your personal tutor will speak with you. If absences are continued, the procedure (below) will be followed.

When you come to school in the morning you must come to reception and **sign in** also **sign out** at the end of the day before you go home. Failure to follow these procedures will result in disciplinary consequences.

Personal Tutors

Every student who is taking a programme of more than four weeks, outside the summer vacation period, is allocated a personal tutor. Your personal tutor will meet with you regularly to discuss:

- Universities
- Boarding schools
- Your progress
- Your exams
- Any problems you may have

Procedure in case of repeated absences

1. The student is interviewed by his personal tutor and reasons for the absences requested. If the reasons given are not found acceptable, a verbal warning is given of the procedures (below) which will be followed. The meeting is minuted.
2. If the absences continue, a meeting is held with the student, the personal tutor and the principal. This is minuted and followed by a written warning to the student, which states that if the absenteeism continues his/her parents and/or Embassy and, if applicable, the UKVI will be informed, which could result in a refusal to be accepted for studies in the UK in the future.
3. If the absences continue, a formal letter is written to the student, the parents and, if applicable, the Embassy and the UKVI. This states that if there is absence without good reason, the College recommends withdrawal of the student's visa status and the student will be excluded from the College.



Attendance at all your classes is a compulsory part of your contract with Oxford International Study Centre. Your attendance is recorded for each lesson on your timetable.

The Vice Principal or Reception will talk to you if your attendance becomes a concern. We all want you to make progress and so it is important to come to class every day.

Please inform us if you know you are going to be absent, for a medical appointment for example, so that we do not worry about you not being at school. We will then decide if it can be classed as an authorised absence. You will still be marked as absent but a note explaining your absence will be recorded.

It is your responsibility to catch up on any work missed due to absence and get any handouts missed from your teacher.

If you are persistently absent, without good reason, you may be asked to leave school and your visa (if applicable) will be withdrawn.

Punctuality

Please go to classes on time. Any late arrivals are recorded on the register. **If you arrive more than 15 minutes late to any class, you will not be allowed to join the class until after the break and you will be marked as absent for the first half of the lesson.**

Please remember that lateness causes disruption for teachers and other students. If you are late, please enter the class quietly and make it your own responsibility to catch up on the work missed. The teacher cannot spend time re-teaching what you have missed.

If you are late more than twice in one week you will be asked to sit in the study room during your lunch break to catch up on any work you have missed.

If your lateness continues, you may be asked to leave school and your visa (if applicable) will be withdrawn.





Abusive Behaviour Policy and Procedure

At OISC, we are committed to providing a caring, friendly and safe environment for all of our pupils.

Bullying is an anti-social behaviour and affects everyone. Any form of bullying is unacceptable at our school and will not be tolerated. All pupils should feel able to tell staff, and when bullying is brought to our attention, prompt and effective action will be taken. This means that anyone who is aware of any type of bullying that is taking place is expected to tell a member of staff immediately.

What Is Bullying?

- Indirect: being unfriendly, spreading rumours, excluding, tormenting (e.g. hiding bags or books), not respecting different cultures, religions or beliefs.
- Physical: pushing, kicking, hitting, punching, slapping or any form of violence
- Verbal: name-calling, teasing, threats, sarcasm.
- Cyber: All areas of internet misuse, mobile threats by text messaging & calls; Misuse of associated technology, i.e. camera and video facilities.
- Racial bullying.
- Homophobic bullying.
- Bullying based on disability, ability, gender, appearance or circumstance.

Please remember, your teacher or member of staff may need to talk to another member of management to ensure that the issue is dealt with correctly. The Teacher or member of staff cannot promise to keep what you tell them a secret.

The following steps may be taken when dealing with incidents:

- If bullying is suspected or reported, the incident will be dealt with immediately by a member of staff.
- A clear and precise account of the incident will be recorded and given to the Principal, who will interview all concerned and will record the incident.
- Tutors and parents will be kept informed.
- Punitive measures will be used as appropriate and in consultation with all parties concerned.
- If necessary and appropriate, police will be consulted.

Complaints Procedure

We are committed to helping students in any way that we can. If you are experiencing a problem, please let us know. We will not be angry and you should never be afraid to tell us.

 All complaints will remain confidential.

 We keep a written record of all complaints

 Any time you make a complaint, whichever stage it reaches, we promise that you will always be treated in a fair, and positive way at OISC.

➔ Stage 1

If you have a problem with...

Lessons: please speak to the **Heads of Language/Academic Programmes**

Accommodation: please speak to the **Operations Manager.**

Anything else: please speak to your **Personal Tutor.**

We hope that your problem will be solved at this stage, but if not, please continue to stage 2.

➔ Stage 2

If your problem **has not been solved**, you should speak to **Ben, the Principal.**

Ben will **meet with you** to discuss your complaint in person and may speak to your **parents or agent** at this stage. Notes of all meetings will be kept. You can ask to see these notes at any time.

When the Principal has all the facts, he will **make a decision** and will **let you and your parents/agent know about it in writing.**

If you are still not happy with the decision...

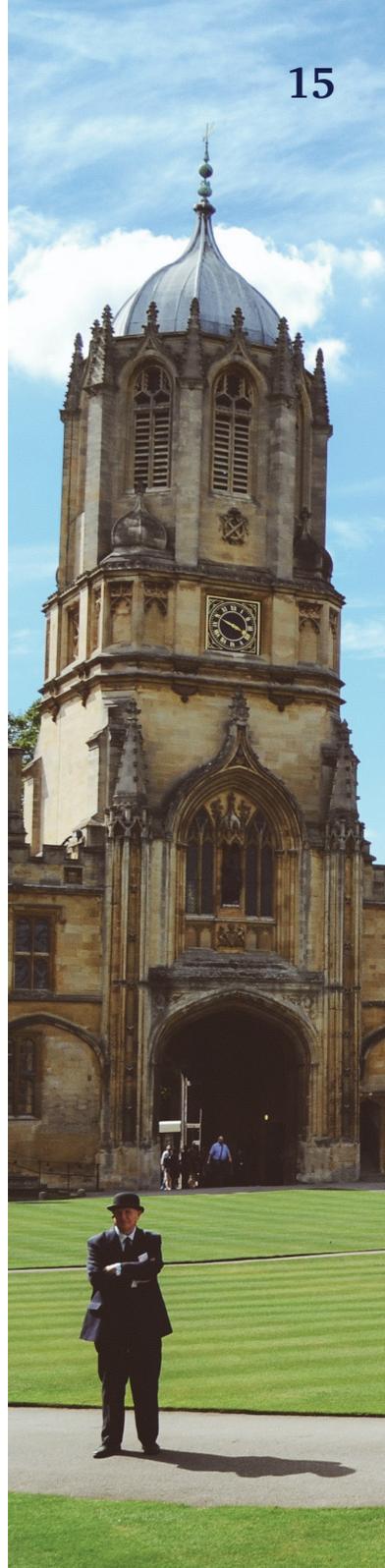
➔ Stage 3

If you reach this stage, you will be introduced to an independent adjudicator (**someone who does not work at OISC**) to discuss your complaint privately.

They will decide what happens next. This could be a **formal hearing**. You can bring **one other person** to this (this could be a **teacher, friend, or family member**). This is **not a legal hearing**, so don't worry!

Hopefully, your problem will be solved after the hearing, but if **more time** is needed, the adjudicator will decide what happens next.

Within 28 days a final decision will be made and a letter sent to your parents/agents and OISC.





Please keep
off the grass

- The first mention of Oxford appears in the Anglo-Saxon Chronicles. **912**
- University College is founded. **1249**
- Merton College is founded. **1264**
- Nicholas Ridley, Hugh Latimer and Thomas Cranmer are burned as heretics. **1555**
- Oliver Cromwell makes himself Chancellor of Oxford University. **1650**
- The Ashmolean Museum opens as the world's first university museum. **1683**
- The Oxford Covered Market is completed. **1773**
- Five all-male colleges first admits women. **1974**
- St. Hilda's College admits both men and women. **2008**
- 1071** The Norman lord Robert D'Oily builds Oxford Castle.
- 1263** Balliol College is founded.
- 1546** King Henry VIII re-founds his college as Christ Church College.
- 1602** The Bodleian Library opens.
- 1668** Christopher Wren's Sheldonian Theatre is completed.
- 1749** The Radcliffe Camera building is completed.
- 1860** The Oxford University Museum of Natural History opens.
- 2000's** The Cowley plant currently produces the New Mini for BMW.
- 2020** The population of Oxford reaches 152,450





Important information for Non-EU Students

If it is marked on your passport, you will need to register with the Police within the first week of arrival. The office will help you if you need to update your visa during your time at OISC.

Safety

We really do want you to have a great time in Oxford and be safe.

Here are some safety tips;

- Whilst in Oxford it is not advisable for you to go out alone at night. If you have travelled alone and do not know anyone in Oxford, we suggest you ask one of your fellow students to meet up with you.
- Do not carry large sums of cash with you.
- Do not leave large sums of cash in your room at your host family's accommodation unless it is locked in your suitcase.
- Do not leave bags or phones or any valuables on the café table 'just for a minute' while you get another coffee or go to the washroom.

Responsibilities of Students

All pupils are expected, within their expertise and ability, to:

- Exercise personal responsibility for the safety of themselves and their fellow pupils.
- Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency
- Use and not abuse, neglect or interfere with things provided for safety purposes.

Alcohol Laws

In the UK, the licensing laws restrict the sale of alcohol to people aged 18 and over, and also place some restrictions on the presence of under 18s in licensed premises, and on their consumption of alcohol unsupervised by an adult. It is also illegal to attempt to buy alcohol if you are under 18, or for anyone to buy alcohol for under-18s.

Driving in the UK

You must be a full licence holder.

The police can give you a 'fixed penalty notice' for less serious traffic offences, such as careless or inconsiderate driving or not wearing a seat belt.

Healthcare

If you hurt yourself or have any sort of accident while at school, you must tell a teacher or staff member. We have first aiders in the office, who can give you some minor medical assistance if it is needed, and they will need to keep a record of the incident.

Everyone is entitled to free emergency medical treatment in the UK, provided by the National Health Service (NHS). Information on NHS services is in your pre-arrival information which was sent to you when you booked your course.

If you come from outside the EU and are studying in the UK for less than 6 months, you will need to have arranged private health insurance. It is sensible to register with a doctor in Oxford, in case you should need to see them. To do this, you will need your passport, and a letter from us stating that you are a student and will be required to give your UK address.

The Operations Manager or Reception can help you register.

Possible doctors' surgeries to go to are: Northgate Health Centre or Jericho Health Centre in the centre of Oxford, or Banbury Road Medical Centre in Summertown.

Similarly, you may wish to register with a dentist - for example: St. John's Street, Damira, Oxford or George Street, all in central Oxford or at Oxford Brooks University

For minor complaints such as a cold, we suggest you ask advice at a pharmacist, for example: Boots, situated in the centre of Oxford. They sell a range of medical supplies which should help.



Police Powers of Arrest: Your Rights

The Police are here to help you but if you are stopped by them, these are your rights.

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

The police must also contact your parents, guardian or carer as soon as possible after your arrival at the police station.

If you are arrested

If you're arrested, you'll usually be taken to a police station, held in custody in a cell and then questioned. After you've been taken to a police station, you may be released or charged with a crime.

Your rights in custody

The custody officer at the police station must explain your rights. You have the right to:

- Get free legal advice
- Tell someone where you are
- Have medical help if you're feeling ill
- See the rules the police must follow ('Codes of Practice')
- See a written notice telling you about your rights, eg regular breaks for food and to use the toilet (you can ask for a notice in your language) or an interpreter to explain the notice

Young people under 18 and vulnerable adults

The police must try to contact your parent, guardian or carer if you're under 18 or a vulnerable adult.

They must also find an 'appropriate adult' to come to the station to help you and be present during questioning and searching. An appropriate adult can be:

- Your parent, guardian or carer
- A social worker
- Another family member or friend aged 18 or over
- A volunteer aged 18 or over

Your rights when being questioned

The police may question you about the crime you are suspected of - this will be recorded. You don't have to answer the questions but there could be consequences if you don't.



Sights in Oxford

During your stay, we hope you get a chance to see the beautiful sights that make Oxford so special.

Many of the colleges allow visitors, lots of the museums are free and there are many fascinating historical sites throughout the city.

As there are so many to visit, below is a list of must-see places.



Museums

Ashmolean Museum

Oxford's world-famous museum of art and archaeology

Free entry

Pitt Rivers Museum

Exceptional collection of archaeology and ethnography containing more than half a million objects.

Free entry

Oxford University Museum of Natural History

Biology-based Oxford museum, home to a dinosaurs and a stuffed dodo.

Free entry

History of Science Museum

The world's oldest surviving purpose built museum with 20,000 objects covering all aspects of the history of science, from antiquity to the early 1900s.

Free entry





Sights in Oxford



Historical Sights

Oxford Castle

Dating back more than 1000 years, the castle has functioned as a prison, stronghold and education centre and is one of Oxford's finest sights.

Tickets needed. See website for prices.

Bodleian Library

The Bodleian Library is the main research library for University of Oxford, as well as being one of the oldest libraries in Europe, home to more than 13 million printed items.

Tickets needed. See website for prices.

Sheldonian Theatre

Designed by one of England's greatest architects, this building serves as the official ceremonial hall for the University of Oxford.

Access to the Main Theatre, Attic and Cupola with panoramic views requires tickets. See website for prices.



University Colleges

Most of the colleges are open to visitors at varying times during the year. Many of them are free but others such as Christ Church require an admission fee.

As the University buildings have varying opening hours, please visit the university website for information prior to your visit.

Be sure to visit;

Magdalen
Christ Church
Exeter
Worcester
All Souls

General Information

For local advice or tips, see anyone at school. They'll be happy to help.

Eating Out

There are a large range of inexpensive cafes and restaurants in the Centre of Oxford such as places in the Covered Market, the high street and shops such as Sainsbury's. **Artisan Café (opposite the school) offers a 10% student discount if you quote the name OISC.**

Sports

Most sports, including swimming, are possible at Sports Centres such as the Ferry Centre; Kidlington Health and Sports Centre and Temple Cowley Centre. You may also wish to join a private health and sports club such as Esporta or LA Fitness, but these are more expensive.

Oxford Union

Students over 17 may join the Oxford University Union for a fee. This is a club with a world renowned debating society, two libraries, a games room and a restaurant.

School Quiet Room

A quiet room has been set aside in school as space which can be used by anyone for prayer, reflection or just some peace and quiet. The room provided is small and only capable for one or two people at a time so please book time there with Kim or anyone in reception.

Local Places of Worship

The Oxford Jewish Centre
21 Richmond Road, Oxford OX1 2JL

Christ Church Cathedral
St Aldate's, Oxford OX1 1DP

The Orthodox Church of the Holy Trinity and the Annunciation
1 Canterbury Rd, Oxford OX2 6LU

Central Oxford Mosque
Manzil Way, Oxford, OX4 1DJ





The policies and procedures in this handbook were last revised in November 2023. The next review date is November 2024.