



**Leeds English  
Language School**  
Effective Learning

## **Under 18s Handbook**

We would like to welcome you to Leeds English Language School. The information is a guide for you during your time at the school and in Leeds.

Leeds English Language School welcomes students aged 17+ throughout the year. Although the majority of our students are 18+ we can offer courses to 17-year-olds, who will be monitored and supported by our welfare staff during their studies

Our staff will support you throughout your stay. We are a small independent school which allows us to get to know you very well. All our staff are very experienced and we take your welfare and well-being very seriously. You will be assigned a welfare support person when you arrive, but everyone in school is approachable and friendly so you will always find someone to talk to or to help you.



## First day at school



Please bring your passport or ID when you arrive in school on your first day.

We will take a copy of this and ask you to complete a registration form.

We also suggest you bring your lunch on the first day.

Please arrive at about 8.30 on your first day to allow for registration.

Classes start at 9.00 am.

As you will have already been tested you can join your class. Your teacher will be expecting you.

We will assist you with any letters that you need and help you to arrange bus tickets, an International student card and help you with arranging police registration if required.

You will be given an induction either on your first day or the next day, depending on numbers of new starters.

24 hour emergency school number is: **07775 905 457**

## Health, safety and well-being



It is important that you stay healthy and enjoy your time in Leeds and in the school. Please talk to us if you are feeling unwell or unhappy. We are a caring and experienced staff who are here to support and help you.

## **Telephone numbers**

Keep your mobile charged at all times so that you can contact someone if you need help. Make sure you have the school number and the school emergency number and your homestay family number listed in your phone.

It is also a good idea to have your emergency contacts and information on your phone in case of accident

If you need to contact the emergency services the number is **999**. You must only call this number if you or someone else is at risk.

Make sure your family or homestay family know where you are and that they are able to contact you if they are worried about you. Remember to update us if you change your contact details or mobile number.

## **Valuables**

You are **not** required to carry your passport with you at all times so make sure it is kept safe and secure. It is a good idea to carry a copy with you.

If you lose your documents or they are stolen, report this to your school or homestay immediately. They will advise you what to do.

Do not carry large amounts of cash and avoid showing off expensive items in public places, such as jewellery, latest phones and tablets. Be extra careful in crowded places as there are pickpockets in most cities and take extra care in very quiet areas, especially at night.

## **Useful numbers**

School - **0113 2883047**

School out of hours for emergencies - **07775 905457**

Police, Fire, Ambulance - **999**

## **Health and medical**

It is a good idea to register with a Doctor when you arrive in the UK. Your homestay can help you with this. If you are with your family we can assist you in registering with a Doctor near your home.

## **Safety in school**

If you are concerned or worried about anything in school please talk to your support person and let them know. We will give you information about what to do in case of a fire or an emergency. Take special care when crossing the car park as lorries and vans may be reversing or turning. Make sure you are not distracted by your phone.

## **Safety outside of school**

Traffic in the UK is busy and city centres in particular can be very congested. All vehicles in the UK drive on the left so check both ways, several times before you cross the road. Use a zebra crossing or a pelican crossing where possible.

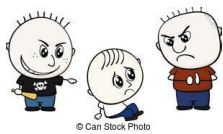
Make sure you always let your family or homestay know where you are going and who you are going with. If you are running late please remember to let them know. Avoid areas that you do not know and avoid being on your own in quiet or rundown areas.

## **Scams and phishing**

Criminals often target students by text, phone or email so if you are asked for information by anyone, for example (home office, NHS, delivery companies, banks or the police), do not give them any information over the phone. If they are persistent, put the phone down and speak to someone in your family or school.

## **Bullying and harassment**

In school we adopt a culture of tolerance and respect, taking into account everyone's, culture, religion and sexuality. However, if you feel upset or intimidated by another student it is important that you speak to us immediately so that we can deal with the situation. You should always feel comfortable in school to be able to express your opinions and be listened to with respect. If you feel bad or scared about something then please speak to us. We are here to help



## **Dos and don'ts**

### **Drugs**

Drugs are illegal in the UK, unless prescribed by a Doctor. Never accept anything from anyone you do not know. If a friend or other student offers you something, always make sure you know what it is and if you are not sure, say no. It is always best to report anything to a member of staff or your homestay.

### **Alcohol**

You cannot buy alcohol in pubs or in shops under the age of 18. You must not allow people to buy alcohol for you either.

### **Smoking**

You must be 18 to buy cigarettes, E cigarettes or tobacco.

### **E-Safety**

Do not send abusive messages or inappropriate content or images. If you are under 18 sexting, (sending or receiving a sexually explicit image, message or video) of people under 18 - including yourself is against the law in the UK

### **Local environment**

Burley Road is about 10 minutes from Leeds by train or bus and Headingley is about a 20 minute walk. Although there are cafes and shops nearby we suggest students bring their own lunch to school. We have coffee, hot chocolate and tea available in school

### **Transport**

Buses from the city centre are regular and the train to Burley Park runs about every 30 minutes. Students can get discounts so please speak to a member of staff on how to download the app.

### **Student card**

You can apply for an International student card which gives discounts in some shops, restaurants, cinemas and theatres by clicking on the <https://www.myisic.co.uk/the-cards/isic-card/>

## Attendance

If you are unable to come to school due to illness or other problems then you must inform us as soon as possible. If we have not heard from you we will attempt to contact you. If we cannot contact you we will call your homestay or emergency contact person. You will need to arrive in school at 8.45 every day and we will call you if you are late. All students are expected to have at least 85% attendance and we do have to inform Embassies of any low attendance

## Social programme

We have a varied social and activities programme, taking all budgets and interests into consideration. We also offer extra classes in school and celebrate traditional UK events. We have one free trip or event every term. Our social activities co-ordinator will visit your class to let you know about these but you can also find information on our notice boards and social media. If you have interests or would like us to arrange something then let us know.



## Useful websites

### Extra advice for international students online:

UKCISA

<http://ukcisa.org.uk>

British Council

<https://study-uk.britishcouncil.org>

English UK

<http://www.englishuk.com>

Learning

<http://www.bbc.co.uk/learningenglish/>

The complete university guide

<https://www.thecompleteuniversityguide.co.uk/>

NHS Student Health

<https://www.nhs.uk/live-well/healthy-body/getting-medical-care-as-a-student/>

