



## 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 either London Paddington to Oxford or London Marylebone to Oxford, which takes about 60 minutes

The Oxford Tube is a bus company, operated by Stagecoach, which runs regular services from various stops in London. The journey to Oxford takes about 1 hour 40 minutes. You can buy tickets on their website or from the driver. Bus drivers can accept cash, contactless or online payments. 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)  
 Buses from Heathrow & Gatwick: <http://airline.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 45mins
Gatwick (LGW)-Oxford	M23-M25-M40-A40	84 miles / 135 km	1h 30mins
Heathrow(LHR)-Oxford	M4-M40-A40	49 miles / 79 km	1h 00mins
London-Oxford	A40-M40-A40	60 miles / 96 km	1h 40mins
Luton (LTN)-Oxford	A1081-M1-M25-M40-A40	68 miles / 109 km	1h 15mins
Stansted(STN)-Oxford	A120-M11-M25-M40-A40	96 miles / 154 km	1h 45mins
St Pancras-Oxford	A40-M40-A40	59 miles / 95 km	1h 30mins

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 – 6pm 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 Passport
- ✓ Permission to visit/reside in the U.K. (visa/ETA)
- ✓ Documentation about student's proof of address in Oxford (not necessary if the School is providing accommodation)
- ✓ Mobile phone, laptop or tablet, chargers, pens, pencils writing paper or note book
- ✓ If relevant, previous English certificates
- ✓ Appropriate clothing for all weather conditions, including raincoats and umbrellas!
- ✓ Enough cash for your first few days in Oxford

## 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 “24” on the keypad, and then press this 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 (ONLY in case it varies from the timetable below) 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):

- General English Standard (AM) ➤ 15 taught hours in total = 
- General English Intensive ➤ 24 taught hours in total =  
- General English Super Intensive ➤ 30 taught hours in total =   

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

### **Lunch**

Meals are not available at our premises, but we provide tea, coffee, and cold, filtered water. 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 £6-£10 a day for lunch.

## STUDY VISAS

Depending on your nationality, you may need a visa or ETA (Electronic Travel Authorisation) to enter the UK. Please do not forget to travel with your Oxford ILS Course Confirmation Letter or ETA. You may need these when entering the UK. If you are visiting the UK on a Short-term Student Visa, you must attend all 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.

You can learn more about studying English in the UK and Visa information by clicking on the links below:

- <https://study.englishuk.com/travel-and-visas/>
- <https://study.englishuk.com/travel-and-visas/short-term-study-visa/>
- <https://www.gov.uk/check-uk-visa>

This information is provided by English UK/UKVI.

## 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.

All students must attend all their classes. 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 the School will follow steps as described in the Expulsion Policy.

If you are absent for a week or more due to illness, then you must provide Oxford ILS a doctor's certificate.

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

No refund will be given to the student who has been asked to leave the School because of bad attendance, bad behaviour or breaking the rules.

For more information see our [Terms and Conditions](#), [Anti-bullying Policy](#), [Attendance 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)
- 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 £60 per student. The exact price for each excursion is displayed in every classroom. Students can book these trips through the School Office after their course starts, and are charged at the time of booking.

Large groups must book their trips and excursions in advance, at the time of registration.

### **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. 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, and optical treatment. If you have a European Health Insurance Card (EHIC) please bring this with you.

If your study period is longer than six months then you will have to pay the Immigration Health Surcharge as part of your visa application. The fee is £766 for between 6 and 11 months, and allows students to visit the doctor and have medical treatment without any additional cost. You will have to pay for medicines, dental, 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 at 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 during your course or 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. You can also buy local sim cards that can be either topped up online, or in some shops such as Sainsbury's or Tesco.

By email: Wi-Fi connection is available at the School and at the homestay. 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	£ 4.50	Pub lunch	£ 15.00	Water (33cl)	£ 1.50	Bus Pass (week)	£ 18.00
Pizza/Pasta	£ 10.00	Restaurant meal	£ 25.00	Coke/Pepsi (33cl)	£ 1.50	Bus Pass (month)	£ 61.00
Tea/Coffee	£ 3.70	Cinema	£ 9.00			Local Taxi	£5.00-£20.00

The easiest way to access cash is from 24 hour ATM machines, which accept VISA and MasterCard. There are many ATM machines in Oxford and around the School. Travellers' cheques and foreign currency 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 and your British Residence Permit, where applicable. A letter of reference from your bank in your home country may also be useful.

When your family sends 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, OX1 3HB, Oxford. Tel: 0345 7345345
- Lloyds TSB, 1-5 High Street, Carfax, Oxford OX1 4AB. Tel: 0345 6021997
- Santander, Carfax, Oxford, OX1 1HB, Tel: 0800 0851491
- HSBC Bank PLC, 65 Cornmarket Street, Oxford OX1 3HY. Tel: 0345 7404404

## **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. See bus map link below.



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 single bus journey (one way) costs £2.00. A weekly pass costs approx. £18.00, and a monthly pass costs £61.00.

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.

You can hire a bike from:

Donkey Republic – 24/7 Bike Hire  
The Eastgate Hotel, 37 High Street, Oxford  
2 hr, 24 hr rates  
Download the app:  
<https://www.donkey.bike/how-it-works/>

## **TRAVELLING TO LONDON**

**By Coach** – The Oxford Tube (Stagecoach) travels to London 24 hours a day. You can get timetables from the School or by visiting the coach company website. The coach leaves from Gloucester Green coach station and also stops 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)
- **Approximate Fares:**

Journey	Adult	Student
Single (one-way)	£16.00	£15.00
Return Trip (Same day or 24hr)	£24.00	£20.00



**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).

Please see useful links below for information about how to stay safe in the UK, websites about excursions and tours around and near Oxford and other useful information. If you have any other questions please do not hesitate to contact us.

## **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.

**WE LOOK FORWARD TO WELCOMING YOU TO OXFORD ILS!**