

STUDENT GUIDE 2024



St Giles Brighton

1-3 Marlborough Place
Brighton
BN1 1UB
Tel: +44 1273 682 747
Email: brighton@stgiles.co.uk

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Welcome to St Giles

Dear St Giles Student,

Welcome to **St Giles in Brighton!**

You are about to begin a very exciting experience!

We at St Giles will do everything we can do to make your visit an enjoyable learning experience. Our staff are happy to answer your questions and guide you.

Please read this handbook and keep it for future reference. You will find many interesting and informative tips about both St Giles and Brighton. Please do not hesitate to ask for help in any way. We hope you will enjoy your stay with us!



Our Mission Statement

Since 1955, St Giles have created a family of schools, fostering a community made up of long-term international relationships.

We have built on our experience and committed ourselves to constant improvement and high quality.

We aspire to treat students as individuals and to empower them to find their voice, and to create the conditions for an immersive English language learning journey both inside and outside our classrooms.

Introduction

St Giles Brighton

St Giles Brighton is part of the St Giles International group founded in 1955 — we now have two schools in London and one in Brighton, Eastbourne and Cambridge. St Giles Brighton was established in 1969.

St Giles is a family company, and our group values are to have high quality, to improve and develop, to support and to offer a truly international experience.

St Giles Brighton is a member of English UK and is accredited by the British Council for the teaching of English in the UK. We offer courses in general English as well as examination courses including B2 First, C1 Advanced, C2 Proficiency, IELTS and also Business. Additionally, we offer Cambridge CELTA Training courses.

We have 29 classrooms (all with Interactive Whiteboards), a Private Study Area and free Wifi throughout the school. We also have a cafe. Our location, building and facilities make the school an ideal place in which to study and relax.



The Royal Pavilion

Our Brighton school is in the centre of the city, opposite the iconic Royal Pavilion (pictured above), and only minutes away from the beach and the city's main shopping and entertainment. The usual time from Homestay to the School by bus is 20-40 minutes and our residence is 5 minutes' walk away.

Brighton

Brighton is a young, exciting city with a population of 250,000. It is only an hour away from London. There are many award-winning restaurants in Brighton catering for all tastes from classic fish and chips to creative vegetarian restaurants. The city also has a great selection of tourist attractions from the British Airways i360 observation tower to the Brighton Pavilion, to Brighton & Hove Albion FC, a Premier League football team!



The Seafont

The area is also a great base for exploring the beautiful Sussex countryside, including the South Downs National Park and the Seven Sisters cliffs along the coast.

Brighton also has a successful arts and theatre scene and lively student population. With an excellent nationality mix, our Brighton centre is ideal for students looking for a lively and cultural experience.

Your first day

Check in

When you arrive at the school a member of staff will meet you and check your registration. If you have to pay money to the school, please see our Student Services team in the Main Office. **We will also need to see your passport, your boarding pass and visa and take a copy.**

Placement

Placement tests are done online the week before you join the school. This is to help us put you in the right class. We will email your class information before you join the school. You will also be given information and a virtual tour of the school and information about Brighton.

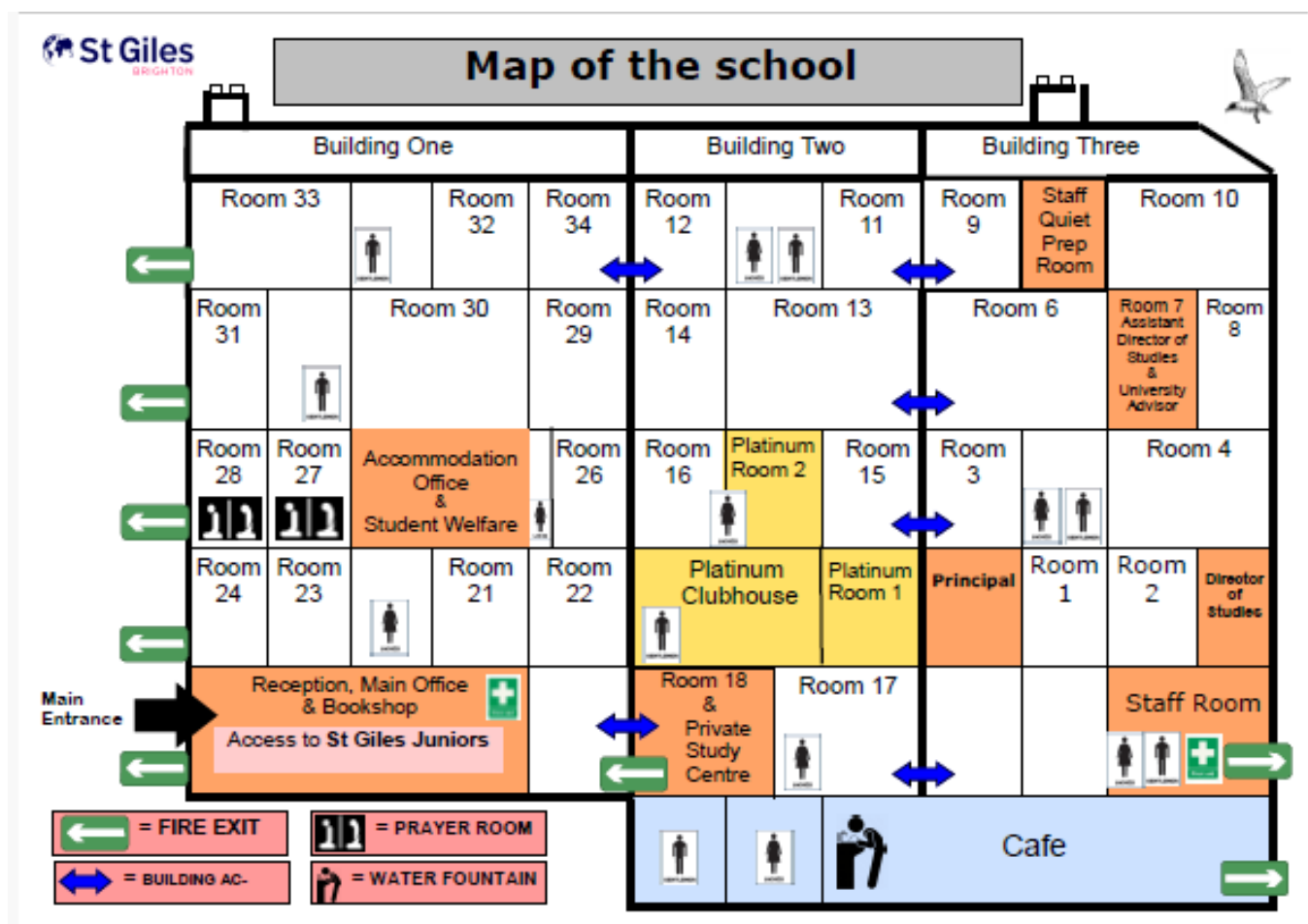
Class levels

We have classes at the following levels:

| St Giles levels | CEFR level | Cambridge exams |
|---|------------|-----------------|
| Beginner (*Only at certain times of the year) | Pre-A1 | - |
| Elementary | A1 | - |
| Pre-Intermediate | A2 | - |
| Intermediate | B1 | - |
| Upper Intermediate | B2 | B2 FIRST |
| Advanced | C1 | C1 ADVANCED |
| Proficient | C2 | C2 PROFICIENCY |

School Map

St Giles Brighton is quite a large school which is in 3 main connected buildings. You have an electronic copy of the map below and there are lots of maps on every floor to help you find your way around!



To familiarise yourself with the school have a look at our [virtual tour](#)

Class Schedule

Times

It is very important for you to arrive at your lessons on time. If you are **more than ten minutes late** for your first lesson, wait until the start of **the next lesson** before going into the classroom (unless you are under 18 years old). If you are late at all for any other lesson, the teacher will not allow you to enter the class and you must wait until the start of the next lesson (unless you are under 18 years old).

Here are the lesson times for morning and afternoon classes:

| 20 AM Lessons | |
|---------------|---------------|
| Lesson 1 | 8:50 – 9:40 |
| Lesson 2 | 9:40 – 10:30 |
| Break | 10:30 – 11:00 |
| Lesson 3 | 11:00 – 11:50 |
| Lesson 4 | 11:50 – 12:40 |

| 20 AM Lessons | |
|---------------|---------------|
| Lesson 1 | 9:00 – 9:50 |
| Lesson 2 | 9:50 – 10:40 |
| Break | 10:40 – 11:10 |
| Lesson 3 | 11:10 – 12:00 |
| Lesson 4 | 12:00 – 12:50 |

| 20 AM Lessons | |
|---------------|---------------|
| Lesson 1 | 9:10 – 10:00 |
| Lesson 2 | 10:00 – 10:50 |
| Break | 10:50 – 11:20 |
| Lesson 3 | 11:20 – 12:10 |
| Lesson 4 | 12:00 – 13:00 |

28 lesson students do 20 AM lessons and below:

| Lunch-break 1.00 - 2.00 | |
|--|-------------|
| Lesson 1 | 2:00 - 2.50 |
| Lesson 2 | 2.50 - 3.40 |
| Afternoon lessons are Monday - Thursday Lessons on Friday finish at 1pm | |

REMEMBER

You must not take food or drink into the classrooms and please turn your mobile phone off!

PM lessons only (at certain times of year)

| 20 PM Lessons | |
|---------------|-------------|
| Lesson 1 | 1.45 - 2.35 |
| Lesson 2 | 2.35 - 3.25 |
| Break | 3.25 - 3.55 |
| Lesson 3 | 3.55 - 4.45 |
| Lesson 4 | 4.55 - 5.45 |

Facilities & Self-Study

Learning outside the classroom

It's very important for you to do some extra study in addition to the work you do in class. The Self Access facilities at St Giles are free, so why not use them? You will increase your knowledge of English and you can practise areas that you or your teacher feels you need to work on.



The Private Study Area

The Private Study Area (pictured right) provides a quiet area for students to study, do homework and prepare for examinations. The centre has a wide variety of workbooks which complement your class course book, dictionaries and reading materials for all levels.



Wi-Fi Access

St Giles Brighton has free Wi-Fi throughout the school.

St Giles Bookshop

The bookshop in reception sells course books and reference books for grammar and vocabulary.

Generally, students at St Giles are expected to buy their course books but in certain situations, for example if you are studying for 3 weeks or fewer, you can borrow a 'loan copy'. You will need to pay a £30 deposit for this (cash or card) and you will not be able to write in the course book. Ask your teacher if you can borrow a book.

Jubilee Library

This modern, bright and large library is just 2 minute's walk from St Giles Brighton. It offers internet access and a quiet area for reading, research and study. If you are staying in Brighton for a few weeks or more, you can join the library and borrow books and music. The library also holds regular lectures and special talks.



Jubilee Library

The Café

St Giles students can get teas and coffees in the Café. You can also buy snacks and order lunches. There is a microwave for student use.



The Platinum Centre



The Platinum Clubhouse



Platinum Centre classroom

St Giles Brighton offers Platinum English courses designed for professionals, executives and mature learners looking to enhance their language ability and skills in a short amount of time.

All Platinum English courses at St Giles Brighton are tailored to meet the needs of the clients and focus on quick progress. Course content commonly focuses on communicating more effectively in real-life situations, with hands-on tasks and role play.

Small group classes of up to 5 students per class mean higher levels of personal attention from our qualified and experienced teachers. Students looking for a more specialised or intensive experience can choose Platinum One-to-one courses, or a combination of the two.

Corporate Social Responsibility

Corporate Social Responsibility (CSR) is about businesses helping to care for the local environment. St Giles Brighton takes its Corporate Social Responsibility seriously. For example, we are keen to recycle as much waste as possible and you can find special recycling bins in the café, in reception and in your classrooms.

Here is a list of some of the materials you can recycle:

- Coffee Cups
- Paper
- Plastic bottles
- Batteries
- Cardboard
- Glass



We are trying to reduce the amount of paper we use in the school and the amount of electricity we use. This handbook, for example, used to be printed on paper but is now online.

The tea and coffee in our Cafe is all Fair Trade and the milk and sugar is sourced from farms in the UK.

Throughout the year we hold different events to raise money for charities including UNICEF, Save the Children and Cancer Research. For every £1 the school raises, St Giles will donate £3!

If you have any ideas about how St Giles can make the world a better place, please speak to the Principal.

Our Courses

Most students at St Giles Brighton follow one of these programmes:

- **20 lessons a week - mornings**
- **20 lessons a week - afternoons**
- **28 lessons a week - mornings and afternoons**

If you want to change your booking, please speak to student services in the Main Office.

If you are an International Semester Course student (24- or 36-weeks study), please check with student services about your holiday entitlement.

Types of courses and their objectives:

- **General English (inc. under 18s): after you take this course, you should:**



Be able to speak with greater confidence and fluency with an increased vocabulary.



Have developed your listening, reading and writing skills.



Have a greater understanding of the grammatical structure of English.

- **Over 30s: after you take this course, you should:**



Have benefited from learning with students with similar life experiences.



Be able to speak with greater confidence and fluency with an increased vocabulary.



Have developed your listening, reading and writing skills

- **Platinum: after you take this course, you should:**



Have achieved the objectives set in your Pre-Course Questionnaire.



Be able to speak with greater confidence and fluency with an increased vocabulary.



Have developed your listening, reading and writing skills.



Have a greater understanding of the grammatical structure of English.

- **Exam preparation**

We offer preparation classes for the following examinations: **B2 First, C1 Advanced, C2 Proficiency and IELTS.**

Students who have taken the Cambridge English courses will be fully prepared for these internationally recognised exams.

- **Business**

If you are a full-day student (28 lessons a week), as well as General English, you can usually study Business in the afternoons. Please note that the above courses are normally for Intermediate (B1) level and above. After this course, you should:



Be able to communicate more confidently in business meetings and over the telephone.



Be able to make a presentation in English.



Speak more accurately and fluently in English.

- **Private lessons**

Please go to the Main Office if you would like to arrange these. Alternatively, you could upgrade to have specialised courses in the Platinum Centre.

Making Progress

At St Giles Brighton we want you to make progress as quickly as possible. There are several ways in which you can assess your progress during your course.



First Day

Every student takes a Placement Test online before their first day at St Giles. This consists of a writing task, a 60 question 'use of English' part, and an oral interview with an experienced teacher. This information helps us to assess your English ability and ensures that you are placed in an appropriate class at a suitable level.

In Class

In class, your progress is measured against a detailed 'language checklist' for each level. Every two weeks your teacher will give you a class test to check that you have understood what has been covered. You will also be able to talk to your teacher privately and talk about your time at St Giles. Your teachers often report your progress to the Director of Studies and the academic team.

Progress Tests

If you are staying at St Giles for 12 weeks or longer, you can take a Progress Test every 2 months. These tests are similar to the Placement Test that you took on your first day, so that the results of different tests can be compared and your progress accurately measured. The results of your Progress Test are emailed to you and shown to your teacher. You will be able to discuss your progress privately when you meet your teacher every two weeks. All results of Progress Tests are put onto the Course Certificate (see picture below).

Leaving Tests

If you are staying for 4 weeks or more and attend at least 80% of your lessons, you can take a Leaving Test when you finish your course. As with the Progress Test, the Leaving Test is similar to the Placement Test that you took on your first day. Following your Leaving Test, St Giles will provide a Course Certificate showing your level of English.

Examination Preparation Courses

Students on examination courses, such as IELTS and C1 Advanced, will have regular assessment tasks throughout their course. In a typical exam course, students can be expected to take at least three full practice exams. This is in addition to the many progress checks and mini-tests they will be asked to complete. Examination students are also able to take Progress Tests and Leaving Tests as described above.

Academic Progress Reports

You can also request an academic progress report from the Assistant Director of Studies. This report is completed by your teacher and gives you grades for your performance in class. There are also comments and recommendations from your teacher on how to make the most of your time at St Giles.

| St Giles BRIGHTON | | | | | | | |
|---|---------------------|-------------|-------------------------|----|----|----------|----|
| 1-3 Marlborough Place Brighton, UK BN1 1UB | | | | | | | |
| Course Certificate | | | | | | | |
| Mr Joe Bloggs | | | | | | | |
| Course Dates: 20/11/2017 - 09/05/2018 | | | | | | | |
| Course Title: Int. Semester Course 28 lpw & IELTS Preparation | | | | | | | |
| Attendance: 98.68 % | | | | | | | |
| Test | Date | Score (%) | Level | | | | |
| Placement Test | 20/Nov/2017 | 38 | Pre-Intermediate (A2) | | | | |
| Progress Test 1 | 22/Jan/2018 | 54 | Intermediate (B1) | | | | |
| Leaving Test | 02/May/2018 | 63 | Upper-Intermediate (B2) | | | | |
| Level at the end of course | | 09/May/2018 | Upper-Intermediate (B2) | | | | |
| Teacher's Assessment of Level at End of Course | | | | | | | |
| | Pre-A1 | A1 | A2 | B1 | B2 | C1 | C2 |
| Reading | | | | | ✓ | | |
| Writing | | | | | ✓ | | |
| Speaking | | | | | ✓ | | |
| Listening | | | | | ✓ | | |
| Overall | | | | | ✓ | | |
| Principal: | <i>Niall Chafey</i> | | | | | | |
| Date: | 09/05/2018 | | | | | | |
| | | | | | | | |
| | | | | | | 00000005 | |

Examinations

St Giles Brighton offers preparation courses for the B2 First, C1 Advanced and C2 Proficiency examinations.

The examinations usually take place in Brighton & Hove. The dates given are for the main exam (writing, use of English & reading and listening).

The speaking test usually takes place several days before the main examination.

Results are normally received two to three months later.

Please note that dates and fees may change without notice.


If you have any questions about exams or would like more information, please ask your teacher or the Director of Studies.

The dates below are for the 2024 examinations.


| 1. Cambridge English | Date of Exam | Cost (£) |
|---|---|-------------|
| B2 FIRST <u>Level</u> : B2 <u>Tests</u> : Reading & Use of English, Writing, Listening, Speaking | Fri 15 Mar Tue 26 Nov | £190 |
| C1 ADVANCED <u>Level</u> : C1 <u>Tests</u> : Reading & Use of English, Writing, Listening, Speaking | Sat 16 Mar Wed 5 Jun Fri 23 Aug Wed 27 Nov | £195 |
| C2 PROFICIENCY <u>Level</u> : C2 <u>Tests</u> : Reading & Use of English, Writing, Listening, Speaking | Sat 2 Mar Fri 7 Jun Sat 30 Nov | £200 |

| 2. IELTS | |
|--|---|
| <u>Level</u> : Any level Tests: Reading, Listening, Speaking and Writing | Held in Brighton, Portsmouth and London at least twice a month on Saturdays. Please give at least six weeks' notice. Cost: £190 to £205 Please contact the main office if you want to book an IELTS exam. If you need to take IELTS UKVI you must take it in a 'secure' test centre in Portsmouth or London. IELTS UKVI cannot be booked in school – you must book through the British Council website. |


Levels & Progress with Examination Equivalents

| | | | | |
|--|------------------------------|------------------------------|------------------------------|-------------------------------|
|  Pre-A1 /A1 | Beginner / Elementary | IELTS 0-3.0 | TOEFL 10-20 | TOEIC 10-300 |
|--|------------------------------|------------------------------|------------------------------|-------------------------------|


At Elementary level (A1) you can interact with others on familiar topics using very basic phrases, be able to ask and answer simple questions, talk about numbers, quantities, cost and time, and what you like.

| | | | | | |
|--|-------------------------|--------------------------------|------------------------------|--------------------------------|-------------------------|
|  A2 | Pre-Intermediate | IELTS 3.0-4.5 | TOEFL 20-32 | TOEIC 300-450 | Cambridge A2 Key |
|--|-------------------------|--------------------------------|------------------------------|--------------------------------|-------------------------|


At Pre-Intermediate level (A2), you can use frequently used expressions and give your opinion on something familiar, offer help, describe your hobbies, friends and other people, and where you live.

| | | | | | |
|--|---------------------|--------------------------------|---------------------------|--------------------------------|---------------------------------|
|  B1 | Intermediate | IELTS 4.5-5.5 | TOEFL 55 | TOEIC 450-650 | Cambridge B1 Preliminary |
|--|---------------------|--------------------------------|---------------------------|--------------------------------|---------------------------------|


At Intermediate level (B1), you can deal with most situations while travelling and you can give reasons for your opinions, offer advice and talk easily about familiar topics such as family and studies. You can produce simple connected texts on familiar topics.

| | | | | | |
|--|---------------------------|--------------------------------|---------------------------|--------------------------------|---------------------------|
|  B2 | Upper Intermediate | IELTS 5.5-6.5 | TOEFL 80 | TOEIC 650-800 | Cambridge B2 First |
|--|---------------------------|--------------------------------|---------------------------|--------------------------------|---------------------------|

At Upper Intermediate level (B2), you can interact with native speakers without causing much difficulty or making many mistakes, correct your own mistakes, you can give a prepared presentation or talk, put your point of view across persuasively and can produce detailed text about many subjects.

| | | | | | |
|--|-----------------|--------------------------------|---------------------------|-----------------------------|------------------------------|
|  C1 | Advanced | IELTS 6.5-7.5 | TOEFL 93 | TOEIC 800+ | Cambridge C1 Advanced |
|--|-----------------|--------------------------------|---------------------------|-----------------------------|------------------------------|

At Advanced level (C1), you can use language flexibly and effectively and you can follow and give detailed presentations on an area of your studies, participate in a formal discussion about less familiar or abstract topics and talk about many topics fluently and naturally without much difficulty.

| | | | | | |
|--|--------------------|-----------------------------|----------------------------|----------------------------|---------------------------------|
|  C2 | Proficiency | IELTS 7.5+ | TOEFL 105 | TOEIC 900 | Cambridge C2 Proficiency |
|--|--------------------|-----------------------------|----------------------------|----------------------------|---------------------------------|

At Proficiency level (C2), you can understand with ease virtually everything heard or read. You can summarise information from different spoken and written sources. You can express yourself spontaneously, very fluently and precisely and mistakes in English are rare.

For a student on an intensive course, it typically takes **10-12 weeks to complete a whole level.**

Exams Advisor

Richard King is our dedicated exams advisor who can answer any questions you may have about IELTS, Cambridge or BEC among others.

See Richard in his office next to room 2 at break times and lunch times or email rking@stgiles.co.uk



Richard King

Typical lessons at St Giles

Each class and every lesson is different, but there are some techniques we use at St Giles which are typical of any lesson.

For example, in class your teacher will often ask you to work with another student. We call this **pair work**. This gives students the maximum opportunity to use their English in class.

Sometimes the teacher will ask you to work in a **group** with other students. Again, this gives you more chances to practise your English.

Your lessons will concentrate on grammar, vocabulary, pronunciation and one of the four skills of speaking, listening, reading and writing. But these areas are not independent of each other. So, in a reading lesson, you will probably work on grammar, vocabulary, pronunciation, speaking and listening as well as reading!

We believe the most important thing about learning English is **communication**, and so a lot of your lesson time will be spent on developing your speaking and listening skills.

Class time is valuable, so make the most of your time at school. **Students who experiment more and contribute more to lessons are nearly always students who make good progress. And don't worry if you make mistakes. So, remember, YOU are the most important person when it comes to learning the language.** Relax, enjoy the lessons, speak and ask questions as often as you can!



Student Rules

We want your studies at the school to be as useful and enjoyable as possible. To help with this, we have prepared these rules so that you know what we expect from all students here.

- Please **arrive on time** for every lesson, even after breaks. Your teacher will not allow you to enter the class at the start of your school day at 09:00 if you are more than 10 minutes late. They will ask you to return at the start of the next lesson.
- Please **attend every lesson**. If you are ill or cannot attend for some other reason, please phone the school on 01273 682747 before 09:00 on each day you are absent.
- **Do your homework**. Your teacher will give you homework most days and it is important that you do it to improve your English.
- Please **do not speak in your own language** during class. Try and speak English all the time.
- Please **turn off your mobile phone** or put it on silent when you are in class. If you are waiting for a very urgent call or message, please tell your teacher at the start of the lesson and they will allow you to leave the room.
- Please do **not bring food or hot drinks** to class. Only bottled water is allowed in classrooms.
- Please do **not leave the classroom to smoke a cigarette**. Wait until break time or lunch time.
- Please **do not interrupt** or talk at the same time as your classmates. Let them finish what they are saying before you speak.
- In the UK, **men and women have equal status** and it is against the law to treat them differently.
- Please **treat other students and staff with respect and tolerance**. In keeping with the UK Government's Prevent strategy the school will take action against students expressing extreme or offensive opinions.

If a student behaves badly in the school or in their accommodation, the DoS or the Principal will be told about it.

Bad behaviour by a student may result in them finishing school early if they do not change their behaviour following a formal warning.

Please have a look at our [Principal's presentation](#) for more information.

The Student Disciplinary Code...

...says what St Giles would see as poor behaviour and says what St Giles can do as a response.

The full Student Disciplinary Code is available to view on the St Giles International website:
[St Giles Student Disciplinary Code SEP2020 v2 \(stgiles-international.com\)](http://stgiles-international.com)

Attendance



To make good progress in your English you should attend all your lessons. Please respect your classmates and your teachers by coming to class on time and attending all your lessons. If you know you will be absent, you must tell the Main Office before you are away.

Your teacher keeps a record of student attendance for every lesson, every day. If you do not come to lessons, your teacher will mark you as "ABSENT". Remember, arriving late for school will also negatively affect your attendance. **Your attendance should not be lower than 80%.**

If a student's attendance or behaviour is bad, we will give a spoken warning, and then written warnings, and if the situation does not get better, we can ask the student to leave the school. Our standard cancellation terms will apply. For further information please see the Student Disciplinary Code.

If you miss lessons for two days in a row, your teacher will inform the Assistant Director of Studies, who will want to speak to you about your attendance. If your attendance does not improve, your course may be cancelled, and no refund will be given.

If you are sick, you should let the school know. You can telephone the office on 01273 682747 or email: studentservices.brighton@stgiles.co.uk. If you are sick for seven days or more, you should get a note from a doctor explaining your absence. If you are planning a holiday, please check with the office at least one month before you go.

Remember, your attendance is always written on the End of Course Report as well as all other Reports issued. In addition, as mentioned previously, your attendance must be at least 80% if you want to do a Leaving Test.

The poster on the next page is on display in every classroom to remind you of our attendance policy:



Student Attendance

YOU SHOULD COME TO EVERY LESSON.

If your total attendance is below **80%**, you will NOT be able to take a Leaving Test at the end of your course.

We issue warnings to students who regularly miss lessons and we can terminate your course.





To make good progress in your English you should attend all your lessons. Your teacher keeps a record of student attendance every lesson, every day. Your attendance % will appear on your leaving certificate.

If you cannot come to class, you must contact the school **before** the lesson. You must either phone the school on 01273 682547 or send an email to studentservices.brighton@stgiles.co.uk

If you don't come to class for any reason, your teacher will mark you as "**ABSENT**".

If you miss lessons for two consecutive days, we will contact you. Any students under 18 will be contacted immediately if they miss lessons.

If you regularly miss lessons, we will issue these warnings:

1.  YELLOW - a **first warning**
2.  ORANGE - a **second warning**
3.  RED - a **third warning**
4.  BLACK - a **final warning**

After a BLACK warning, if you attend less than 80%, you will be expelled from the school. You will need to leave any St Giles accommodation and you will not receive a refund.

Please respect your classmates and your teachers by attending your lessons and informing us if you cannot attend. Thank you.

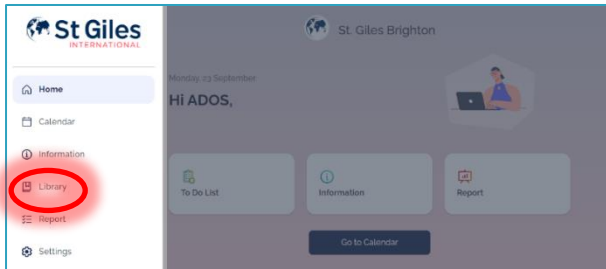
The e-school

The St Giles e-school is our Internet platform where you can have information about the school, your class and your progress.

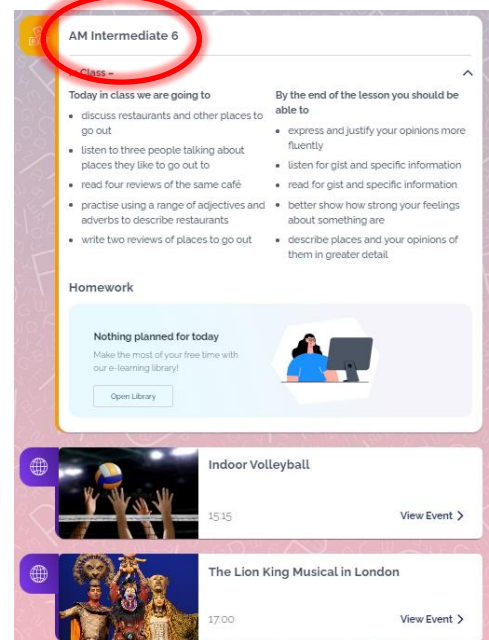
To login you need your username and password which will be sent to you by email before your course starts.

On this platform you can:

- Practise your English at home using the "self-study" section:



- See what you are going to learn and do during the week in class and the social programme activities:

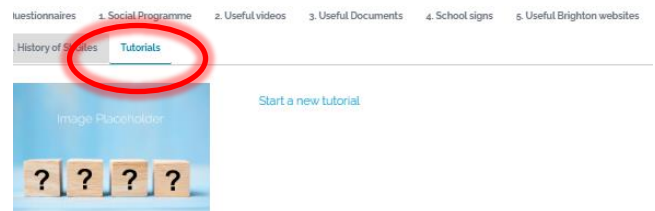


- Give feedback on your experience at St Giles Brighton by answering questionnaires.



- [First Week Questionnaire](#)
- [Student Exit Questionnaire \(Brighton\)](#)
- [Your contact details](#)

- Check the feedback from your tutorials with your teacher. Every two weeks, you have a test in class to check your progress and on that day your teacher will talk to you and advise you on how to improve your English.



Who can help?

Principal:

Niall Chafey



Niall is the Principal of the school. He is also the Designated Safeguarding Lead (DSL). If you want to see Niall, if his office door is open, he is available to talk to you. If the door is closed, please try to see him at a different time.

Please note for 2024 we have an acting principal:

Katie Wash



Director of Studies (DoS):

Richard King



Richard is responsible for organising the lessons, timetable and learning. If you have any questions or problems with your course or your studies, please talk to Richard. The DoS can also give you help and information on tests, and examinations, and about self-access materials.

The DoS' office is on the first floor in building three, next to classroom number two. The best time to talk to him is during the breaks between lessons or at lunchtime. If the office door is open, he is available to talk to you, if the door is closed, please come back at another time.

Platinum Course Director:

Jon Grubb



Jon is responsible for organising the Platinum Centre which is located on the 1st Floor of 2 Marlborough Place. The Platinum Centre does specialised and customised courses.

Assistant Director of Studies (ADOS):

Virginie lauret



Virginie can help you with questions or problems with your Progress Tests and Leaving Tests. If you need an academic report, Virginie can also help you with this.

The ADOS' office is in room 7 on the third floor in building three.

Student Services Officer:

Chris Payne & Mohamed Habbat



Chris and Mohamed are Student Services Officers and can help with any questions or problems about course dates, attendance, holidays and Brighton in general.

Receptionist, bookshop and Under 18s officer:

Bryony Devitt



Bryony is our receptionist and bookshop manager. You can also ask her information about the courses and the school.

She is also our Designated Safeguarding Person and Under 18s Officer. If you are under 18, you can always talk to her if you have any questions or problems.

Senior Accommodation and Welfare Officer:

Lesley Stautz



Lesley can help if you have any questions or problems about your accommodation. You can also go to see her if you are ill and want to see a doctor or dentist. She looks after the welfare of students.

Lesley works in the Accommodation Office and is our Student Counsellor so you can talk to Lesley in private if you have a personal problem and she will listen and give you advice.

Social Programme Organiser:

Christine Sadig



Christine is the social programme organiser and is responsible for organising social events in and outside of the school.

Accommodation Officer:

Nikita Beahan



Nikita can help if you have any questions or problems about your accommodation. She works in the Accommodation Office.

Maintenance & Security:

Marco Barcio



Marco is responsible for maintaining the building and overall security.

Well-Being Champions

If you have a mental health problem, we have trained members of staff who can listen and offer advice:



Andrew Nutton



Virginie Lauret



Lesley Stautz



If you're finding life difficult, we're here to help. Please make an appointment to see our Well-Being Champion.

If you have a problem...

...with your accommodation, tell the Accommodation and Welfare Officers. St Giles has an agreement with our host families about your meals, your room, cleanliness, etc. If the problem is serious, the Accommodation and Welfare Officers will change your accommodation as soon as possible.

...with your course, tell your Main Teacher first. If the teacher cannot help you, you should see the Director of Studies. Come with a friend or another student if it makes you feel more comfortable.

...with your lessons, tell your Main Teacher first. If you think you need to change level, talk to your main teacher, who will then talk to the Director of Studies. If everyone agrees, we will try to change your class as soon as we can. Sometimes it is necessary for you to take a Level Assessment Test if you and your teacher disagree!

...with School staff, see the Director of Studies or the Principal.

...with changing or cancelling a course, see one of the Student Services Officers. There is also information on cancelling or shortening your course in our Course Dates and Prices brochure.

...personally, for example, homesickness or money worries, don't keep it to yourself. Your teacher or one of the Accommodation and Welfare Officers can help. Talking about problems can really help.

Are You Unhappy About Anything? Want to Make a Complaint?

We do our best to make sure that you have a happy and satisfying educational experience while you're at our school and while you're in the UK but from time to time you may have a problem and you may wonder what to do about your problem. This is what to do:

If you are unhappy about any aspect of our service please tell us as soon as possible so that we can try to help you. You can speak to any member of staff that you feel comfortable with.

If you are still unhappy and wish to make a complaint, please speak to the Director of Studies (about your studies), Student Services (about your booking) or Accommodation and Welfare Officers (about your accommodation and welfare). There is a poster in your classroom which contains a photo and name of a specialist staff member that has been trained to give you support in a range of specific areas. We take every complaint seriously and we will tell you within 24 hours what action will be taken to help you.

If you are still not satisfied, please ask to speak to the Principal. Our Principal is always happy to see you. You can also submit your complaint in writing. Click [here](#) to read our complaints policy.

St Giles is a member of English UK, an association for accredited English language schools. If you are still unhappy you may take your complaint to an independent ombudsman. The ombudsman will investigate the complaint. St Giles promises to accept any decisions made by the ombudsman. You can contact English UK at 219 St John Street, London, EC1V 4LY. You can email: info@englishuk.com or call: 020 7608 7960.

Racism, Bullying and Harassment

St Giles Brighton welcomes students from many different countries every year. We are very proud of our record of helping people from many different cultures and backgrounds to work together in friendship to learn English.

All students have the right to an educational environment where they feel safe and secure. The school takes the welfare of its students very seriously and racism, bullying and harassment in any form are considered unacceptable.

What are racism, bullying and harassment?

Racism, bullying and harassment include any repeated action meant to hurt or upset a person. There are many forms, for example saying negative things to someone about their nationality, their beliefs, or their physical appearance. It can be both spoken and physical. Anyone who thinks that racism, bullying or harassment is happening should tell a member of staff immediately.

What should you do if you are the victim?

If you think you are being bullied or harassed, you must tell a member of staff.

This could be:

- Your Teacher
- The Director of Studies
- The Accommodation and Welfare Officers
- The Principal

What action will the school take?

Where bullying and harassment have occurred, the first course of action is to try to reconcile the situation informally. The perpetrator(s) will be required to genuinely apologise. If necessary, the person or people responsible will be moved to another class. In serious cases, they may be asked to leave the school. After incidents have been dealt with, each case will be monitored to make sure that harassment or bullying does not take place again.

If bullying or harassment occurs outside of school

Report the incident to the school's Accommodation and Welfare Officers. Tell your hosts about the incident. In an emergency (such as theft or assault), contact the Police on 999. If possible, write down any details of what happened to you. If you go to the Police station, take a friend with you.

We do not accept any form of racism or bullying.

If you think you are the victim of racism or bullying, please talk to the Director of Studies or the Principal. We will take your complaint seriously and will treat it carefully and privately.

Fire Regulations

If you hear a **RINGING** of the fire alarm that **does not stop**, leave the school immediately by the main stairs or the nearest fire exit and meet your class and teacher at the meeting point on the corner of Church Street, in front of the Main Entrance.

DO NOT run

DO NOT stop to collect books, coats, etc.

DO NOT go back into the building until your teacher tells you!

Please note, every **Tuesday morning** the fire alarm will ring to test the alarms.


Health & Safety

We are all responsible for making St Giles Brighton a healthy and safe environment in which to work and study. If you notice anything dangerous in the school, please inform the Office or the Principal.







First aid

If you have an accident or feel ill at the school, tell your teacher or someone in the main office. There is a first aid box by the Main Office.

We have five first aiders in the school:

FIRST AID 

Your first aiders are:

| | | |
|---|---|---|
|  |  |  |
| Christine Sadig Office | Richard King Dos Office / Staff Room | Abbey Hughes Cafe |
|  |  |  |
| Emily Milner Staffroom | Bryony Devitt Reception | Katie Wash Office |

If there is a serious problem, a member of staff will take you to hospital.

Emergencies

If you need an **AMBULANCE**, the **FIRE SERVICE** or the **POLICE**, phone **999**.

If you have another serious problem, phone your host family, or St Giles Brighton on **01273 682747**.

The school has a 24-hour emergency service. If you have a **real emergency** and need to contact St Giles, you can phone **07816 414660**.

Emergency Action Plan

Emergencies are unpredictable and each situation is different and needs a different response. There are three main responses to an emergency:



EVACUATE

This means leaving the school. We do this if there is a fire or bomb threat in the school.



SHELTER

This means staying safe in the school. We do this if there is a danger outside the school, such as severe weather or an environmental emergency.



LOCKDOWN

This means making the school secure. We do this if there is a terrorist threat where someone tries to enter the school and use a weapon.

If there is an emergency while you are at the school, we will make it clear through our communications system what you need to do. You should follow instructions from your teacher or other members of staff.

RUN, HIDE, TELL

The UK Police offer advice on how to stay safe in the event of a weapons attack. They advise that you do the following:

Run

- If an attack takes place, the best option is to evacuate the building but only if this will not put you in greater danger.
- Consider your route: If there is a safe route, then run.
- Insist others come with you but do not let their indecision slow you down.
- Leave all belongings behind.
- **When planning an exit route think about the following:**
- Will it place you in the line of fire?
- Is it safer to wait until the attacker(s) have moved away before running?
- If you cannot move to safety then **hide**

Hide

- Try to find somewhere with a lockable door. Barricade yourself in and stand away from all entrance points.
- Try to find a hiding place that provides shelter from gunfire.
- Be as quiet as possible and switch mobile phones to vibrate.
- If you are able to evacuate then try to get as far away from the danger area as possible. Attempt to stop others from entering the building but only if this does not put you at risk.

Tell

- Dial 999 only when you are safe.
- Give your location.
- Give information about the direction the attacker is moving in.
- Give as much other information as you can. For example, descriptions of the attackers or information about casualties.
- Is it safe to stop others entering the building?

When the Police arrive they will be armed. Their first priority will be to deal with the immediate danger. The Police may not be able to distinguish between attackers and staff/students, they may treat you firmly.

Do:

- Remain calm and do everything the Police tell you to.
- Keep your hands where the Police can see them.

Do not:

- Make sudden or violent movements.
- Raise your voice or refuse to cooperate with the Police.

Firearms and weapons attacks are rare. Having a plan will help you stay safe.

Remember:

Run if you can
Hide if you cannot run
Tell the Police when safe

The Social Programme

The Social Programme at St Giles is a very important part of your time here. If you take part in the programme you have the chance to make friends, have fun and practise your English.

The Social Programme Organiser produces a new programme of activities every week. Usually there are evening activities during the week and full-day excursions to different towns and cities at the weekends. Sometimes there are weekend excursions to places like Paris, Scotland and Amsterdam. You can buy tickets for activities in the main office. You can see the weekly social programme on the digital notice board in Reception or on the e-school.

Here are some of the activities you might find on a typical Social Programme:

Afternoons

- ◆ Brighton Pavilion Visit
- ◆ Afternoon Cream Tea
- ◆ Football or tennis
- ◆ Food & drink making

Evenings

- ◆ Party
- ◆ Salsa
- ◆ Film Night
- ◆ Theatre Visit
- ◆ Music Night
- ◆ Bowling
- ◆ Quiz night

Weekend trips

- ◆ Oxford
- ◆ London
- ◆ Paris
- ◆ Canterbury
- ◆ Scotland
- ◆ Cambridge
- ◆ Isle of Wight

REMEMBER If you have any extra ideas for good activities for the Social Programme, please talk to Christine Sadig, the Social Programme Organiser.



School Cafe

Accommodation

Host Families

St Giles chooses its host families carefully because the time you spend with your host family is a very important part of your stay in the UK.

We hope that you will be happy with your accommodation. We like to place our students with families who will talk to them and treat them as members of the household. **Please give your host family your mobile phone number as soon as you arrive so they can contact you if necessary.**



Student Residence

Remember that your host family's way of life may be different from what you are used to in your country, so please find out what your host family expect from you. The first few days may feel a little strange and you may feel you do not fit in with the family's routine. You may also feel a little homesick, and this is quite normal. Remember that many of our host families have worked with us for some years and they are used to dealing with guests from other countries.

Ask them what they expect from you, as this will help you to feel more comfortable. For example, you could discuss:

- ◆ How to get to the school and how to get home again.
- ◆ What time they have their meals. Your host should already know if you have any special dietary requirements
- ◆ If your friends can visit you.
- ◆ How to use the bathroom facilities and leaving the bathroom clean. Also ask about washing clothes
- ◆ Using the telephone, or computer if they have one
- ◆ How to use the key to get in the house
- ◆ **ALWAYS** tell your host if you will be late or will miss a meal
- ◆ **ALWAYS** tell your host if you are going to spend a night away, so they will not worry.

Talking about these things at the beginning is always a good way of getting to know your host and it will help you to settle into the hosts' way of life. Many of our students have made lasting friendships with their hosts; we hope you will be able to do the same.

Always talk to your host family first if you have any doubts or problems. There may be small difficulties and misunderstandings, but these can usually be resolved quite quickly.

Talking is always the best way, but if you are unhappy with your host family, you should talk to the Accommodation and Welfare Officer in the Accommodation Office which is located on the 2nd floor in building one.

Your family should provide you with all of the following:

- A room with a full-size bed, a wardrobe, a full-length mirror, bedside table and a chest of drawers.
- A clean set of bed linen and towels once a week.
- Breakfast and an evening meal.
- A shower or bath every day.
- A quiet place where you can study.

Please note: if you have organised your own accommodation in Brighton, you must give your address to Reception.

To Make Things Easier

When you have arrived at the school, you can make your life in Brighton easier if you do the following things:

- Learn the address and telephone number of your Homestay or hotel, and the way to and from the school!
- If you are staying for 6 months or longer and want to open a bank account, ask for a 'bank letter' in Reception (please ask your host family if they are happy for you to use their address).
- Look in your passport to see if you have to register with the Police. If you are not sure, please go to the Main Office.
- Think about buying a Grammar Book from the Bookshop. Your teacher can advise you on this.

Staying Safe

Medical Issues

We should have been informed if you have any medical issues. However, if you have one that you think we should know about, tell the DoS or your teacher.

Go out - Be safe

When you're out and about with your friends, look after each other. Stay in groups of 3 or more. With at least 3 people, if somebody has an accident you have 1 person to get help and a second person to stay and look after the injured person.

It's OK to say no

If somebody asks you to go somewhere or do something that you don't feel comfortable with, say no.

Keep your phone charged and switched on

Make sure your phone has enough battery. Remember, if there is an emergency you can call the St Giles emergency mobile on 07816 414660. If you need the Police, fire brigade or an ambulance, the number is 999.

Crossing the road

In the UK we drive on the left. Only cross the road at designated crossings and remember to look both ways.

Plan your journey home

If you're meeting friends in the evening to go to the cinema or to a restaurant, make sure you know how you're going to get home. Sometimes it can be harder or more confusing to get home when it's dark outside.

Be safe online

Don't contact people you don't know on social networking sites.

Drinking and Smoking

It is illegal to drink alcohol or smoke in the UK if you are aged under 18.

Over 30s

We offer general English course specific to students over 30s and up to 60 in a dedicated part of the school for easy access.

There is an over 30s only thriving social programme, tailored to meet the interest of this specific age group of students.

Some of the activities include: meal out, pub night, art gallery and museum visits, live music and cream tea.

Under 18s



St Giles takes its care of students under 18 very seriously. We call this care "Safeguarding".

If you are under 18, you are legally a child, even though you have enrolled on an adult course.

All students under 18 are invited to speak to our Designated Safeguarding Person (DSP) Bryony Devitt during your first week in the school. Bryony is available to offer confidential support and advice throughout your course and you can find her in reception or email her: bdevitt@stgiles.co.uk

If you are under 18 and miss a lesson, we will contact you immediately to make sure that you are safe.



Bryony Devitt

If you miss more than one day's lessons in a week or are regularly late or absent, we will contact your parents or carer.

Students aged under 18 need to return home to their homestay accommodation by 11.00 pm Sunday to Thursday and by midnight on Friday and Saturday. Don't forget to give your host family your phone number so they can contact you if necessary. Remember to keep your phone charged and switched on.

Please note, under 18s must see a Student Services Officer in the Main Office before booking any overnight excursions because parents must give their permission for this to happen.

The Principal is also the school's Designated Safeguarding Lead for safeguarding and child protection and has a responsibility to investigate any allegations of child abuse relating to students under the age of 18.

Fun Things to do if you are Under 18

Go up the i360

The British Airways i360 offers amazing views of Brighton and beyond. It is 450 feet high, making it the tallest moving observation tower in the world!

Prices start from £9.40 for under 15-year-olds and £18.50 for over 16.



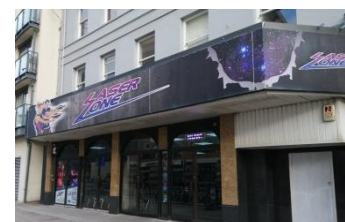
i360

Watch Brighton football team

Brighton & Hove Albion are in the Premier League. Go and watch the Seagulls (Brighton's nickname) play in one of the most popular leagues in the world. Prices start from £17 (for under-18s) up to around £78. Get your tickets from seagullstickets.com.

Laser Zone

Laser Zone is on West Street, opposite the Odeon cinema. It's open every day until 9pm and games cost around £8.50 from Monday to Thursday and £9.75 from Friday to Sunday. It's fast, competitive and really fun. Why not get together a group of friends and have a go?



Laser Zone

Go and watch some live music

Chalk in Brighton, opposite Pool Valley coach station, has live music almost every night and most of them allow under-18s in because they finish before 11pm. Go to their website: chalkvenue.com to find out what's on.

Eat burgers and play pool the American way

JB's Diner is on Brighton seafront, just past the Brighton Centre. They serve food the American way, burgers, hotdogs, fries and all with lots of sauce. They also have a pool table so it's a cool place to spend an afternoon.

Go for a bike ride

For short rides in Brighton or Hove you can hire a green Social Bicycle (SoBi) from many places around the city. To sign up, go to the website: <https://beryl.cc/scheme/brighton-and-hove>

Don't forget your cycle helmet!



Watch a film at the Duke of York's Cinema or the Duke's at Komedia

The Duke of York's cinema is one of the places that make Brighton special. Its traditional decor, freshly popped popcorn and the fact that you can book a sofa, all make it a unique experience. They also tend to show more independent films so you'll be able to watch something a bit special. Check out their website to see what's on: picturehouses.co.uk/cinema/Duke_of_Yorks/

Also, more recently opened is the Duke's at Komedia which offers a similar atmosphere and selection of movies but is located on Gardener Street which is very close to St Giles.



Duke's at Komedia

Sit on the beach

Get some blankets, magazines and snacks and sit on the beach. It's simple and free and listening to the waves is really relaxing.



Brighton Beach

Hire a kayak

When the sun is shining, it's great to hire a kayak from the hire shop on the seafront and paddle around in the water. It's around £20 for an hour but it's worth it to see Brighton from a different perspective.

Coffee Coffee Coffee

Brighton is a city of coffee lovers. There are so many coffee shops, it's hard to choose. Why not try Meanwhile on Jubilee Street and Milk no Sugar on Trafalgar Street.

Visit Brighton Marina

Brighton Marina is home to shops, restaurants, a bowling alley, a cinema and lots of boats. So, there are plenty of things to choose from. Plus, on Sunday mornings from 7am to 12pm they have a market of new crafts and vintage treasures. Get there early to get your hands on the good stuff!!

Living in the UK

Many thousands of overseas visitors come to the UK and Brighton each year. They normally receive a very warm welcome from local people, but this welcome depends on how each visitor behaves. Here is some advice to help with the British way of life:

Queuing

In the UK, it is normal to queue at bus stops, banks, cinemas and shops. It is rude to push in at the front or the middle of a queue.

Noise

Many British people go to bed early compared to people from other countries, so please try not to make too much noise late at night.

Other advice

British people often do not like to talk about their salary, their age, politics or religion.

When coughing or yawning, people will put their hand over their mouth and spitting is not acceptable.

Listen to how often people say "Please", "Thank you", "Excuse me", "Sorry". Try to use these words in a similar way.

In Britain, we drive on the left, so look right when you cross most roads.

Meeting English Speakers



One of the best ways to practise your English and to learn new words is to make friends with other English speakers! Here are some suggestions for meeting them.

- Take part in our Social Programme. Talk with other students who share your interests.
- Talk as much as you can with the people in your house, especially to any children or people your own age.
- Go to 'meetup Brighton'. Here you can find many different social activities you can join including football, walking, English/Spanish language exchange and many others (over 18s only). The website is <https://www.meetup.com/topics/brighton-hove/>
- Find a pub or café you like and go there regularly. This is how British people often meet for the first time.
- Join an evening class in a subject you're interested in. You can ask in Brighton Library for more information about this.
- Why not try the Evolution Arts and Natural Health Centre on Sillwood Terrace in Brighton? You can do yoga, learn about massage and learn different arts, too. Ask the Social Programme Organiser for more information.
- There are people from all over the world at St Giles. Make friends from another country and communicate in English.

British Laws

Litter

You must not drop rubbish in the street or in other public places. Please take it home with you or put it in a rubbish bin. Please note, if you drop a cigarette butt or any rubbish on the ground in Brighton you must pay £150 so be careful!

Alcohol

You cannot buy beer, wine or spirits if you are under the age of **18**. You may be asked to produce identification in a pub or a bar. It is illegal to buy alcohol for another person who is under 18.

Shoplifting

Shops have good security systems, and they will always call the Police when they catch someone stealing.

Drugs

It is illegal to have any kind of drug in the UK, including 'soft' drugs like cannabis. If someone tries to sell you drugs, just say "No".

Smoking

It is not allowed in any enclosed public spaces, for example bars, clubs, cafes, restaurants, offices. Smoking is not allowed on public transport. You must smoke outside five metres away from all doorways of public buildings including St Giles schools. Make sure you put your used cigarette in an ashtray – if you don't, you may have to pay an £150 fine!

Dangerous objects

You must not carry any kind of weapon (for example, a long knife or a gas/liquid spray) in a public place. If you travel by air, remember to put any objects like scissors in your suitcase, not in your hand luggage.

Identification

In Britain, it is not usually necessary to carry identification, so leave your passport somewhere safe. The best form of ID is a student card, ask for information in the office.

Police Powers of Arrest

If the Police think you have done something illegal, they can arrest you. The Police have powers to search you when you're arrested.

If you're arrested, the Police must:

- identify themselves as the Police
- tell you that you're being arrested
- tell you what crime they think you've committed
- explain why it's necessary to arrest you
- explain to you that you're not free to leave

If you're under 17 the Police must contact your parents, guardian or carer as soon as possible after your arrival at the Police station. If you are arrested by the Police, phone the St Giles emergency phone on +44 (0)7816 414660.

Please note: St Giles will treat any criminal offences seriously and you may be expelled from the school if you break the law.

Health and Advice

Doctors

If you are ill, **tell your host family** and see their doctor if possible. If you aren't living with a host family, **go to the Accommodation and Welfare Office** and ask about seeing a doctor. If you need specialist help, you **must** see a general doctor first.

'Practice Plus Brighton Station', which is a medical centre at 84-87 Queens Road (near the main train station), offers a walk-in service and sexual health clinic. This means you can see a doctor even if you aren't registered with the surgery. It is open from 8am – 8pm seven days a week but you may have to wait to be seen, however. This service is free of charge.

If you are prescribed any medicine, you will have to pay for these. Make sure you understand the instructions and ask if you need help.

If you are staying in the UK for 6 months or more, it's a good idea to **register** with a doctor when you arrive. This may allow you free general treatment but check this with your agent or the school.

Hospitals

If you have an **accident**, it may be necessary to go to hospital. Emergency outpatient treatment is free. Other treatment relating to HIV and sexually transmitted diseases are also free. But, if you have to stay in hospital, you may have to pay! You should have medical insurance to cover any costs.

Chemists

If your illness isn't serious (for example a cold or a bad stomach), you can go to a chemist's. The pharmacist will give you advice on which medicine to buy or whether you should go to the doctor's.

Dentists

Dentists are not free! If you need to see a dentist, ask in the Accommodation and Welfare Office for information about finding a dentist. When you see the dentist, always ask how much the treatment will cost!

Bright ON Smiles in Hove offers Emergency services for any painful tooth or infected wisdom teeth or other treatment like Invisalign, cosmetic dentistry, general dentistry. Their practice is equipped with scans for x-rays and CBCT.

Bright On Smiles
159 Church road
Hove
BN3 2AD

01273 777790
www.brightonsmiles.co.uk

REMEMBER: the UK emergency number is **999**.

If you need other services such as an optician, physiotherapist, acupuncture etc, please ask in the Accommodation and Welfare Office. They will always do their best to help find a recognised practitioner.

Money and Valuables

Banks

Banks in the UK are usually open from 09.30 to 16.30 on weekdays, and some of them are open on Saturdays. Most of the big banks in Brighton are in North Street, in the town centre.

If you are going to stay in the UK for **6 months or longer**, you may want to open a bank account. All banks will ask you for a letter giving information on your course dates, proof of your UK visa status, your address in Brighton and proof of your permanent address in your home country. You can ask for this letter in Reception. When you go to the bank to open an account you must take your passport with you. Remember, if you change your address during your stay, you must tell the bank.

Bureau de Change

You can change money in most banks and travel agencies and also the Post Office. It is a good idea to compare prices before you change money.

Valuables

Please remember to be very careful if you bring anything valuable to St Giles, like a camera or money. It is not a good idea to carry around large amounts of money. If you have traveller's cheques, keep a note of their numbers.

Don't leave anything valuable in your classroom or your bedroom. If you lose or find anything, please go to Reception.

Documents



Registration

Please check your passport to see if you need to register with the Police. If you do, St Giles can usually organise this for you. Please inform the Office as soon as possible.

Passports

St Giles will scan your passport on the first day of your course. You can get passport photos from the machines at the train station or at Boots on North Street.

ISIC Card

The International Student Identity Card (ISIC) is available from STA Travel in North Street. You can get a discount on buses and in some shops and restaurants with this card in Brighton. If you are studying for 12 weeks or more, you can apply for an ISIC card.



If you have any questions about student cards, visas or Police registration, please ask in the Main Office.

Telephones

The dialling code for Brighton is 01273. The number for the UK operator is 100 and the number for the International Operator is 155.

Cheaper call times

| UK | Abroad |
|--|--|
| <input type="checkbox"/> Monday ~ Friday: Before 07.00 and after 19.00 <input type="checkbox"/> Weekends | <input type="checkbox"/> Monday ~ Friday: Before 07.00 and after 19.00 <input type="checkbox"/> Weekends |

The UK's country code is +44. To telephone to another country, dial 00 + country code + area code + personal number. You can find a list of International Codes online.

Postal Information

Post Offices are usually open from 9.00am to 5.30pm, Monday to Friday. On Saturdays they are open from 9.00am to 12.00pm. The nearest Post Offices are in Churchill Square or St James's Street, Kemptown. You can also buy stamps in newsagents.

If you send a letter or parcel by airmail, it usually takes 3 to 4 days to cities in Europe, and 4 to 14 days outside Europe. Ask in the Post Office if you need more information.

You can also send a letter or parcel outside Europe by surface mail. This is cheaper than airmail but it takes longer - up to 12 weeks! Sometimes the Bookshop can help with sending packages overseas.

Your letters and parcels at St Giles

If you receive a letter or parcel at St Giles, we will email you when it arrives and keep it for you in the Office.

Transport

Buses

Brighton and Hove Bus and Coach Company is the main bus company and there are frequent buses to all parts of the town.

If you want to travel by bus, your host can tell you where to catch the bus and which number to take.

When you get on the bus, tell the driver where you are going and the machine will show you how much you have to pay. You need to have the correct money or pay by card/phone.



Brighton Bus

The driver will give you a ticket which you must keep for the whole journey.

You can buy daily, weekly and monthly bus **season tickets** from One Stop Travel in North Street. Tickets are also available from the Brighton and Hove Bus and Coach Company website: buses.co.uk. If you have an ISIC card and are studying for 6 months, you can get a discount.

You can take a National Express coach to any airport in and around London. This is usually cheaper than the train. If you would like St Giles to arrange a taxi transfer to or from a UK airport, please go to the school's Main Office.

Trains

Brighton train station is a ten-minute walk from the School.

If you are aged 16 to 25 or a full-time student, you can buy a 16-25 Railcard at the One Stop Travel shop (approximately £30). This card will give you a reduction of approximately 33% on train fares if you travel after 10.00am. You need two passport photos and your passport or identity card to buy the Railcard.



Brighton Train Station

Travel card

If you go to London by train, a travel card is a good idea. It includes return travel to London and free travel on the London Underground and on London buses

Taxis

If it is late at night, it is a good idea to take a taxi home.

St Giles uses 01273 74 74 74. Another well-known company is 01273 20 20 20.

If you are travelling a long distance, ask the price before you get in the taxi. Ask for a receipt if you think the fare is too high. You can leave a tip (approximately 10%) if you want to. You can find a taxi at the train station, Queen's Square, East Street, St Peter's Place and West Street (at night).

Bicycle

Cycling is a very popular means of transport in Brighton. There are bicycle lanes on many roads. Second hand bikes cost between £50 and £100. Remember to wear a cycle helmet!

For short rides in Brighton or Hove you can hire a green Social Bicycle (SoBi) from many places around the city. They cost only 4 pence per minute (plus a £1 unlocking fee). To sign up, go to the website: <https://beryl.cc/scheme/brighton-and-hove>

Motoring and traffic regulations

In the UK cars drive on the left. If you want to drive in the UK you must have a Driving Licence which is valid for use in the UK. The car must be insured and have road tax and an MOT Certificate – if you buy a car you are responsible for paying the tax and insurance. You must always follow the Highway Code (laws that tell you what to do when driving). You must drive slower than the speed limit (measured in miles per hour – MPH - not kilometres). The minimum age for driving a car or riding a motorcycle is 17.

In the city on smaller roads the speed limit is 20 or 30 MPH and on the motorways between cities it is usually 70 MPH but you must look for signs because it can be lower. Remember to drive on the left and stop at red lights and zebra crossings. If you break the law, you will have to pay a fine and if you cause an accident, you could be sent to prison.

It is also illegal to read a text or check your phone when you are driving. You are allowed to use a completely hands-free phone while you are driving, but you are not allowed to touch your phone or pick it up. If you need to use your phone you should park your car safely and turn off your engine. The Police can stop a vehicle for any reason. You're breaking the law if you don't stop.

- If you're stopped, the Police can ask to see your:
- driving licence
- insurance certificate
- MOT certificate

If you don't have these documents with you, you have 7 days to take them to a Police station. The Police can also give you an on-the-spot fixed penalty notice for many minor offences and make you take a breath test for alcohol. More serious offences can lead to prosecution followed by a fine or being sent to prison.

Things to do in Brighton

Shopping

There are many shops, department stores and book shops in Brighton.

Shops are usually open from 09.00 to 17.30, Monday to Saturday, although some shops in central Brighton are open until later on Thursday evenings. Many are also open on Sundays from 11.00 to 17.00. Most shops will accept debit and credit cards as well as cash.



Churchill Square Shopping Centre

Sports and Leisure facilities

Sport is a very important part of British life. It's also a great way to have fun, keep fit, make friends and use your English.

It is possible to play many sports in Brighton, including:

- Badminton
- Golf
- Pool
- Basketball
- Go-karting
- Windsurfing
- Table tennis
- Tennis
- Snooker
- Swimming
- Bowling
- Gymnastics
- Sailing
- Horse riding

If you are interested in joining a gym, reception can provide useful information.

If you need any information about other sport in Brighton, please ask the Social Programme Organiser.

Cinema and Theatre

There are two main cinemas in Brighton:

- **The Odeon Cinema**, West Street
<https://www.odeon.co.uk/cinemas/brighton/>
The Odeon is on Brighton sea-front and has eight screens. You can see all the latest Hollywood films there. Different ticket prices are available.
- **Cineworld**, Brighton Marina <https://www.cineworld.co.uk/cinemas/brighton>
This is the biggest cinema in Brighton and usually shows the latest releases. Different ticket prices are available.



Odeon cinema

There are also two independent cinemas:

- **The Duke of York's Cinema**, Preston Circus
<https://www.picturehouses.com/cinema/duke-of-york-s-picturehouse>
- **Duke's at Komedia Cinema**, Gardner Street
<https://www.picturehouses.com/cinema/duke-s-at-komedia>



Duke's at Komedia

These independent cinemas offer different films from the other cinemas in Brighton. They often show foreign films in the original version and also alternative and independent movies. Different ticket prices are available.

Culture

- **Brighton Museum and Art Gallery**, Church Street
The museum and art gallery are very near to St Giles. You can learn about local history, view paintings and other interesting exhibits. Admission is £4 Under 18s, £9 Adults.
- **The Royal Pavilion**, 4-5 Pavilion Buildings
The Royal Pavilion's unique style mixes Asian exoticism with English eccentricity. The palace is colourful throughout and there are many original items belonging to HM the Queen. Admission is £11 Under 18s, £18.00 Adults.
- **Brighton Fishing Museum**, Kings Road Arches
This small but fascinating museum tells the story of Brighton's fishing industry. Admission is free.
- **Fabrica**, Duke Street
A small independent art gallery in a converted church. There are regular exhibitions and installations.
- **Jubilee Library**, Jubilee Street
As mentioned before, the Jubilee Library is very close to St Giles. The library is in a large modern building. As a member you can borrow books for up to three weeks. The library also holds regular lectures and special talks. Check in the library for the latest information.



The Royal Pavilion

Pubs and Clubs

Brighton has some of the best pubs and clubs in the country. Most pubs open at 11am and close at 11pm although many pubs stay open later than this. Most pubs serve food and some serve coffee too. Nightclubs usually get busy from 11pm and stay open until the early hours.



Remember, you must be 18 to drink alcohol in a pub or nightclub. Take your ID with you to avoid disappointment. The following places are popular with St Giles students:

| Pubs | Clubs/Bars |
|--|---|
| <p>The King and Queen <i>Marlborough Place</i> The St Giles 'local'.</p> <p>The Hop Poles <i>Middle Street</i> Friendly staff, great food.</p> <p>The Font <i>The Lanes</i> Big, noisy and popular.</p> | <p>Coalition <i>Kings Road Arches</i> Large nightclub with special student nights such as <i>Coco Loco</i></p> <p>Przym <i>West Street</i> Bars and dancefloors on different levels.</p> <p>The Mesmerist <i>Prince Albert Street</i> A lively bar with live music and DJs</p> |



Przym nightclub

Eating Out

There are a lot of restaurants in Brighton and Hove, so why not try something new?

Brighton has numerous snack bars and cafes, as well as pubs which often serve excellent food at very reasonable prices.

Here are some popular places nearby St Giles Brighton.

Pompoko, *Church Street*

Excellent value Japanese 'fast food' only 20 metres from St Giles!

Las Iguanas, *Jubilee Street*

Cocktails and food with a Latin flavour.

Bill's, *North Road*

Locally sourced organic food - great for English breakfasts!

Franco Manca, *Church Street*

Great sourdough pizza very close to the school.

VIP Pizza, *North Road*

Very Italian Pizza! Very popular pizza with students.

Sushi Mania, *Middle Street*

This Japanese restaurant offers many kinds of sushi and other Japanese dishes.

Iydea, *Kensington Gardens*

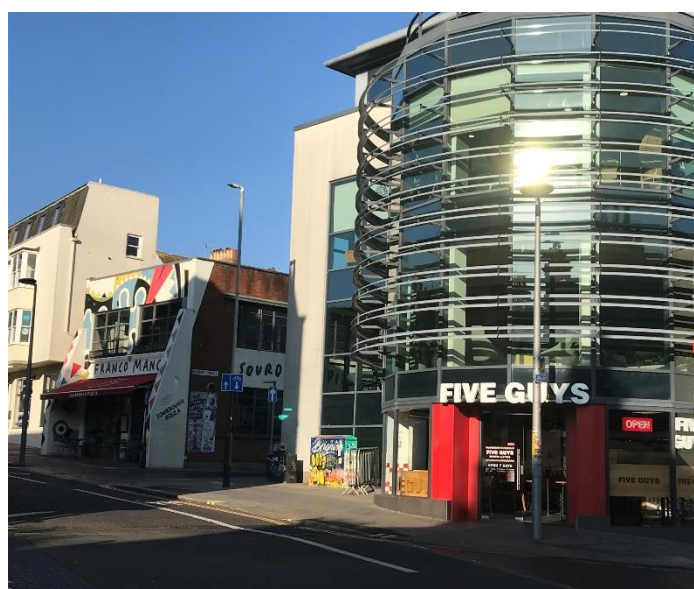
Vegetarian main courses with a choice of sides and toppings.

Five Guys, *Church Street*

High-quality Scottish beef, hand cut fries.



Pompoko Japanese Restaurant



Franco Manca & Five Guys

Visas

The school is not allowed to give individual advice about immigration or student visa enquiries. The Home Office can contact the school at any time to ask if a student has been attending class regularly. If you need advice, you can contact UKCISA (UK Council for International Student Affairs): www.ukcisa.org.uk

Can I work in the UK?

No, you are not usually allowed to work or volunteer in the UK.

Registering with the Police

If you need to register at the local Police Station on your arrival in the UK (this will be written on your visa or passport), please come to the Main Office and speak to Student Services who will make an appointment for you.

There is a fee for registration, which is around £34.00.

Religion

At St Giles we welcome students from all religions. If you wish to pray during school hours, we have designated areas (rooms 27 and 28) where you can do this at lunch times.



In addition, here is a selection of places of worship in the Brighton and Hove area:

Bishop Hannington Memorial Church (Anglican)

Nevill Avenue
Hove, BN3 7NH

Patcham Methodist Church

Ladies Mile Rd
Brighton, BN1 8QE

St Mary's Roman Catholic Church

5 Surrenden Rd
Brighton, BN1 6PA

Al-Medinah Mosque

24 Bedford Place
Brighton, BN1 2PT

Brighton and Hove Progressive Synagogue

6 Lansdowne Rd
Brighton, BN3 1FF

Brighton Buddhist Centre

17 Tichbourne Street
Brighton, BN1 1UR



Brighton Buddhist Centre

For more information and a complete list of places of worship, ask at reception.

Useful Contacts:

St Giles Emergency Number

Use this number if there is an emergency or if you are arrested by the Police.
Tel 07816 414660

St Giles Brighton

1-3 Marlborough Place, Brighton, BN1 1UB
Tel 01273 682747

UKCISA

The Council for International Student Affairs, looks after the needs of international students, and has, for example, information on working in the UK.

Tel (from outside the UK) + 44 (0) 207 788 9214 www.ukcisa.org.uk

UK Visas and Immigration,

Deals with visa questions.

<https://www.gov.uk/government/organisations/uk-visas-and-immigration>

Citizens Advice Bureau,

1 Tisbury Road, Hove
Tel 01273 223951

Medical Centre

Practice Plus Brighton Station, Queens Road, Brighton
Tel 0333 321 0946

Sexual Health and Contraception (SHAC) Brighton and Hove Service

Morley St, Brighton and Hove, Brighton BN2 9RE
Tel 01273 523388

National Drugs Helpline

24-hour helpline.
Tel 0800 77 66 00

Drinkline

Offers advice, information and support regarding concerns about alcohol.
Tel 0300 123 1110

National Health Service Direct

24-hour helpline.
Tel 111 free of charge (sometimes you need to use 0845 4647)

Samaritans

24-hour helpline for people in despair.
Tel 116123 (free of charge)
Tel 0330 094 5717

Useful Websites:

| | |
|---|---|
| stgiles-international.com | St Giles International |
| The e-school | https://learn2.guidedelearning.net/corelogin/ |
| englishuk.com | English UK—information on studying English in the UK at accredited language schools |
| britishcouncil.org/english | British Council—information on studying in the UK and a section for learners of English |
| study-uk.britishcouncil.org | Help for international students interested in study for a UK course or qualification |
| ucas.ac.uk | Information on courses at all British Universities |
| cambridgeenglish.org | Information on all University of Cambridge examinations |
| ielts.org | Information on IELTS examination |
| ets.org/toefl | Information on TOEFL examination |
| bbc.co.uk/worldservice/learningenglish | Lots of practice for learners of English |
| bbc.co.uk | Comprehensive news service |
| visitbrighton.com | Brighton’s official web site |
| visitbritain.com | Britain’s tourism site |
| Visitsoutheastengland.com | South East England tourism |
| visitscotland.com | Scottish tourism |
| thetrainline.com | UK train timetables |
| nationalexpress.com | UK coach information |
| eurostar.com | Eurostar train information |
| heathrow.com | Connects to UK airport information |

Location Map



1-3 Marlborough Place
Brighton, Sussex BN1 1UB
Tel +44 (0) 1273 682 747
Fax +44 (0) 1273 689 808
brighton@stgiles.co.uk
www.stgiles-international.com

By Train

- Brighton is served by trains from London Victoria, Gatwick Airport, Birmingham New Street and Oxford.
- Thameslink trains also connect Brighton station to London Kings Cross.
- We are a 10-15 minute walk from Brighton Station.

By Air

- There are direct coach services from Heathrow and Gatwick to Brighton.
- Gatwick Airport is 30 minutes away by direct train or 28 miles (45 km) by road.
- Heathrow Airport is 60 miles (95 km) away, approximately 1½ hours by road.
- We can arrange a taxi transfer from any airport.

Residence Halls

- St Giles George Street Residence - 42-43 George Street, Brighton, BN2 1RJ

