

Useful information

My group leader	Name:
Mobile number/s:	
My host family	Name:
Address:	
Post code:	
Phone number/s:	

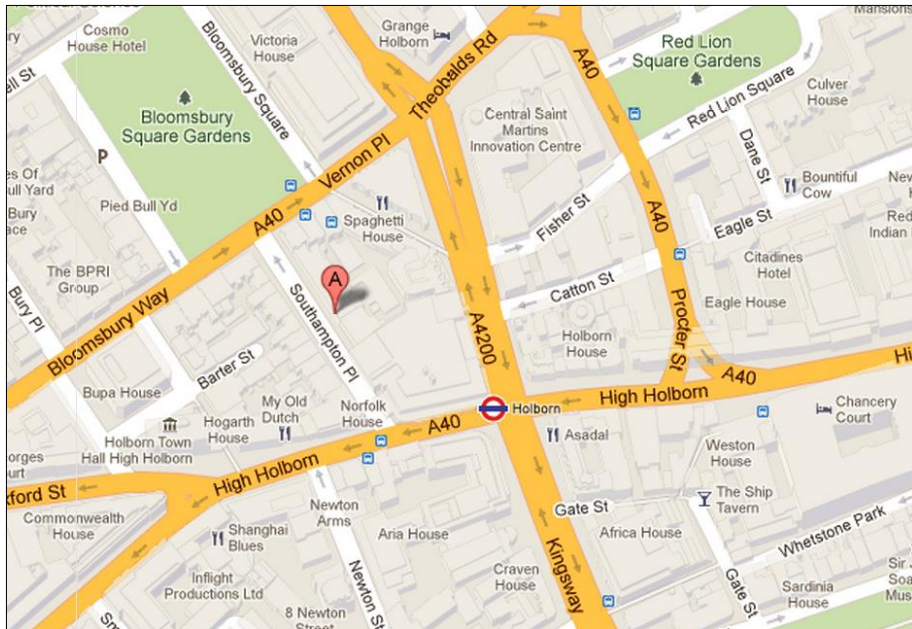
Where is the school?

Bloomsbury International
6-8 Southampton Place
London WC1A 2DB

School telephone: +44 (0)207 242 2234

Emergency phone: +44 (0)7762 425 376

email: info@bloomsbury-international.com



Do you have a question or suggestion?

Please speak to your **guardian** (guardian = the person who looks after you in London, e.g. group leader, family member).

Or you can speak to your Bloomsbury teacher/s.

If you have a personal problem, please speak to Zoe, Sarah or Dicky.

Useful Information / Emergency

- 999 (or 112): Emergency number for Police, Ambulance, Fire.
- 101: Police (Non-Emergency).
- 111: Medical NHS service: fast medical help (non-emergency).
- Soho NHS Walk-In Centre: details below, please ask at reception for further details.
Address: 1 Frith St, London W1D 3HZ / Telephone: 020 7534 6500

Timetable and rules

Name.....

Course start: 23rd June 2014

Course end: 1st July 2014

Timetable

Morning	Class/level	Room	Teacher
09.00 – 09.50			
10.00 – 10.50			
11.00 – 12.15			

Level on arrival

Test	Speaking
Writing	Overall level
Assessed by (name)	

Learning objectives: What would you like to learn in your classes?

Please speak with your Bloomsbury teacher/s directly to talk about these points, he or she will be happy to help.

OUR LEVELS	Beginner	Elementary	Pre Intermediate	Intermediate	Upper Intermediate	Advanced	Proficiency
CEFR	A1	A2	B1	B2	C1	C2	
IELTS	0-2	2-3	3.5-4.0	4.0-5.0	5.0-6.5	6.5-7.0	7.5-9.0
TOEIC	120-224	225-549	550-784	785-944	945-990		
Cambridge		KET	PET	FCE	CAE	CPE	

Dear Student

Welcome to Bloomsbury International! We are delighted that you have chosen to study with us and we hope that you have a wonderful time.

It is very important to us that you enjoy your programme, and it is also extremely important that you feel safe and comfortable here.

Here are a few rules that all our students must follow (please let us know if there is anything you don't understand and we will be very happy to help you).

Rules - at all times:

- Your guardian must always know where you are.
- Make sure that you have this document at all times because it contains very important information, including school telephone numbers.
- Follow your guardian's instructions at all times.
- Always tell your guardian if you have any problems, if you are feeling unwell or if you need help with anything.

School rules:

- Always arrive in time for your lesson and make sure you wear your student card.
- Speak in English at all times.
- Never leave the school without telling your guardian.
- Look after your belongings (e.g. bag, money, mobile phone) at all times. Bloomsbury International cannot look after your belongings for you at any time.
- Eating and drinking are not allowed in any classrooms or computer rooms. You can, however, have a bottle of water with you.
- Your teachers will prepare fun and useful lessons for your class – try and enjoy them as much as possible.
- Do not use your mobile phone during your lessons.
- Please respect all other students and staff – be kind, be polite, be friendly and do not make too much noise in the corridors.
- Please leave the bathroom tidy and the toilet seat clean
 - do not put your feet on the toilet seat
 - always put toilet paper in the toilet and other things in the bins provided
 - never put food down the toilet or in the sinks
 - Use the sink to wash your hands thoroughly but please do not use it to wash your hair, feet, or anything else.

- It is against the law to smoke on the school premises.

Residence rules:

- We hope you enjoy your stay at the residence.
- Please follow the **rules**. If you do not understand them, please ask your guardian or school staff to help you.
- Please look at your *welcome letter* for your **meal details**.
- Please keep the **bathroom** tidy and the toilet seat clean
 - do not put your feet on the toilet seat
 - always put toilet paper in the toilet and everything else in the bins provided
 - never put food down the toilet or in the sinks
 - use the sink to wash your hands thoroughly but please do not use it to wash your hair, feet, or anything else
 - Try not to spend too long in the bathroom as others might be waiting to use it.
- Keep your **bedroom** tidy and do not keep any food there.
- Smoking is not allowed in the residence.
- Please keep the kitchen clean and wash up anything that you use.
- If you go out:
 - You must always tell your guardian where you're going and what time you'll be back.
 - If you are **16 or 17 years old** you must return home every evening by **10pm** at the latest
 - If you are **younger than 16 years old**, you must return home every evening by 9pm at the latest.

Please read our "**Stay Safe in London**" leaflet for more information.

You can also find our FULL **Safeguarding Policy** on our website.

REMEMBER

- Make sure your phone always has battery and credit.
- Make sure you have all of the contact details, addresses or maps that you need
- Always put your safety first.
- If you have any questions, please ask any member of Bloomsbury International staff.