

# Welcome to \_\_\_\_\_

## BLOOMSBURY INTERNATIONAL

WE HOPE YOU ENJOY YOUR STAY WITH US

### Some useful faces in your first week



**Eva Feleki**  
Registrar  
First Aider



**Anja Gizdavic**  
Registrar



**Helena Ramalho**  
Academic Support



**Louise Newman**  
Centre Manager  
Safeguarding Lead  
Welfare officer



**Adam Bartosik**  
Sales Executive  
Welfare Officer  
First Aider

We will help you on your first day at school. If you have any questions or need any information while you are studying at Bloomsbury for example, the local area, accommodation, student insurance or airport transfers, we will be very happy to help you. Please ask us at reception.

Our Academic Team will be glad to help with questions about your lessons, courses and social programmes. Louise will also be happy to assist you if you have any personal problems or questions regarding your welfare and attendance during your stay in London. You can find us in the main office (opposite reception).



**FIRST AID:** Eva Feleki and Adam Bartosik are our Certified Emergency First Aiders.

## Your first day

When you arrive at Bloomsbury International, you will be greeted by one of our registrars who will give you this Welcome Booklet, and Registration Form, Needs Analysis Form and Timetable.

### We will:

- show you how to take an online placement test and complete a short writing task
- discuss your learning objectives with you and assess your level of spoken English
- design your study plan and complete your timetable and progress form
- give you your course books and show you how to find your classrooms

### welcome to Bloomsbury International! We invite you to attend:

- 12:20 : **Induction** come to the Theatre Room and collect your free welcome gift!
- 16:30 : **Bloomsbury walk**, every Monday.
- 18:15 : **Bloomsbury Beverages**, every Tuesday
- 12:20 : Tuesday **Welfare Meeting**, please come and see us in the Student Resource Centre
- 09:00 - 17:00 Mon - Fri : **Under 18's** if you have any questions or concerns come to see Louise in the main office

**\*our Social Programme- check the board for the latest activities!**

## Our facilities

- Feel free to use our **Student Resource Room** to study, do your homework, etc.
- In addition to **free WiFi**, you can access the web in our **Theatre Room**
- Our **Café** serves hot and cold drinks, sandwiches and snacks at student prices
- Sign up for the **Social Programme** (on the Social Programme board in the entrance hallway)
- Meet your friends for a chat or a game of pool in our **Olympic Lounge**
- Enjoy some quiet prayer in our **Multi-Faith Room**
- **eZone** — our online portal for students where you can:
  - Request letters (e.g. bank, council tax, attendance report, doctor)
  - Request a certificate of enrolment or a progress report from your teacher
  - Read the Student Handbook (useful information about school, policies, procedures, life in London)
  - Tell us what you think (e.g. send feedback, give us suggestions)
  - Read our latest news, blog, study tips and more

### Our **Student Handbook** contains useful information about:

- Your studies at Bloomsbury International
- Your life in London (including leisure, religion, health and accommodation)
- All our policies and procedures (including welfare, complaints procedure and equal opportunities)

You can find the Student Handbook in the Student Resource Centre, Bloomsbury Café and online (go to our website, click on “eZone” and then on “Student Handbook”).

- Please use English as much as you can around the school—this will help you improve faster.
- Mobile phones must not be used for texting or telephone calls during the lessons.
- No eating or drinking (except for bottled water), is allowed in the classrooms, the student resource centre, the theatre room and the internet studio at any time. Please feel free to use Bloomsbury Café for refreshments.
- Smoking is strictly prohibited and not allowed anywhere on the school's premises.
- Please use the area outside door number 7 and ensure you always put your cigarette ends in the bin
- Please do not leave your bags and belongings unattended at any time.
- Bloomsbury International will not accept any abusive behaviour. Please respect and treat all students, staff members and visitors equally. Please see posters around the school, the website and the Student Handbook for further details.
- Please WEAR your student card at ALL times when in the school and on social activities (this is for your safety and security).

## Attendance

Your welfare and safety are important to us and you must let us know in advance if you are going to be absent, by:

- Telephoning the school on **020 7242 2234**
- Emailing **info@bloomsbury-international.com**

It is important to attend your classes every day. We can only issue certificates and book holidays for students who have an **80% attendance rate or higher**.

## Punctuality

Please make sure that you arrive on time. If you are more than **10 minutes** late for your class, your teacher will not allow you in the lesson and you will be marked absent on the register.

If you are late, please go to reception to explain your reasons.

## Change of address/your details

If you change your address, telephone number, email address, name or any other details, you must inform us in writing immediately:

- Complete the short form on eZone (on our website) **OR**
- Email **info@bloomsbury-international.com**

## Booking a holiday

You must book your holiday at least **two weeks** before your holiday starts (late bookings will incur a £25 charge). All bookings must be submitted in writing via eZone or email (as above).



# 🏠 Where is the school?

## Bloomsbury International UK LTD

6-7 Southampton Place,  
London WC1A 2DB, United Kingdom

Telephone: +44 (0)20 7242 2234

**Emergency Telephone: +44 (0)77 6242 5376**

Fax: +44 (0)20 7242 8118

Our email address: [info@bloomsbury-international.com](mailto:info@bloomsbury-international.com)



**School Opening Times : Monday - Friday 8:30 -18:15**

### Transport

#### Nearest tube station

 Holborn Zone 1 (Central and Piccadilly Lines)

Weekly travelcard costs (with an Oyster card):  
zones 1-2: £31.40, zones 1-3: £36.80, zones 1-4: £45.00

#### Buses

1, 8, 19, 25, 38, 55, 59, 68, 91, 98, 168, 171, 188, 242, 243, 521, X68

The cost of a bus journey starts from £1.45  
- you must pay before you board.

### Follow us on



**Bloomsbury News Blog:**  
[bloomsburyinternational.wordpress.com](http://bloomsburyinternational.wordpress.com)

Please look on our notice boards and website for our social programme

## ⊕ Useful numbers

- 999 (or 112) Emergency Police, Fire Brigade, Ambulance
- 101 Police (Non-Emergency)
- 111 NHS (National Health Service, Non-Emergency) : [www.nhs.uk/service-search](http://www.nhs.uk/service-search)
- 020 7534 6500 Soho NHS Walk-in Centre : 1 Frith Street, London W1D 3HZ