

STUDENT NOTES – TLI ENGLISH SCHOOL – WELCOME!

Here is some useful information about the school and Edinburgh.

THE SCHOOL

REGISTRATION

When you arrive at the school you need to complete a registration form, if you have not already done so. If you are from outside the European Union you will be asked to show your passport and any visa you have. We will take a photocopy of your passport and visa. Please give us 2 passport sized photographs. One of these is to make a student identity card for you. You will be asked to pay for your course when you have completed your registration. You should tell us of any medical problems that might need attention while you are in the school such as allergies and / important medication.

YOUR CLASS

We will give you a small written and oral test when you arrive to make sure we place you into the correct class. When we know which class you are in you will be introduced to your teacher, given a timetable and told which classroom you will study in. If you think the class is too easy or too difficult or are not happy with the teacher or other students please speak to Hamish or Eileen as soon as possible.

YOUR COURSE

All TLI teachers are encouraged to use a communicative approach to teaching. This means that you will study English in a way that encourages you to learn and use the language in a real way. Of course you will study grammar but the focus will be on using what you learn in a communicative context.

At the beginning of each month your teacher may give you a list of topics and grammar which they will do that month. There is no set textbook for your course (except exam preparation courses)*. The teacher will use a range of different books and when appropriate, will give you photocopies.

Students will be given information about their course by the Director of studies and they may request a copy of the syllabus used by the teacher at their level (this includes exam preparation courses).

TLI strongly encourages all students to study English after their lessons. If you would like to remain in the school after your class to study you are very welcome to. Check the notice board to find out which classrooms you can use for quiet study in the afternoon.

*Students will be asked to purchase an exam course book

COMPUTERS AND INTERNET

You are welcome to use the computers and free internet in the Students' Computer Room. There is free wireless internet available too so if you would like to use your wireless enabled laptops please ask Hamish for the password

LIBRARY / VIDEOS

All TLI students can borrow books and/or videos from the TLI Library. If you want to borrow something please speak to a member of staff in the office who will take a note of what you have borrowed.

FOOD AND REFRESHMENTS

In the student's computer room there are tea and coffee making facilities as well as fresh clean cold water. Please remember to take care when making hot drinks as the water is extremely hot. Also, please do not take hot drinks into the classrooms and make sure you dispose of any plastic cups you use in the bins provided.

DISCOUNTS

TLI will give you a student card which you can use to get discounts at many shops, cafés and restaurants. We recommend you purchase a "SNAPfax". This is a discount card that will get you money off for many things, including Eating, Drinking, Health, Beauty and Hair, Shopping, Sports and Leisure, Services (such as Taxis) and Clubbing. You can buy one from SNAPfax sellers in the street or at www.snapfax.co.uk. It costs £3.

TRANSPORT

The easiest way to travel around Edinburgh is by local bus. Lothian Buses operate an excellent bus service around the city. The number 13 bus stops directly outside TLI School. There are many buses that stop at Haymarket Station (5 minutes walk from school) including the numbers 33, 31, 3, 26, 44, 4.

Prices for travel on Edinburgh buses:

SINGLE TICKETS – *One journey, any distance - Available on-bus* Adult (£1) Children 5-15 years old (60p) (NOT VALID ON NIGHT BUSES OR AIRPORT BUS)

DAY TICKETS – *Unlimited journeys - Available on-bus* Adult (£2.50) Children 5-15 years old (£2) (NOT VALID ON NIGHT BUSES OR AIRPORT BUS)

WEEKLY TICKETS – *Unlimited journeys – Must buy in shop before journey -* Adult (£13) Under 26 Student (£11) (NIGHT BUSES COST £1 WITH THIS TICKET)

4 WEEK TICKETS – *Unlimited journeys - Must buy in shop before journey -* Adult (£13) Under 26 Student (£11) (NIGHT BUSES COST £1 WITH THIS TICKET)

SOCIAL EVENTS

Please check the social activities notice board for details of events each week. Events include: Walks and tours of the city, Nights out, BBQs in the school garden, film afternoons, quiz nights and more. Please note that some events will cost something to participate in. These costs (if any) will be advertised on the notice board when appropriate. Please also note that some events have a maximum number of students so you should write your name on the event sheet as soon as possible. NB Social events are only guaranteed from June to September

POLICE

Some foreign nationals must register themselves with Lothian and Borders Police within 2 weeks of arriving in Edinburgh. There is a small registration fee but it is highly recommended to do so as it may prevent problems in the long run. See address on back page.

HEALTH

In the UK, most people register themselves with a GP (General Practitioner). Your GP is a local doctor who you should see if you are ill.

You should simply call in to the GP office and ask if you can register. However if you are staying in Edinburgh for less than 3 months you do not need to register with a doctor but will be seen as a temporary patient, if you ever require medical treatment. In these circumstances, all you have to do is to contact the practice of your choice, explain that you are staying in Edinburgh for a short time, and ask to see a doctor.

The National Health Service provides healthcare for free but there is a charge (currently £6.85) for each item of medicine that a doctor may prescribe.

If you have a medical emergency you should telephone 999. This is the number for ALL emergencies in the UK.

The UK government also runs a medical helpline (NHS Direct) on Tel: 08454 24 24 24. You can call this number at any time if you feel unwell.

If you wish to see a dentist you must also register first with one of the many dental surgeries in the city. Remember that you must pay for dental treatment in the UK.

BANKING

Visa and Access (Mastercard, Eurocard) are widely accepted throughout the UK. They are also a useful means of establishing a credit rating.

If you are staying in the UK for several months you may wish to open a bank account. It can be useful when paying bills and it is unwise to keep large amounts of cash in your accommodation. It can take several weeks to open an account in the UK.

Check with your bank in your home country if it has a special relationship with a bank in the UK and whether it can assist you with the bank account opening process. At some international banks you can open an account in your home country (or online) and access the account from the UK making it easier for funds to be transferred from your home to the UK. (Check out HSBC and Barclays).

To open an account go to the bank with your passport, a letter from TLI confirming your place on an English course, evidence of your home address such as a bank statement (translated if possible) and evidence of your Edinburgh address (such as a tenancy agreement from a reputable letting agency or a utility bill).

SCHOOL RULES AND REGULATIONS

Misconduct – Students will be given a written warning for:

- Repeated absence / tardiness without reasonable cause
- Bullying *
- Abusive behaviour*
- Misuse of computers / internet (e.g. viewing inappropriate web content)
- Consuming food in class
- Repeated failure to complete coursework and homework without reasonable cause

Gross Misconduct – Students will be excluded from school without reimbursement of fees for:

- Violent behaviour
- Consuming alcohol and / or illegal substances / Being drunk on school premises
- Smoking inside school building
- Theft or wilful damage to school property
- 3 written warnings
- Racial abuse to other students / staff *

In addition to the rules set out above, TLI English Language School request that all students:

- Behave in a polite and kind manner to all other students
- Dress in an appropriate manner
- Refrain from consuming food and hot drinks outside the common room / kitchen

*How to recognise bullying / aggressive / racist behaviour and what you should do:

Bullying – Bullying is when a student or member of staff attempts to intimidate another student or member of staff physically or mentally or when they make insulting comments.

Racial Abuse – Racial abuse is when a student or member of staff makes unpleasant comments about another student or members of staff's colour, nationality and / or religion.

Abusive behaviour – Abusive behaviour is when a student or member of staff makes unpleasant comments about someone else's physical appearance and / or intellectual ability.

What you should do:

If you see or hear about any of these types of behaviour you should IMMEDIATELY inform a member of the school staff. If you prefer, you may do it in writing. DO NOT try to deal with the situation by yourself. DO NOT approach or respond to a student who is behaving in a bad way.

NB. The school management reserves the right to make amendments to school rules at any time.

REFUND / ATTENDANCE POLICIES

Non-Arrival / Cancellations

Refunds of course fees paid in advance will be given under the following circumstances:

- 100% of course fees if course is cancelled 12 weeks or more in advance.
- 80% of course fee if course is cancelled 8-11 weeks in advance.
- 50% of course fee if course is cancelled 4-10 weeks in advance.
- 25% of course fee if course is cancelled 2-3 weeks in advance.
- No refund will be given if course is cancelled less than two weeks in advance.
- No course fees will be refunded to students who arrive later than 1 week after the booked course start date although if a student arrives within 4 weeks after the booked start date a new start date will be offered.

TLI will consider refunding course fees paid in advance if an individual has extenuating circumstances although this is not guaranteed.

Non-Attendance

- TLI will not give any refunds of course fees for classes missed by students.
- TLI reserves the right to cancel a course if attendance by a student falls below 80%. This percentage will only be calculated after 2 weeks.
- Non-attendance by non-EU nationals will be reported to the appropriate government authorities.

USEFUL ADDRESS / TELEPHONE NUMBERS / WEBSITES

SOCIAL / LEGAL / HEALTH

POLICE

Police Headquarters

Fettes Avenue, Edinburgh, EH4 1RB

Tel: 0131 311 3131

CITIZENS ADVICE BUREAU

58 Dundas Street, Edinburgh, EH3 6QZ

Tel: 0131 557 1500

Gives free advice to anyone on a range of legal and social issues

DOCTORS IN EDINBURGH

<http://www.city-visitor.com/edinburgh/doctors.html>

List of GPs in the Edinburgh area

ROYAL INFIRMARY OF EDINBURGH

51 Little France Crescent, Old Dalkeith Road, Edinburgh, EH16 4SA

Tel: 0131 536 1000

Edinburgh's largest hospital. This hospital has the only walk-in accident and emergency centre for the general public.

DENTISTS IN EDINBURGH

<http://www.city-visitor.com/edinburgh/dentists.html>

List of dentists in the Edinburgh area.

SCOTTISH DRUGS FORUM

139 Morrison Street, Edinburgh, EH3 8AJ

Tel: 0131 221 9300

Gives free advice on a range of drugs issues

LGBT

<http://www.lgbthealth.org.uk/>

Gives free advice and help on a range of sexual issues / problems to the lesbian, transsexual and gay communities.

SPORT / LEISURE

<http://www.edinburghleisure.co.uk>

City of Edinburgh Council website listing a full range of public sporting and leisure facilities.

MEADOWBANK SPORTS CENTRE

139 London Road, Edinburgh, EH7 6AE

Tel: 0131 661 5351

Outdoor and indoor sports centre including velodrome, athletics track, gym, badminton and tennis.

ROYAL COMMONWEALTH SWIMMING POOL

21 Dalkeith Road, Edinburgh, EH16 5BB

Tel: 0131 667 7211

50 metre swimming pool plus diving boards, gym and fitness centre. Also, aerobics, yoga and martial arts classes.

ENTERTAINMENT

CAMEO CINEMA

38 Home Street, Edinburgh

Tel: 0131) 228 4141

ODEON MULTIPLEX

Westerside Plaza, 120 Wester Hailes Road, Edinburgh

Tel: 0871 2244007

VUE ENTERTAINMENT CINEMA

21 York Place, Edinburgh, EH1 3EN

Tel: 0870 224 0240

VUE CINEMA

Omni Leisure Building, Greenside Place, Edinburgh, EH1 3AA

FILMHOUSE CINEMA

88 Lothian Rd, Edinburgh, EH3 9BZ

Tel: 0131 228 26

<http://www.edinburghguide.com/aande/theatre/venues/edinburgh.shtml>

Website listing all of Edinburgh's Theatre

SNAPfax

www.snapfax.co.uk

TRANSPORT

LOTHIAN BUSES TRAVEL SHOPS

27 Hanover Street, Edinburgh

Waverley Bridge Travelshop

Shandwick Place Travelshop

Customer shop for buying advance tickets and bus cards.

WAVERLY RAILWAY STATION

Edinburgh, EH1 1BB

Tel: 0131 550 2031

Largest station in Edinburgh with routes to London, Glasgow and the rest of the UK

HAYMARKET RAILWAY STATION

Haymarket Terrace, Edinburgh, EH12 5EY

EDINBURGH AIRPORT.

EH12 9DN

Tel: 0870 040 0007

Edinburgh's main airport with flights to Europe, America and the UK

CENTRAL TAXIS

Tel: 0131 229 2468

CITY CABS

Tel: 0131 228 1211

<http://www.britinfo.net/taxis/TBEMP28050.htm>

Website listing of taxis and minicabs in Edinburgh

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