

ENGLISH LANGUAGE TRAINING

STUDENT HANDBOOK Adult Programme 2011

Meridian School of English is a trading name of Tellus Ltd
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Registered in England & Wales Company Number: 03029969

Welcome

We are pleased to have you here and hope that you will enjoy your stay with us! The following information may be helpful to you...

IMPORTANT TELEPHONE NUMBERS

| | |
|--|---------------|
| Meridian School (office hours) | 0845 673 3007 |
| Meridian Emergency Number (24 hours) | 07812 181505 |
| Emergency Services (Police/Ambulance/Fire) | 112 |
| Taxi – Plymouth | 01752 222222 |
| Taxi – Portsmouth | 02392 654321 |

If your parents / friends want to call you from overseas, they need to dial:

+44 1752 + Telephone number (host family) for Plymouth

+44 239 + Telephone number (host family) for Portsmouth

+44 845 67 33 007 for Meridian School

WHAT WILL YOU BE LEARNING?

Here are some topics from the General English course:

- Meeting and greeting people
- All about you (past, present and future)
- Work (What do you do?)
- Finding your way around (directions)
- Countries and cities (comparisons)
- Leisure and fun activities (What do you like to do?)
- Diaries and schedules (current activities and making future plans)

(These topics are an example of what you may be doing. The level is aimed at Pre-Intermediate, so it may not be exactly the same as yours. This may also be different if you have requested something specific.)

Grammar and Skills

Our courses have a good balance of grammar and skills (speaking / listening/ reading / writing), so you will have enough practice in all of these areas. This will ensure that you remember what you've learned and that you'll be able to use it in real life situations.

Course Books

For shorter courses (4 weeks or less), you may have to pay a deposit to use our books, or buy the books (if it is an examination course). Please don't write in these books or damage them, so that we can return your deposit.

Attendance

You need to attend ALL OF YOUR ENGLISH LESSONS. If you cannot come to class (because you're ill), please phone immediately, so that someone can tell your teacher - 0845 673 3007.

Your Schedule

On your FIRST DAY:

Please come to Meridian School at 09:00 to attend a WELCOME MEETING with Student Services

You will do a PLACEMENT TEST after the meeting so we can place you at the right level

At 11:00 you will go into an introductory class

At 12:30 you can enjoy lunch either at Meridian in the Student Area or somewhere nearby

At 13:30 you will be taken on a walking tour of Plymouth or Portsmouth

On your SECOND DAY:

Your English classes start at 09:00.

If your lessons are in the afternoon, your classes start at 13:30.

If your lessons are in the evening, you will be informed about the time table after your placement test.

On your LAST DAY:

Your teacher will give you a CERTIFICATE.

ACCOMMODATION AND FOOD

Homestay

You are treated as one of the family and have access to all the communal living areas (e.g. living room, dining room, kitchen and garden). You may have full-board (breakfast, lunch and dinner) or half-board (breakfast and dinner daily, and also lunch on Saturday and Sunday).

Private Home

This is an alternative way of living with a family. You can choose full-board or half-board. You have use of all the facilities within the house. e.g. kitchen, washing facilities etc, subject to the house rules.

Things to remember:

Some hosts do not have internet access. If they do, and they allow you to use it, please do not abuse it (e.g. don't download harmful / inappropriate material).

You must keep your own room clean.

Please don't use the host's phone. You may receive calls on it, but you may not make calls on it. Use your mobile instead.

There are specific times that you need to be home:

| | |
|--------------------|-----------------------------------|
| ADULTS (over 18) | Please agree this with your hosts |
| 17 years old | You MUST BE HOME by 23:00 |
| 16 years old | You MUST BE HOME by 22:00 |
| 14—15 years old | You MUST BE HOME by 21:00 |
| 12—14 years old | You MUST BE HOME by 20:00 |
| Under 12 years old | You MUST BE HOME by 18:00 |

These are Meridian's rules and we expect that you follow them. If you are going to be late, please CALL your host and inform them. If you don't call them and you are under 18, they will call the police to find you if you are late. We will then have to call your parents and you may be sent home. Meridian reserves the right not to refund your money if this happens. So, please respect the rules that are in place to keep you safe, and enjoy your stay with us.

If you have any questions about accommodation please speak to Student Services, they who will be more than happy to assist you.

KEEPING YOURSELF AND YOUR THINGS SAFE

PASSPORT, AIRLINE TICKETS and MONEY— please keep these in a safe place at your host's home.

When you go out don't take a lot of money with you and don't walk around late at night by yourself, especially if you are female (take a taxi home or ask a male friend to walk you home)

HEALTH

NHS treatment is FREE IF YOU ARE FROM THE EU. Other students may need their own medical insurance if the UK does not have a reciprocal agreement with your country.

If you need to see a doctor (GP) or a dentist, please call Student Services on 0845 673 3007 who will help you. Remember that you will still need to pay for your medicine.

If you have a MEDICAL EMERGENCY, CALL AN AMBULANCE ON 112!

You will need to give the following information:

Name and date of birth of the patient, sex, nationality and where you are (make a note of the street-name and the nearest house number).

MERIDIAN RULES

We hope that everyone will behave responsibly so that you can have a good time. We've set out some rules to help you understand the rules:

DRUGS

It is **ILLEGAL** to **BUY / USE** illegal drugs! Don't do it!

TOBACCO

It is **ILLEGAL** to **BUY** tobacco if you are **UNDER 18!**

ALCOHOL

It is **ILLEGAL** to **BUY** alcohol if you are **UNDER 18!**

It is **ILLEGAL** to **DRIVE A CAR** if you have had too much to drink – **DON'T DRINK AND DRIVE!**

THEFT

Shoplifting and other forms of theft are very serious - Please, don't do it!

GENERAL BEHAVIOUR

Please be **ON TIME** for your lessons / work placement. If you are late, you will not be allowed into the class until the next break.

You **MUST ATTEND ALL YOUR ENGLISH LESSONS.**

Please **DO NOT SMOKE** in the building.

Please **BEHAVE IN A PROPER MANNER** (e.g. don't be noisy, no swearing, do not download anything on the school's computers etc.)

Please **DO NOT USE YOUR MOBILE** in the classroom.

Please **OBEY THE UK LAWS** (e.g. do not discriminate against someone on the grounds of race, religion, sex, etc.)

OUR POLICY ON BAD BEHAVIOUR

Bad behaviour (e.g. bullying, racism, aggression or intimidation) WILL NOT BE TOLERATED. We may stop your course and send you home without a refund

If you are a victim of any of these offences, or you know of someone else who is, please speak to Student Services). We want everyone to have a good time while they're here, so please ask for help.

TRAVEL

Local Bus Travel - Student Services can arrange local bus passes for you.

Train / Coach - You can buy a ticket at the station or online:

www.nationalrail.com / www.nationalexpress.com

Car Hire - There are many local car hire companies to rent cars from. Their websites are available online, just 'google' Plymouth or Portsmouth Car Hire.

LEISURE PROGRAMME

Student Services arrange all the visits and trips for the cultural/social programme. To find out about trips ask Student Services or check the events calendar on the website:

www.meridianenglish.com/events

FREE TIME

What's on in Plymouth/Portsmouth?

If you want to go on a trip by yourself or go to an event in Plymouth or Portsmouth visit the local Tourist Information Office or go to their websites: www.visitplymouth.co.uk / www.visitportsmouth.co.uk

Shopping

Most shops are open 7 days a week, but they close earlier on Sundays (16:00—16:30).

Library

Plymouth Library is in the centre of town on 'Drake Circus' opposite the main University of Plymouth campus. They have free internet facilities www.plymouth.gov.uk/libraries/

Portsmouth Central Library is at Guildhall Square. They too have free internet facilities <http://www.portsmouth.gov.uk/learning/1028.html>

PLACES OF WORSHIP

If you are looking for a place to practise your religion or to worship in the Plymouth area: www.plymouth.gov.uk/placesofworship

If you are looking for a place to practise your religion or to worship in the Portsmouth area:
<http://www.yell.com/ucs/UcsSearchAction.do?keywords=places+of+worship&location=Portsmouth&scrambleSeed=81608520&searchType=&M=&bandedclarifyResults=&ssm=1>

CONTACTING your EMBASSY / CONSUL

If you need to contact your embassy / consul, you can find the contact details here:
www.embassyworld.com

DO YOU HAVE A COMPLAINT?

If you're unhappy about something please speak to Student Services, they will put you in contact with the right person / department.

If you still feel that this has not solved the problem, you can contact our Complaints and Compliance Manager by email: info@ellusgroup.co.uk

If you make a complaint, we will:

Treat you in a courteous and professional way

Treat your complaint seriously

Deal with your complaint promptly.

WAYS TO KEEP IMPROVING YOUR ENGLISH:

INTERNET

The following websites have free resources to help you with English:

www.bbc.worldservice/learningenglish

www.loup.com/elt/students

www.learningenglish.org.uk

SELF-STUDY

There are many course books that can help you improve your English while you are on an English course. You can buy these books at your local bookshop or online at Amazon.com.

READING

Reading short-stories, novels, blogs, newspapers, magazines and comics can be helpful. Just choose a topic that you're interested in!

MOVIES AND TV

Watching movies and TV in English will improve your listening ability. If it is difficult, some DVDs and TV channels allow you to watch with subtitles.

KEEPING A JOURNAL

Make notes of new vocabulary / grammar / phrases and idioms that you learn. This will help you remember!

EXAMINATION COURSE

Do an IELTS / Cambridge / TOEFL / TOEIC / Trinity exam. This will motivate you to learn even more, and you can add something to your CV!

TALK TO OTHER PEOPLE IN ENGLISH

Do your best to talk to other people in English. This is valuable practice and will really help improve your English.

WE LOOK FORWARD TO TEACHING YOU!