



## Oxford ILS: Pre-arrival Information for Students

We are looking forward to welcoming you at our School. Here is some useful information which will help you prepare for your stay and enjoy your time at the School, in Oxford and the UK.

### HOW TO GET TO OXFORD

Oxford is located not far from London and its airports. There is a train service from London Paddington to Oxford that takes about 60 minutes, and a new train service from London Marylebone to Oxford Parkway.

There are also two bus companies that operate regular services from various stops in London; this journey takes about 100 minutes. You can buy tickets on their websites or at the bus or train station. For Oxford Tube and Oxford Bus you can buy tickets from the driver. Please note that bus drivers will only accept cash payment. For prices and more information please look at the following websites:

Trains: [www.nationalrail.co.uk](http://www.nationalrail.co.uk)  
 Buses from Central London: [www.oxfordtube.com](http://www.oxfordtube.com) [www.oxfordbus.co.uk](http://www.oxfordbus.co.uk)  
 Buses from Heathrow & Gatwick: <http://airline.oxfordbus.co.uk/> [www.oxfordbus.co.uk](http://www.oxfordbus.co.uk)  
 Buses from Stansted & Luton: [www.nationalexpress.com](http://www.nationalexpress.com)

Taxis: The School can arrange a taxi from the airport to take you to your homestay provider on your first day. On arrival at a UK airport your driver will be carrying a sign with your name and the School's name. Do not travel with a driver who you cannot identify in this way. For more information on prices visit our [Other fees](#) page.

By car:

From/To	Motorway/Road Routes	Distance	Time
Dover-Oxford	M20-M26-M25-M40-A40	146 miles / 235 km	2h 44mins
Gatwick (LGW)-Oxford	M23-M25-M40-A40	84 miles / 135 km	1h 28mins
Heathrow(LHR)-Oxford	M4-M40-A40	49 miles / 79 km	1h 3mins
London-Oxford	A40-M40-A40	60 miles / 96 km	1h 47mins
Luton (LTN)-Oxford	A1081-M1-M25-M40-A40	68 miles / 109 km	1h 17mins
Stansted(STN)-Oxford	A120-M11-M25-M40-A40	96 miles / 154 km	1h 41mins

Please contact the School if you need more detailed information on airport transport to Oxford.

### IMPORTANT CONTACT DETAILS

Our Address	Important Contact Numbers
Oxford ILS The Old Music Hall 106-108 Cowley Road Oxford, OX4 1JE United Kingdom <a href="mailto:info@oxford-school.co.uk">info@oxford-school.co.uk</a> <a href="http://www.oxford-school.co.uk">www.oxford-school.co.uk</a>	Oxford ILS Office <b>+44 (0) 1865 403351</b> For general enquiries during office hours (8.45am – 8pm on weekdays), or if you are going to be absent from or late for a lesson.  Emergency number <b>+44 (0) 7956 140847</b> Use this number in case of an emergency <b>ONLY</b> (including accommodation emergencies).

### WHAT TO BRING WITH YOU TO ENGLAND

- ✓ Valid ID or Passport
- ✓ Permission to visit/reside in the U.K. (visa)
- ✓ Documentation about student's proof of address in Oxford (not necessary if the School is providing accommodation)
- ✓ If relevant, previous English certificates
- ✓ Appropriate clothing for all weather conditions, including raincoats and umbrellas!
- ✓ Dictionary or other study aids
- ✓ Enough cash for your first few days in Oxford

**All students are responsible for their personal belongings, and the School is not responsible for loss of any items belonging to the students.**

## YOUR FIRST DAY AT SCHOOL

The Old Music Hall, where we are located, is a shared office building. Entrance to the School and reception area is via the building security door entry system.

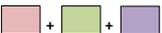
- 1) When you arrive, please contact the School office by using the intercom:  
Press "1009" on the keypad, and then press the button  on the keypad.
- 2) Someone will then come to meet you in the reception area to take you to a classroom.  
**Please arrive at the School on your first day at 9.00am.**
- 3) You will take a short written assessment test so that we can check your level of English and place you in a class with students of the same level. If you have a certificate of completion of an English course at any level, please bring it with you.
- 4) You will receive an induction on health and safety, rules and regulations, and general information about Oxford.
- 5) After the Induction you will receive our Welcome pack and your Oxford ILS Identification Card.
- 6) We will then introduce you to your teacher and you will start your classes.

## DAILY TIMETABLE

You must attend all your classes. If you are late for your lesson you will not be allowed into class. On the first day we will give you your timetable and will tell you what to do if you are sick and cannot attend your class.

*Full-time class schedules (This timetable is a sample and subject to change):*

Monday	Tuesday	Wednesday	Thursday	Friday
Lesson 1 09.00 – 10.30				
Break 10.30 – 10.45				
Lesson 2 10.45 – 12.15				
LUNCH 12.15 – 13.15				
Lesson 3 13.15 – 14.45				
Break 14.45 – 15.00				
Lesson 4 15.00 – 16.30				

- 15 taught hours in total = 
- 24 taught hours in total = 
- 30 taught hours in total = 

### ➤ Lunch

Meals are not available at our premises, but we provide tea and coffee. However, the School is located on Cowley Road where there is a wide selection of cafes, restaurants, pubs and supermarkets. We recommend students budget approximately £5 a day for lunch.

## STUDY VISAS

If you are visiting the UK on a student visa, you must attend your lessons. If you stop attending lessons, the School will have to inform the Home Office, which might result in losing your visa and having to leave the country.

Students from the following countries must register their stay with the police within seven days of their arrival:

Afghanistan, Algeria, Argentina, Armenia, Azerbaijan, Bahrain, Belarus, Bolivia, Brazil, China (including Hong Kong and Macao), Colombia, Cuba, Egypt, Georgia, Iran, Iraq, Israel, Jordan, Kazakhstan, Kuwait, Kyrgyzstan, Lebanon, Libya, Moldova, Morocco, North Korea, Oman, Palestine, Peru, Qatar, Russia, Saudi Arabia, Sudan, Syria, Tajikistan, Tunisia, Turkey, Turkmenistan, United Arab Emirates, Ukraine, Uzbekistan, Yemen.

If you are not from one of the above mentioned countries, but your visa stamp in your passport (or letter from the Home Office) states that you are required to register with the police then you must do so.

To register with the police you need:

- ✓ Your passport
- ✓ A completed Police Registration Form
- ✓ An Oxford ILS confirmation letter
- ✓ One up-to date passport-sized photograph
- ✓ £34.00 to pay for the registration  
(Try to have the exact amount)

Where to go: Oxford Police Station, St Aldates, Oxford, OX1 1SZ

*If you have any queries regarding this registration with the police please contact the Overseas Visitors Registration Office on tel. +44 (0)1865 293609 during office hours (Mon-Thu 8am-4pm and Fri 8am-3:30pm).*

*You can also send an email to: [OVRO@thamesvalley.pnn.police.uk](mailto:OVRO@thamesvalley.pnn.police.uk)*

## **RULES AND REGULATIONS**

We expect all of our students to follow the School's rules and regulations. If you do not follow them, you will receive a verbal warning, this will be followed by a written warning and, if you still do not change, you will be asked to leave.

Students who do not attend classes for five continuous days without telling the School, will be removed from the class register, and it will not be possible to guarantee a place in the same class when they return. Students who attend less than 85% of their classes may also be removed from the class register. If you do not attend 85% of your classes, or are continuously absent without submitting a doctor's note, or giving another good reason, the School will follow the four steps of the Expulsion Policy.

If you are absent for a week or more and can show us a doctor's certificate, you may ask for a course extension.

Oxford ILS reserves the right to expel a student immediately in serious cases of misbehaviour (for example: proven theft).

For more information see our [Terms and Conditions](#), [Anti-bullying Policy](#) and [Expulsion Policy](#).

## **TRIPS AND EXCURSIONS**

Oxford ILS also offers students excursions organised by our partner travel organisations. For example:

- City Tours (London, Edinburgh, Brighton, Cambridge, Bath & Stonehenge)
- Harry Potter Studio Tour
- Thorpe Park Adventure Day
- Warwick Castle & Stratford Upon Avon
- Portsmouth and Isle of Wight
- Brighton and Bournemouth Beach

If you want to buy a ticket, please speak to the Office and we will arrange it for you at no extra cost. Costs for full day excursions are from £35-£75 per student. The exact price for each excursion is displayed in every classroom. If you would like to visit other cities and attractions in the UK or abroad, our partner UK Study Tours organises guided excursions every weekend. Posters and leaflets with excursions are available at the School. Students can book these trips through the School Office after their course starts, and are charged at the time of booking.

## **CERTIFICATES**

If you attend your classes, complete homework, assignments, and pass your progress tests, you will receive an Attendance certificate. Long-term students, who complete a level or a full-time exam class, will receive a Course Completion certificate.

## **MEDICAL AND DENTAL CARE**

Before coming to study at Oxford ILS you should take out medical (even if you are entitled to NHS treatment) and travel insurance to cover any repatriation costs (costs of returning home) in the case of an accident or emergency.

Emergency treatment in the John Radcliffe Hospital Accident and Emergency department is free for everyone, however, the follow-up treatment may not be free. If you are a full-time student for six months or more, you are entitled to NHS treatment. You should register with a local doctor on arrival.

If you are here for less than six months you are entitled to the same treatment if you come from countries in the European Economic Area, or other countries such as Russia and some of the former Soviet Republics, with whom the UK has reciprocal health care agreements. If you are entitled to NHS treatment, you will not have to pay for a visit to the doctor or hospital treatment. However, you will have to pay for medicines, dental treatment and optical treatment.

Your homestay provider will tell you about a suitable doctor or dentist and the Accommodation Manager will also give you advice and assistance on this.

Students with disabilities are welcome by Oxford ILS, but please let us know your needs and details of your disability before you arrive so we can make arrangements for you.

## **LIABILITY AND INSURANCE**

The School is not responsible, and cannot be held liable, for any loss, or damage to property, nor for any accident whilst at the homestay provider. It is strongly recommended you have adequate insurance cover for your possessions. You are also required to make your own arrangements for travel and medical insurance.

## **CONTACTING HOME**

By telephone: International phone calls from mobile phones are normally very expensive. However, discount phone cards are available from a local shop to use with mobile phones, or from phone boxes.

By email: Wi-Fi connection is available at the School. Please bring your own laptop or tablet.

## **MONEY**

Do not carry more money than you need. Avoid high value notes (e.g. £50) and make sure you always carry money in a safe place (i.e. NOT your back pocket). Remember that you are responsible for the safety of your cash and valuable possessions.

We recommend that you budget for £120 per week, for personal expenses, local travel and social activities. You will require additional funds to pay for car hire and weekend trips, if necessary.

Typical costs (approximate):

Sandwiches	£ 3.50	Pub lunch	£ 11.00	Water (33cl)	£ 1.00	Restaurant meal	£ 20.00
Pizza/Pasta	£ 6.00	Cinema	£ 8.00	Coke/Pepsi (33cl)	£ 1.20		
Tea/Coffee	£ 2.70	Bus Pass (week)	£ 15.99	Bus Pass (month)	£ 55.49	Local Taxi	£5.00-£15.00

The easiest way to access cash is from 24 hour ATM machines accepting VISA and MasterCard. There are many ATM machines in Oxford and around the School. Travellers' cheques can be exchanged in most banks and in the post office, at the desk marked 'Bureau de Change'.

## **BANKS AND BUREAUX DE CHANGE**

You can change money at any large bank, bureau de change or travel agency. Remember that money changers often give different exchange rates and charge different levels of commission. Try to avoid receiving £50 notes as they are sometimes difficult to change. Visa, Mastercard and other credit cards are accepted in many shops and restaurants.



## **OPENING A BANK ACCOUNT**

Short-stay students cannot open a bank account in the UK. Long-term adult students may be able to open a "basic bank account" with some banks. Most basic bank accounts are free. Taking out money from most cash machines is free too.

If you choose to open a bank account whilst in the UK, you will need to take your passport, a Confirmation letter from Oxford ILS, your identification (for example your passport with student visa), tenancy agreement and/or utility bill as proof of your address, if you live on your own and not with a host family. A letter of reference from your bank in your home country may also be useful.

When your family send money from your country to your UK bank account, you need to tell them:

- Account name
- Name and address of your bank in the UK
- Name and address of your bank in your country
- Sort code (six digit number, e.g. 11-39-42)
- BIC/IBAN numbers
- Account number (seven digit number, e.g. 1879351)

Most banks are open 9am-5pm on weekdays, and also on Saturday mornings. There are many banks in Oxford such as:

- Barclays Bank PLC, 54 Cornmarket Street, Tel: 08457 555555
- Lloyds TSB, 1-5 High Street, Tel: 08453 000000
- Santander, Carfax, Oxford, OX1 1HB, Tel: 0845 7654321
- Natwest, 32 Cornmarket Street, Tel: 08453 019797
- HSBC Bank PLC, 65 Cornmarket Street, Tel: 08457 404404

### **TRAVELLING IN AND AROUND OXFORD**

There are two bus companies in Oxford - Oxford Bus Company and Stagecoach. You can use both companies with the same ticket within the "Oxford SmartZone" area.



You can buy Oxford SmartZone bus passes from the Oxford Bus Company travel shop near the School at 44-45 High Street, Oxford OX1 4AP. A weekly pass costs £15.99, and a monthly pass costs £55.49.

Cycling is a great way to get around Oxford. Be aware that bike theft is quite common - especially at night after the pubs close - so keep your bike locked up when you are not on it. To hire a bike you will have to bring your ID, proof of address and pay a deposit. You can hire a bike from:

<p><b>Cyclo-Analysts</b> - 150 Cowley Road, OX4 1JJ          Tel: 01865 424 444  <a href="http://www.cycloanalysts.com">www.cycloanalysts.com</a>          Costs from £10 for one day, £18 for two days, £24 for three days, £36/week.</p>	<p><b>The Cycle Centre</b> - 85 Walton St, Oxford OX2 6EA          Tel: <a href="tel:01865554646">01865 554646</a>  <a href="http://thecyclecentre.com/">http://thecyclecentre.com/</a>          Costs from £10 for one day, £15 for two days, £18 for three days, £25/week.</p>
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### **TRAVELLING TO LONDON**

**By Coach** - There are two coach companies that go to London 24 hours a day. You can get timetables for London coach services from the School or by visiting the coach company website. Both coaches leave from Gloucester Green coach station and also stop at St. Clements bus stop (close to the School). The journey to Victoria Station in Central London takes about 90 minutes.



- **Oxford Tube** – coaches leave every 12-15 minutes, [www.oxfordtube.com](http://www.oxfordtube.com)
- **Oxford Express (X90)** – coaches leave every 15-20 minutes, <http://x90.oxfordbus.co.uk/>
- **Approximate Fares:**

Journey	Adult	Student
Single (one-way)	£15.00	£11.00
Return Trip (Same day or 24hr)	£18.00	£14.00

**Trains** run regularly from Oxford station to Paddington station or Oxford Parkway station to Marylebone station. The journey takes about one hour. For the timetables and fares please visit: [www.nationalrail.co.uk](http://www.nationalrail.co.uk).

### **LINKS TO SOME USEFUL INFORMATION FOR YOUR STAY IN OXFORD**

- [How to stay safe in the UK](#)
- [Oxford city centre map with bus routes and bus numbers](#)

### **USEFUL WEBSITES ABOUT OXFORD**

- <http://experienceoxfordshire.org/travel-information/> - tourist information about Oxfordshire.
- [www.dailyinfo.co.uk](http://www.dailyinfo.co.uk) – lots of information about Oxford city, with reviews and maps etc.
- [www.oxfordcity.co.uk](http://www.oxfordcity.co.uk) – tourist information.
- [www.ox.ac.uk](http://www.ox.ac.uk) – the website of Oxford University.
- [www.oxford.gov.uk](http://www.oxford.gov.uk) – the City Council website.
- <http://city.oxfordbus.co.uk/> - Oxford Bus Company.