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**ST GILES
LONDON
HIGHGATE**

GUIDE FOR STUDENTS AGED 14-17



Accredited by the



Contents

Part 1: St Giles London Highgate	3
General Information	3
On your first day.....	3
Timetable of Lessons.....	5
Your Welfare	6
Map of the College.....	7
Courses and Tests	9
Self-Access.....	10
Rules and Expectations	11
College Facilities	12
Social Programme	13
Welfare and safeguarding	14
Advice, Guidance and Rules for Under 18s	15
Fire and First Aid.....	19
Student Guide Part 2: The Local Area	20
Transport in London	20
Local Area Map.....	22
Shopping in the Local Area	23
Eating Out.....	24
Sports and Leisure Facilities.....	25
Student Guide Part 3: Living in London.....	26
Homestay Accommodation	26
Living in the UK.....	27
Living in London.....	28
English Laws	289
Health and Advice	2930
General Information and Useful Numbers/Websites	31
Useful websites.....	32

Part 1: St Giles London Highgate

General Information

Welcome!

Welcome to the UK, to London and to St Giles Highgate! We sincerely hope that you have a fun and successful time with us. We realise that the first few days here may be a little difficult or feel a little strange, but remember that we are here to **help** with any questions or problems that you have.

About the college

St Giles College Highgate is situated between three "villages" or "suburbs" – **Highgate, Muswell Hill and Crouch End** (for more information about these places, see pages 20-25). Our location, building and excellent facilities make the college an ideal place to study and relax, away from the noise and crowds of the city. However, Central London/West End is only a 20-minute underground journey away, and most of our students live less than 45 minutes from the college.

On your first day...

- You will give your name and your passport to the Front Office and you will be told which room you need to go to.
- After you have checked in, and if you haven't already done it online, you will be asked to complete a **language test** in a special orientation class and will also have a short **interview** with a teacher. This will help us to put you in the right class. In this class you will learn more about the college, Highgate and life in London.
- You will be told on the first day where to go for your main class and if you are a full-day student where to go for the afternoon class.
- Students who study only in the afternoon will be placed directly in their main class.

To make things easier

Now that you have arrived at the school, you can make your life in London easier if you do the following things:

- Learn the address and telephone number of your homestay, and the way to and from the school!
- Complete your student card and include a passport sized photo (during day one orientation). **All students under 18 must have a St Giles student card**
- If you are staying for 6 months or longer and want to open a bank account, ask for a 'bank letter' in the Front Office (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 Front Office

- **It is important that you have a mobile phone number while you are staying in London.** Please ask in the Front Office if you need help or advice getting a UK phone number.

First day and Weekly Meetings

- On your **first day** all students under the age of 18 will meet with **Anna** - the U18 Officer and **Henry** - the Social Program Coordinator during **lunchtime at 1:15pm in room 4** (usually). During this meeting you will be given information about the school's social programme and what to do if you have any problems during your stay in London. This will also be a good opportunity for you to meet other new students of a similar age.
- **Every other Wednesday (every 2 weeks) at 1:15pm all students who are U18 meet in room 4** to share ideas about fun activities to do, make suggestions about the school's social programme and share any problems you may have. You must make sure you **always** attend these meetings.

If you are here as part of a group with group leaders, or if you do not arrive at school on a Monday these arrangements may vary.

Timetable of Lessons

Times

It is very important that you arrive at your lessons on time. If you are late for a lesson, it can be very difficult for the teacher and the other students. So please **be punctual**. If you are more than ten minutes late, the teacher may ask you to wait until the next lesson.

<u>Morning classes</u>	<u>Afternoon classes</u>
Lesson 1: 09.00 – 09.50	Lesson 5: 14.10 – 15.00
Lesson 2: 09.50 – 10.40	Lesson 6: 15.00 – 15.50
Lesson 3: 11.10 – 12.00	There are no classes on <u>Friday afternoons</u> for full-day students
Lesson 4: 12.10 – 13.00	
<u>Afternoon-only students (20 lessons per week)</u>	
Lesson 1: 14.10 – 15.00	
Lesson 2: 15.00 – 15.50	
Lesson 3: 16.15 – 17.05	
Lesson 4: 17.10 – 18.00	

Your Welfare

If you have a problem...

...with homestay accommodation

See **FATEMEH** in the Front Office. We have an agreement with families about meals, hygiene, etc. Speak to your host family first if possible.

...with your lessons

If your problem is about your lessons, tell your teacher first. Usually he or she can help you. If not, see **RACHEL**, the Director of Studies. Her office is on the ground floor. **Rachel is also available between 8.30am and 5pm** If you would like to talk about something that is worrying you or if you need help in any way, then please speak to Rachel.

...with your welfare

If you are feeling unhappy, homesick or lonely or need to talk to someone about anything that is worrying you or if you need help in any way while you are here, please speak to **ANNA** in the academic management office.

...with payments, holidays or changes to your course

See **LUCY** or **SCOTT** regarding payments, course extensions and/or amendments. Please note that there are sometimes rules about changing your course.

...with social events

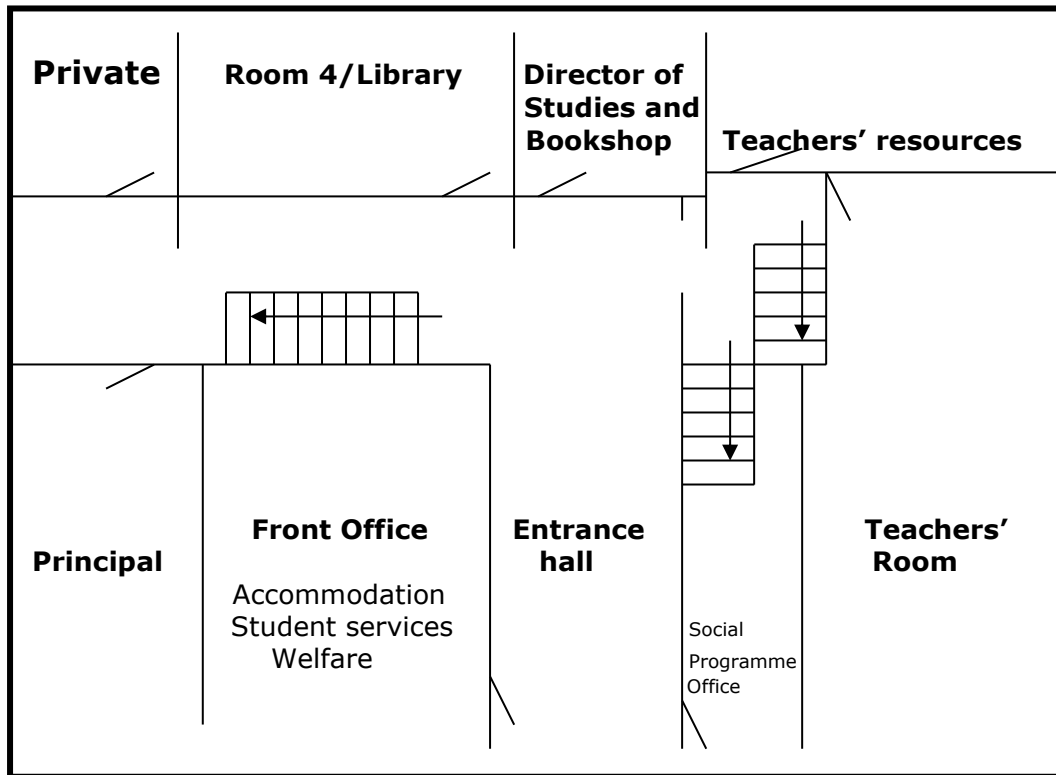
See the Social Programme Organiser, **HENRY**, in his office on the ground floor. Look at the social programme first for details and buy tickets from Lucy in the front office.

...with anything else

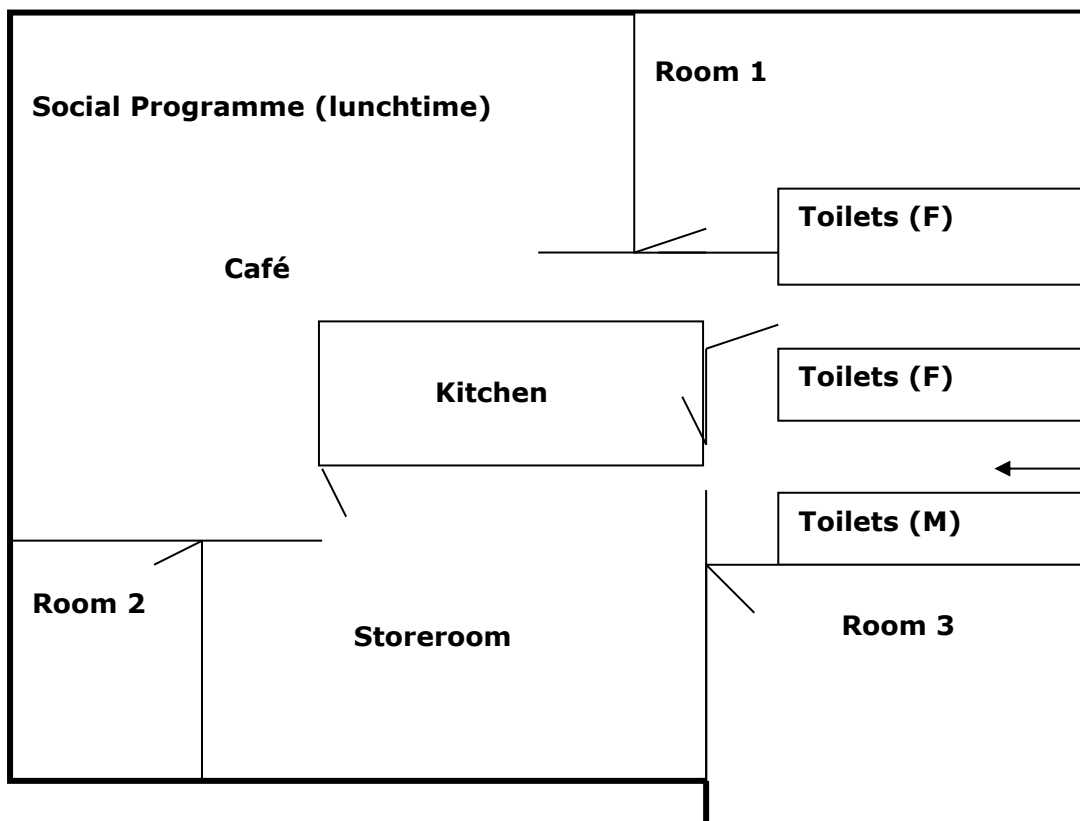
You can arrange to see the Principal of the college, **ANDY**, if necessary. Please make an appointment in the Front Office

Map of the College

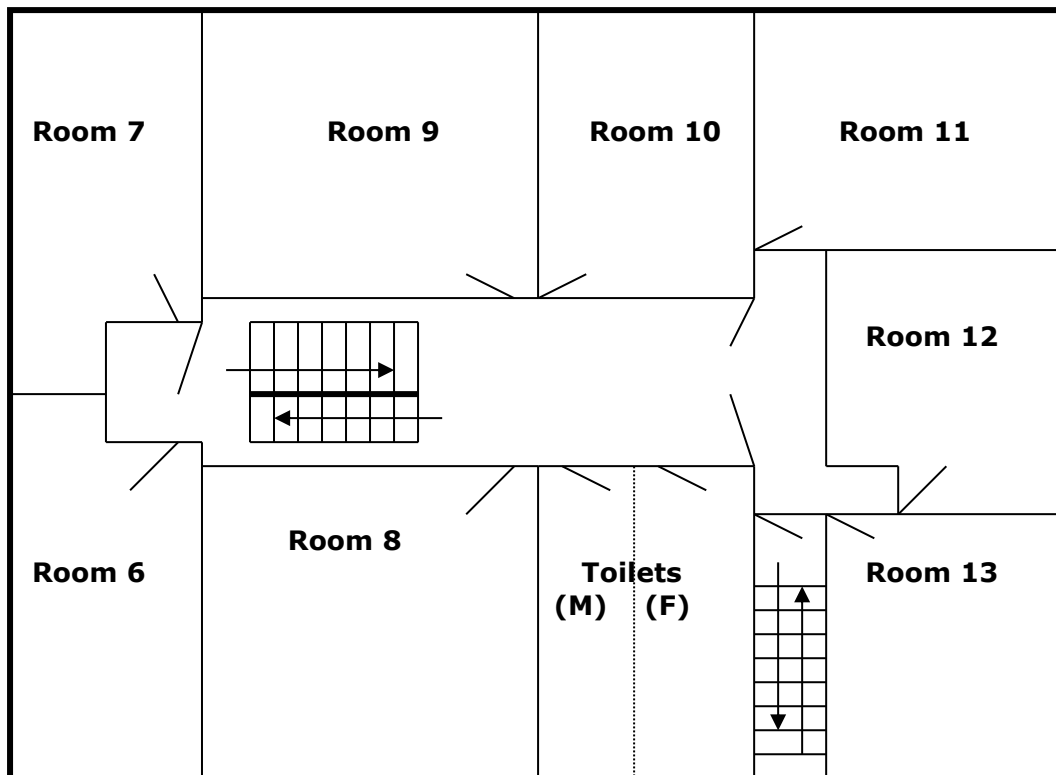
Ground Floor



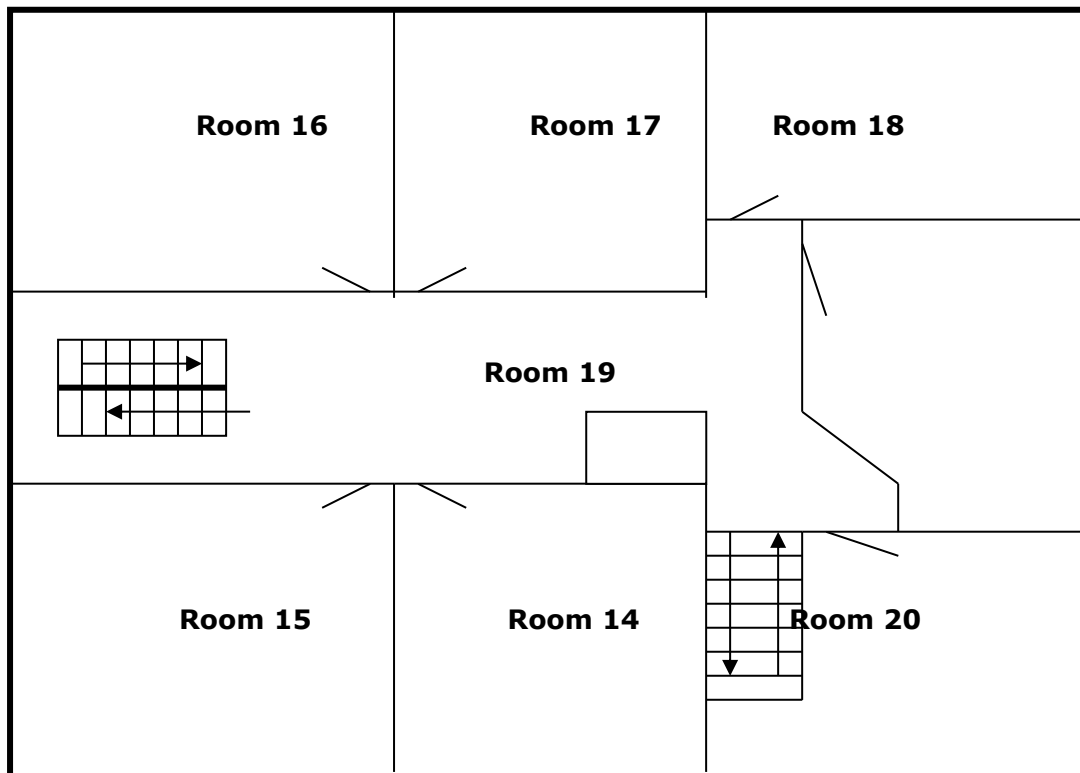
Lower Ground Floor



First Floor



Second Floor



Rooms 21 to 27 are in the block at the end of the garden

Courses and Tests

Main courses

Most students study GENERAL English full-time at St Giles Highgate, either:

- 20 hours per week in the morning or in the afternoon
- 28 hours per week, morning and afternoon

In your first couple of days, your teacher will tell you which coursebook to buy. You can buy your books in the Director of Studies' office every lunch time from 1pm to 2pm. If you are here for 3 weeks or less, you can borrow a coursebook. You need to pay a deposit in the Front Office.

If you want to change your course, or cancel any part of it, speak to Andy or Lucy.

Other courses

As well as General English, you may be able to study the following courses in the afternoon. You must be a full-day student to do this.

- English for Business
- English for Art & Design

The English for Business course runs whenever there is adequate demand. The English for Art & Design course has set start dates through the year. Ask the Director of Studies for more information.

Preparation for exams

We offer preparation courses for **IELTS**. This course runs in the morning. Ask your teacher or see the Director of Studies for more information.

Private Lessons

See the Director of Studies if you would like to arrange private lessons.

Level and End of Course Tests

If you study here for 8 weeks or more, you will be invited every 8 weeks to do a **Level test**. This is one way to keep track of your progress. If you have attended a course for more than 4 weeks and your attendance is higher than 80%, you will be invited to do the **End of Course Test**.

Self-Access

Learning outside the classroom

It's very important to **study on your own** as well as in class. St Giles Highgate has a range of self-access facilities, all of which are free. Using them gives you the opportunity to extend your knowledge of English, and to practise areas that you or your teacher feels you need to improve in.

The St Giles e-school

Get our e-school app and you will find lots of ways to practice your English. You can also use it to sign up for Social Programme activities and to find information about the school and life in the UK as well as lesson plans and feedback from your teacher.

The Self-Access Centre

The **Self-Access Centre** is in room 4 on the ground floor. There are leaflets with lots of great ideas to help you to extend your studies independently, both during and after your course. You can also borrow books to read – choose one you like and sign it out in the Director of Studies Office. You can have the book for **up to two weeks**. Remember to sign it back in when you return it.

<p>The self-study room is open from Monday to Friday, from 8.30am to 5.30pm.</p>

The rooms are occasionally booked by a teacher to take a class there. Please look at the notice on the door to see if the room is free.

The college also has wireless connectivity (Wi-Fi). The password is displayed in the self-access room (room 4) and in the café.

Remember

Your teacher cannot learn English for you. You have to work hard yourself, both in and out of class. The best way to make progress is to **speak in English** as much as possible, to your classmates, your host family, your friends and anyone else you can communicate with.

Also, people learn best when they are enjoying themselves. So, use any way of practising that you enjoy: **watch TV, listen to the radio, read magazines or newspapers, surf the Internet, chat to your friends etc.** All these are ways to improve your English language skills while you are in London.

Rules and Expectations

Punctuality and Attendance

It is very important that you attend **ALL** of your lessons and that you arrive for class **on time**. If you are not in class ten minutes after the start of the lesson we will contact you and your host to check where you are and that you are safe. We keep accurate records of your attendance and if you have any questions about your attendance please speak to the Assistant Director of Studies. Please inform the Front Office if you going to be absent on 020 8340 0828 or studentservices.londonhighgate@stgiles.co.uk

It is a requirement of Student Visas that students attend at least 80% of their course. St Giles is required to inform authorities of students persistently below this percentage, and your course will be cancelled if attendance doesn't improve. This would also end your right to be in the country on a student visa. If your student visa is cancelled and you are asked to leave the country, you may not be able to return.

In class

Every class and every lesson is different, but there are certain things that you will often do in class. Your teacher will often ask you to work in **PAIRS** or **GROUPS**. This is to ensure that everyone gets as much speaking practice as possible. As English becomes the one international language, it is more and more important to speak in English to people of all nationalities. This also helps you to make friends.



Your teacher will give you a balance of grammar, vocabulary, pronunciation and the 4 skills of speaking, reading, listening and writing. At St Giles we believe the most important thing is **COMMUNICATION**, so there will be a lot of time spent on developing your speaking and listening skills. It is important to take part and practise as much as you can in class. Relax, and don't worry if you make some mistakes.

Important

- No food or drink in class – only water is allowed
- Switch off mobile phones in class – a copy of the *St Giles Highgate Mobile Phone Acceptable Use Policy* is available on request
- Bad language, fighting and bullying are not allowed
- Please do not wear clothing with offensive or insulting images or words. Clothing should be respectful to the staff and students, and should not be too revealing

- Please carry your *St Giles Student Card* in your lanyard at all times while in the building

College Facilities

Front Office

The Front Office is open from 9.00am to 5.00pm, Monday to Friday. The office staff offer a range of services. Please ask if you need any of the following:

- Information about London including the **Student Oyster Card**
- Advice about **visas** and **course extensions**
- A **phone card**

Student Café

The café is open from **10.30am to 14.30pm** and serves a variety of hot and cold drinks. As well as snacks (sandwiches, crisps, chocolate, fruit), there is a choice of hot dishes at lunchtime. Remember there is **no smoking** in the café. Smokers should use the garden or at the side of the school.



Toilets

There are toilets on the lower-ground floor, near the side entrance to the building and on the first floor, next to room 8. Separate toilets are provided for male and female students under the age of 16. The under 16s female toilet and the under 16s male toilet are both situated on the lower ground floor near the café.

Prayer Room

There are 2 rooms on the top floor (rooms 18 & 20) that students can use. If you require a prayer mat, please ask for it in the Director of Studies Office.

The Garden

St Giles Highgate has a beautiful garden at the back of the building. It is a pleasant place to sit and talk or read if the weather is good. In summer, some teachers may take their classes into the garden. There is also a **table tennis** table that can be used. Ask in the teachers' room for the equipment.



Social Programme

The Social Programme is a very important part of your course. By joining in with the events on the programme you can make more friends, practise more English and learn more about Britain, London and the local area. Most importantly, you can have lots of FUN!



Every month there is a new programme of events, with activities every weekday afternoon or evening. Ask the Social Programme Organiser if you want more information about social events or activities. They can be found at lunchtime in their office on the ground floor. You can book tickets for our events with the Social Programme Organiser during this time as well. Details of all events and sign ups can be found on the St Giles e-school.

Events

We always try to include a variety of events in each programme, some free and some not. If you are aged 14 or 15 and enrolled on the junior course, then three events each week can be attended absolutely free of charge. Below are some typical social programme events at St Giles Highgate.

Afternoons and Evenings:

- Tenpin bowling
- Musicals
- Guided walks
- Sports in the park
- Film night
- Riverboat trips
- Plays and musicals
- Museums and Galleries
- Restaurants and food markets



Remember: Don't be shy – join in & have fun!

Weekends

In the summer our Secret Cities programme includes all day activities on Saturdays

You can also book trips to various cities and attractions across the UK through our trusted travel partners. For more information, speak to the Social Programme co-ordinator.

Your safety and happiness

At St. Giles, we pride ourselves on ensuring that all students are safe and happy both inside and outside of the school. The school makes it clear in its publicity that the school is an adult environment and parents or guardians are asked to sign parental consent forms before any under 18 students begin lessons. However, it is important that all students and staff remain mindful to the fact that children are present within this adult environment.

DSP (Designated Safeguarding Person) introduction

Joni, our Assistant Director of Studies and Designated Safeguarding Person meets newly-arrived under-18s during their first week on Monday to introduce herself and to explain what she does at the school. This is then followed up by a meeting on Wednesday to discuss the week's social programme and any issues you may have. If you have any worries or concerns and you would like to speak to Joni, then she can be found in the Director of Studies' office after 1pm.

You can also speak to Lucy (Student Services) if you have any problems or need someone to talk to.

Absence procedure

It is very important to arrive for your lessons on time. The Director of Studies and/or Accommodation Officer will visit your classroom to check you are in your classroom **by 9.15am and 2.25pm if you have an afternoon class**. If for any reason you are absent, we will contact you, your host family and your family immediately.



ANNA, our Designated Safeguarding Person and Assistant Director of Studies

Emergency contact information

If you are not at the school and you have a serious problem or emergency, please call one of the numbers on your **St Giles student card**. The school telephone number is **020 8340 0828** and the mobile emergency number is **07796 552 488**. The phone number is available 24 hours a day, seven days a week and a duty officer from the school will be able to help you with any problems you may have. We ask that all students save the emergency number onto their phones on their first day at the school. If you need to contact the police, or get an ambulance, or call the fire service, call the UK emergency number **999**. Further information on how to stay safe in London and online is also stored on the St Giles e-school as well as on the school's website.

Advice, Guidance and Rules for Under 18s

Social Programme

There are many enjoyable and fun activities for under 18 students at St Giles Highgate. Students under 18 years of age are encouraged to join in with activities such as *bowling*, *restaurant visits*, *museum visits* and many more! Check out the social programme board in the hallway entrance to the school and find out which events you can attend.

Travelling to and from the school

We will give you a map of the local area on your first day at the school, and we will check that you know how to find your homestay. The local area is usually a safe place, but **at night**, please be careful. For example, do not go to places where there are no other people, and if you are returning home from a school social activity in the evening, it is best to take a taxi home. Our school staff can telephone for a taxi for you. **Do not** walk home alone at night.

Curfews

- You must be back at your homestay for dinner every evening. If you are going to be late for dinner, tell your host family
- If you go out in the evening or at weekends, tell your host family where you are going, and with whom. Give your host family your mobile telephone number and keep your phone turned on at all times. Leave a telephone number or address where you can be contacted at all times
- If you are **under 16 years** and you go out after dinner, you must be back at your accommodation by **9.00pm** Sunday – Thursday and **10.00pm** Friday-Saturday.
- If you are **16 or 17 years**, you must be back at your accommodation by **11.00pm** Sunday-Thursday, and **midnight** on Friday and Saturday
- In some cases, host families may set an earlier curfew. **Please respect their curfew and do speak to us at the school if you have any questions about this.**
- If your behaviour causes concern to the school or to your host, St Giles reserves the right to inform your parents or your agent where appropriate

Staying Safe Online

In order to use the internet safely please follow the steps below:

- Don't post any personal information online – like your address, email address or mobile number
- Think carefully before posting pictures or videos of yourself. Once you've put a picture of yourself online most people can see it and may be able to download it, it's not just yours anymore
- Keep your privacy settings as high as possible
- Never give out your passwords
- Don't befriend people you don't know
- Don't meet up with people you've met online. Tell someone at the school immediately if someone asks you to meet them
- Remember that not everyone online is who they say they are
- Think carefully about what you say before you post something online
- Respect other people's views, even if you don't agree with someone else's views doesn't mean you need to be rude
- If you see something online that makes you feel uncomfortable, unsafe or worried: leave the website, turn off your computer if you want to and tell a trusted adult immediately

Please also remember:

- The age of consent in the UK is **16 years old**
- Be very careful with your personal possessions and do **not** carry too much money with you
- You cannot enter a pub or club, and you cannot buy or drink alcohol if you are under 18 years old. You cannot ask someone over 18 to buy alcohol for you – this is illegal.
- You cannot buy tobacco/cigarettes if you are under 18 years old
- All soft and hard drugs are illegal in the UK. If someone offers you drugs **always say no!**

RULES

Attendance

- We expect our students to come to all their lessons on time and to attend all their lessons
- If you are late for two or more lessons in a week we will ask you to meet with the Director of Studies.
- If you miss a lesson we will call your host family immediately to speak to you. When you return to school our Director of Studies will speak to you
- If you are ill and cannot come to school you must phone the school number: +44 208 340 0828. The school's emergency number is: **07796 552 488**. Please do not email or text!
- If you start to miss lessons we will contact your parents/guardian to discuss the situation

At the school

- In your lessons, please do not use your mobile phone or tablet for personal messaging, telephoning, surfing the internet or anything not related to the lesson
- Please do what your teachers ask you to do
- Bad language, fighting and bullying are not allowed
- Please do not wear clothing with offensive or insulting images or words. Clothing should be respectful to the staff and students, and should not be too revealing
- Misuse of electronic devices to harass or abuse students or staff is prohibited.
- Misuse of electronic devices to visit inappropriate web sites or download inappropriate material is prohibited
- Please wear the red lanyard you were given on your first day when you are at the school and on social activities organised by the school
- Please carry your St Giles student card at all times
- Our Designated Safeguarding Person will meet with you on a regular basis to check that you are OK. All under-18s must attend these meetings.

At your host family

- Please remember that you are a guest in someone's home. This is a great chance to learn about life in London but also comes with responsibilities. You must treat your hosts with respect, keep your room tidy, clear up any mess that you make in the kitchen and bathroom and follow the rules of the house. In return, the family will make you feel welcome and will look after you whilst you are here.
- Give your host family your mobile phone number and take your host family's number
- If you go out, make sure your mobile phone is fully charged and turned on

- You must be back at your homestay for dinner every evening. If you are going to be late, tell your host family in good time.
If you are not back at your host family on time for dinner or for your curfew time, the hosts will telephone the school. The school may then call the police and/or your parents or guardians
- Do not walk home alone at night. Take a taxi, or go with a friend. Always call a licensed taxi company. If you want to take a taxi from the street only take licensed London black taxis. **Never get into a taxi with someone who approaches you to offer a taxi service.**
- If you go out in the evening or at the weekend, you must tell your host family where you are going and who you are going with. Give your host family a telephone number or address where you can be contacted at all times

In your free time

- **If you are 14 or 15** and you wish to go out in the evening or at the weekend you must be accompanied by another student under the age of 18, or with a member of the school staff, or with an adult who has been approved by your parents, guardians or the school. We ask your host family to make sure you go with this person or that you go to an arranged meeting point to wait for this person. Your hosts must know where you wish to go, when you wish to go, how you will travel, when you will return, and who you will be with.
- **If you are 14 or 15** you must be back at your host family by 21.00 Sunday to Thursday and 22.00 on Friday and Saturday, unless you are attending a school social event and you return by approved taxi, in which case you must return to your host family by 22.30.
- **If you are 16 or 17** you must be back at your host family by 23.00 Sunday to Thursday, and 00.00 on Friday and Saturday
- **If you are 14 or 15:** In your free time you cannot leave London without written permission from your parents/guardian. You must tell the Front Office at least 1 week in advance before you want to travel. You must be accompanied by another student under the age of 18, or with a member of the school staff, or with an adult who has been approved by your parents, guardians or the school. We ask your hosts to make sure you go with this person or that you go to an arranged meeting point to wait for this person
- **If you are 16 or 17** you cannot stay out overnight without permission agreed between the school and your parents. You must be staying with an approved adult who will be responsible for your welfare during the trip.
- The school and your hosts must know where you wish to go, when you wish to go, how you will travel, when you will return, and who you will be with. If you do leave London without this permission, the school will treat the situation very seriously. We will discuss this with your parents/guardian and we may have to ask you to leave the school
- The school reserves the right to refuse permission to leave London if we are concerned about your safety

Other

- Smoking – it is illegal to buy cigarettes/tobacco if you are under 18 and it is illegal to smoke cigarettes if you are under 16.
- Under-16s are not allowed to smoke either at the school or outside the school
- Students aged 16 and 17 are not allowed to smoke at the school or at their homestay, unless the school has received written permission from their parents or guardians

- Alcohol – You may not enter any pubs, bars or nightclubs. It is illegal to buy and/or drink alcohol if you are under 18 and it is illegal for someone to buy or try to buy alcohol for you if you are under 18
- Using or having illegal drugs is strictly not allowed. If someone offers you drugs always say NO!
- Dangerous objects—you must not carry any kind of weapon (for example, a long knife or a gas/liquid spray) in a public place.
- Shoplifting—Shops have good security systems, and they will always call the police when they catch someone stealing.
- In the UK, the age of sexual consent is 16
- St Giles will treat any criminal offences, for example theft, damage to property seriously.
- St Giles does not tolerate racial, sexual or other harassment
- St Giles will treat seriously any attempts to either promote terrorism or violent extremism or to make or encourage students to take part in such activities in the school or in the community
- St Giles will treat seriously any behaviour which might reasonably be considered to put the physical or mental wellbeing of yourself or other students and staff, hosts and/or their family at risk or harm

We want you to have a fun time in London and learn lots of English, so stay safe!

Fire and First Aid

Fire

If the fire alarm sounds, **don't panic!** Follow the instructions that your teacher gives you: leave bags, books and coats in the classroom, and leave the building as quickly as possible, as your teacher tells you. Each classroom has a map which shows the nearest fire exit. Once outside, stay with your teacher and other members of your class – the teacher will check everyone is there. Do **not** enter the college again until the Principal tells you to.

First Aid

If you have an accident or feel ill at the college, **tell someone** – either your teacher or another member of staff. There is a first aid box on each floor of the building, and we have several members of staff trained in first aid and emergency treatment. If it is serious, a member of staff can take you to the nearest hospital.

Emergencies

If you need to call the **police, fire service or an ambulance**, the number is **999**. Remember: this number is only for real emergencies. If you need to register with the police please ask for information in the Front Office. The college telephone number is **020 8340 0828**. Outside office hours, there is an answering machine which gives you the emergency number of the person on duty. Again, only call this number in a real emergency.

Smoking

Smoking (including **e-cigarettes**) is **forbidden** everywhere in the building. Under 18 students are forbidden to smoke on the school property.

Student Guide Part 2: The Local Area

Transport in London

London is a big place, and you can travel around the city in different ways. There is the **underground** (usually called the **Tube**), there are **buses, trains and taxis** and, of course, you can travel on foot. Please use the information below or ask in the Front Office if you need help.

Tube

The tube is usually the fastest way of travelling around London, with 12 different lines connecting all parts of the city. The nearest station to the college is **Highgate**, which is on the **Northern Line (black)**. It takes about 15 minutes to get to the centre of London by tube.

Be careful – the Northern Line divides into two parts. When you go to the centre, take the **Charing Cross** branch, and when you come back to Highgate, take the **Mill Hill East** or **High Barnet** branch. The tube starts at about 6am and finishes at about 12.30am, although some lines run 24 hours on Friday and Saturday.

Tube tickets: The cheapest tickets will always be with an Oyster Card or a contactless bank card, especially for single journeys. In London, you must pay for the zones you will be travelling through. For example, if you enter the tube at Highgate (Northern line, Zone 3, North London) and exit at Balham (Northern line, Zone 3, South London) you must pay for Zones 1-3 because you will travel through Zones 1, 2 and 3 to get there.

Safety: Pickpockets often choose tube stations as places to steal. Always take care, keep your bags with you and keep your money safely in an inside pocket. Hold your bag in front of you and try not to travel alone at night. On **escalators** always stand on the **right**. On the **platform**, stand back when the train arrives and **mind the gap!**

Buses

Buses are cheaper but slower than the tube. To stop a bus, put out your arm at the bus stop. You cannot pay with cash on a bus in London. You must use an Oyster card a contactless bankcard or show the driver your travel card when you get on. When you want to get off, push the button next to your seat.

Buses **43, 134 and 263** stop on Archway Road, while the **W5** is useful if you live in Crouch End, as it stops on Shepherds Hill.

At night there are **night buses** which leave Trafalgar Square about every 30 minutes. These continue through the night.

Travel cards (Oyster cards)

You can buy daily, weekly and monthly travel cards, which give unlimited travel on tubes, trains and buses in London. You can buy these from any train or tube station or simply use 'pay-as-you-go', which will be capped at the cost of a travelcard. You may be able to get cheaper bus and tube travel if you are staying for over three months. Ask in the Front Office for more details.

Visit www.tfl.gov.uk for more information about public transport including bus timetables and tickets in London.

Taxis

Taxis can be **expensive** and it is best to use buses or the tube. If you do need to take a taxi, there are 3 types:

Black cabs are reliable, the drivers are well trained and know where they are going, but are more expensive. You can stop a black cab by waving in the street.

Mini cabs are a little cheaper and can be ordered by phone. However, some people think they are not reliable and can even be dangerous if you are alone. Ask in the Front Office if you would like the number of a good taxi company.

Apps such as **Uber** can be cheap and convenient but do be careful as sometimes passengers do report problems.

A journey at night from the centre of London to Highgate will probably cost about £35.

Trains

If you want to travel outside London, the fastest way is by train. The main stations are **Victoria** and **Waterloo** (south), **Euston** and **Kings Cross** (north) and **Paddington** (west and north). Book your tickets well in advance or the fare can be very expensive.

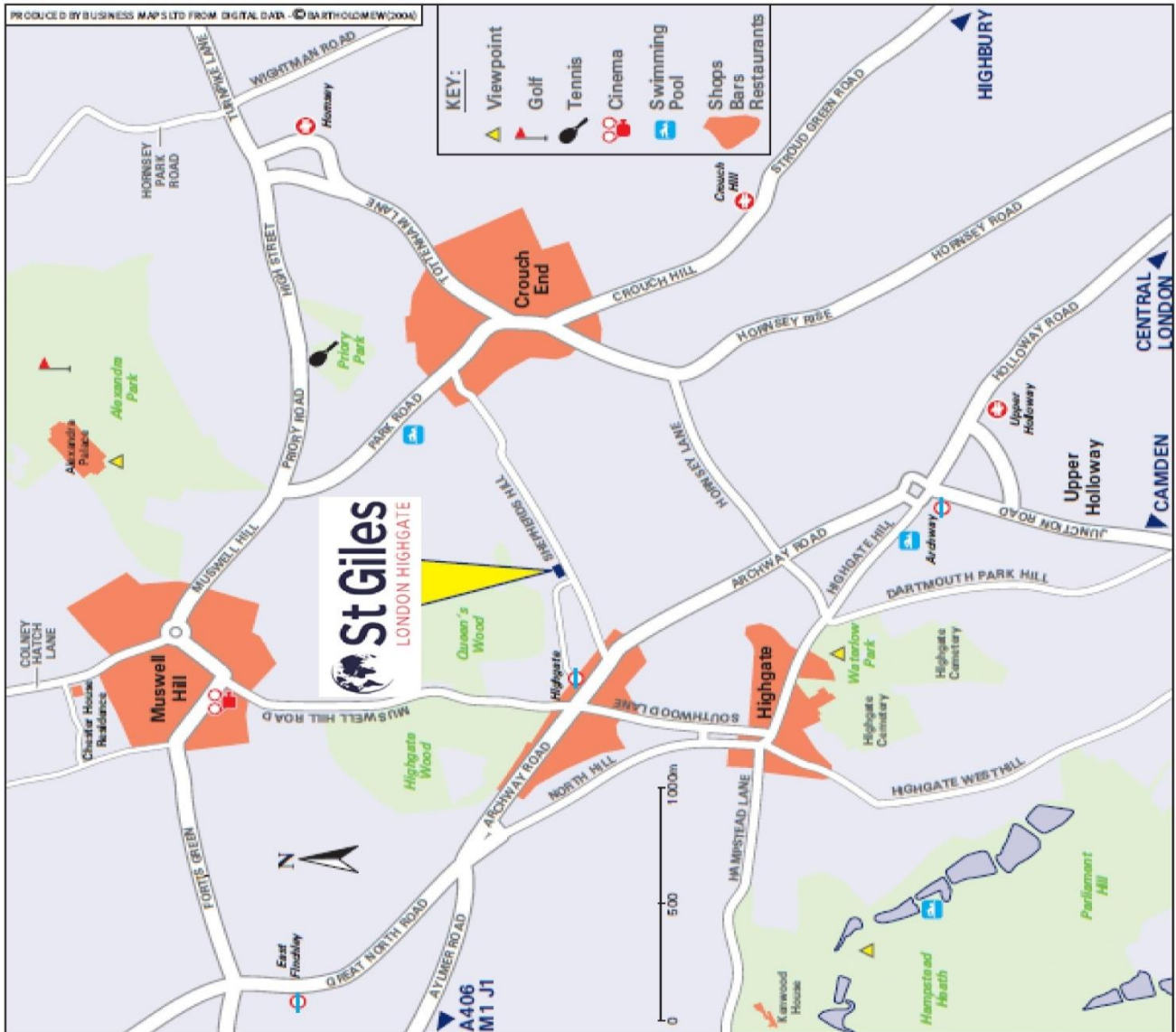
For information, look online <https://ojp.nationalrail.co.uk/service/planjourney/search> or call National Rail Enquiries on **0845 748 4950**.

Please remember that if you are 14-15 years old, you must tell your host family and the Front Office in advance if you wish to go on daytrips outside of London. We will also need to get a consent form sent and signed by your parents before you go.

Coaches

Cheaper but slower than the train, travelling by coach is often a good idea. **National Express** and **Eurolines** run services from **Victoria Coach Station** to all parts of the UK and many parts of Europe. Also Megabus at www.megabus.com. You can book tickets or ask for a timetable in many travel agents.

Local Area Map



51 Shepherds Hill
 London N6 5QP
 Tel: +44 (0)20 8340 0828 - Fax: +44 (0)20 8348 9389
 email: londonhighgate@stgiles.co.uk
 www.stgiles-international.com



- **By Train**
 - Eurostar services terminate at London Waterloo.
 - There are daily services to both Paris and Brussels.
- **By Underground**
- **By Air**
 - Highgate is on the Northern Line in zone 3.
 - Heathrow Airport is located 20 miles (32km) to the west of central London.
 - The Heathrow Express is the quickest way into central London. Journey time is 15-20 minutes and the service is non-stop to Paddington station.
 - Gatwick Airport is located 28 miles (45km) south of London.
 - The Gatwick Express is the quickest way into central London. Journey time is 30 minutes and the service is non-stop to Victoria station.
- We can arrange a taxi transfer from any airport.
- There is a direct service into Central London on the Piccadilly Line tube.

Shopping in the Local Area

Muswell Hill

For food, drink and general goods, the supermarket **Sainsbury's** has good quality at reasonable prices. It's opposite the Everyman cinema. A little more expensive is **Marks & Spencer**, opposite the Miller & Carter restaurant (formerly a church), which is particularly good for pre-prepared food. Next door to the cinema is **Planet Organic** which sells fresh and prepared organic food. Muswell Hill **bookshop** is near Sainsbury's, and has a good range of different categories of books. A few doors away is the best newsagent, **WH Smith**, where you can also buy paper, pens, etc. You will find the **Post Office** almost opposite **La Porchetta** pizzeria. There are a few shops for clothes and shoes on Muswell Hill Broadway, but they are limited compared to the shops in central London.



Crouch End

There are 2 supermarkets, **Coop** and **Waitrose**, on the Broadway, and various small food stores in Crouch End, and a small **Marks & Spencer**. There are many coffee shops, the famous bakery **Dunn's** and a **Post Office** in Tottenham Lane. Crouch End has a lot of shops that specialise in **cards, candles and gifts**, and can be a good place to shop when you buy presents for family and friends. There are also various shops that specialise in mobile phones. There is also a **Boots** chemist.



Highgate Village

There is a small **Tesco** supermarket, useful for buying food for a picnic in one of the nearby parks. On the High Street there is a travel agent, a butcher's, an off-licence, various gift shops and many coffee shops. The **Post Office** and **bookshop** are down the hill near Waterlow Park.

Eating Out

Below are some of the best and cheapest **restaurants** near the college. Crouch End in particular is great for eating out. If you want more traditional "English food", go and eat in a local pub.

Italian

La Porchetta is a cheap but excellent pizza & pasta place in an authentic noisy Italian atmosphere in Muswell Hill. **Franco Manca** offers gourmet sourdough pizza on the Muswell Hill roundabout.

There are many good Italian, French and English restaurants in Crouch End.

Pizza Express (Muswell Hill and Highgate Village) is another good Italian restaurant chain.

Chinese

There are several Chinese restaurants in Crouch End. The Dragon is perhaps the best, but the Jade Palace and Honeymoon are good too. There are a few Chinese restaurants in Muswell Hill, along the Broadway near Sainsbury's, and a couple in Highgate Village.

Indian

There are few things more *English* than a good **curry**! In Crouch End there is a part of Tottenham Lane, between the Queens pub and the YMCA that is *full* of **Indian restaurants**, all of them good. Remember to check the menu to see how spicy a dish is (*hot = very spicy*)!

Spanish

Sabor is a good tapas bar in Crouch End, near the YMCA on Tottenham Lane, with typical Galician dishes. Another place, on Hornsey High Street, is **Pradera**, with excellent food and beautiful interior design.

Other

Satay Malaysia serves excellent and cheap **Malaysian** food in Crouch End, and there are 3 **Thai** restaurants too. As well as the many kebab shops in the area, you can eat **Turkish** food at the **Bakko restaurant** (Muswell Hill). For a good **Greek** meze, try the **Arocaria** in Weston Park, Crouch End. Finally, **Toff's** in Muswell Hill has won awards for being the best **fish & chip shop** in Britain!

Sports and Leisure Facilities

There are many sports and leisure facilities near the school and some examples are listed below. If you would like more information on what sort of facilities and activities are available then please ask in the Front Office.

Sports

We play **football** outside in the summer but you can play in a nearby sports hall throughout the year. Ask **Henry** about visiting football stadiums in London.

If you like **swimming**, the nearest pool is in Park Road, in Crouch End, just 15 minutes walk from the college. It is open from 7am to 9pm. There's also a gym.

For **aerobics** or **weight training** you can also try the gym at the YMCA in Crouch End. It's on Tottenham Lane and you can become a member or simply pay each time you go.

To play **tennis** try either Priory Park in Crouch End or Waterlow Park in Highgate Village. It costs about £5 per hour at both parks, but often you can play for free!

There is a **table tennis** table in the garden at St Giles that can be used when the weather is good. Ask Henry for the bats and ball.

Leisure

Jackson's Lane Community Centre is the building at the end of Shepherds Hill that looks like a church. It has a very good vegetarian restaurant and bar, and in the evening there is a variety of events, from dance to theatre to comedy. Pick up a timetable to see what's on.

The **Muswell Hill Everyman Cinema** is the nearest place to see new films. It's on Fortis Green Road and has multiple screens. It costs about £18 to see a movie there and you can have food and drink served to your seat. A less expensive option is available at the **Vue Cinema Finchley Lido** where entry to films starts at £6.99 and drinks and snacks are available to buy.

Alexandra Palace is 10 minutes' walk from Muswell Hill Broadway, set in a big park. There is a pub and restaurant, as well as an ice rink, garden centre and a boating lake. In the main hall there are often exhibitions, of food and drink, crafts, boats and much more!

Student Guide Part 3: Living in London

Homestay Accommodation

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

Your host should provide you with all of the following:

- A room with a **bed**, a **wardrobe**, a **mirror** and a **table** with a **lamp** and a **chair**
- A clean set of **bed linen** at least once a week
- **Breakfast** and an **evening meal**
- A **shower or bath** every day



We hope that you will be happy with your accommodation. We like to place our students with hosts who will talk to them and treat them as members of the household.

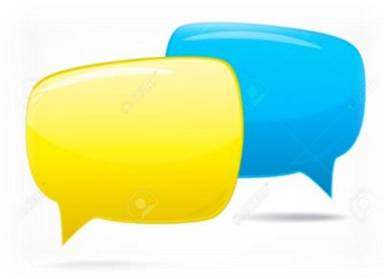
Remember that you are staying in your host's home and that their **way of life** may be different from what you are used to in your country. The first few days may feel a little strange and you may feel you do not fit in with the routine. You may also feel a little homesick, and this is quite normal. Try **talking** to your host about your own home, or show them photographs of your family.

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

- How to get to St Giles by **public transport** and how to get home again
- What time do they have their **meals**? Your host should already be aware of any particular requirements such as a vegetarian diet
- You should always advise your host if you are going to miss or be **late** for a meal. Also if you are going to **spend a night away** you must tell your host so they will not worry
- Make sure you know how to use the **bathroom facilities** and make sure you always leave the bathroom clean. You could ask about **laundry** facilities
- It is also a good idea to ask about using the **telephone or computer**, if they have one. Make sure you understand how to use the keys to get into and lock up the house

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

Always **talk to your host first** if you have any doubts or problems. There may be minor difficulties and misunderstandings, but with goodwill and good humour these can usually be resolved quite quickly!



Talking is always the best way. However, if you are unhappy with your host, you should speak to **Fatemeh**, the Accommodation and Welfare Officer. You can find her in the Front Office. Tell us about any problems immediately. If you wait until after you go home it will be too late to help you!

Living in the UK

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

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

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

British people are quite personal and don't generally talk about earnings, their age, politics or religion.

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

Listen how often people say '**please**', '**thank you**', '**excuse me**' and '**sorry**'. Try to use these words in a similar way.

And **remember**: we **drive on the left** (so look right when you cross the road) and we **stand on the right** and **walk down on the left** of the escalators on the underground!



Living in London

What do you know about London? Well...

- ❖ There are over 70 nationalities living here
- ❖ There are over 300 languages spoken
- ❖ There are centres of worship for a multitude of faiths
- ❖ Festivals and traditions from all over the world are celebrated here
- ❖ People live together, in harmony.

How has London become such a place?

There are certain values that are taken very seriously in Britain, the 'core' (central) British values:

- ❖ **Respect & tolerance** for those with other faiths and beliefs, - compliance with Equality Act 2010. Please remember that while you may not agree, you must understand that people are different and they have a right to live their life in accordance with British law. Just because it is different, it does not mean it is wrong.
- ❖ **Democracy** – please remember to respect each other equally, and remember that everyone has a voice. When discussing things in class, you must listen to and respect the opinions of others, as well as give your own.
- ❖ **Individual liberty** – you do have freedom! Check to find out what your curfew is and remember it changes at the weekend. Express yourself – just be respectful of how you do it.
- ❖ **Rule of law** – the law applies to us all, as do the St Giles rules! Please read the student guide to understand the laws in Britain and the St Giles rules – they are there for your safety and well-being.

While you are studying and living here, you may see things that you would never see in your own culture. Even if you do not agree with what you see, please remember that we are able to live in harmony because different does not mean 'wrong'.

English Laws

There are some English laws that may be different from laws in your country.

Litter – You mustn't drop rubbish in the street, on the underground or in other public places. Please take it home with you or put it in a rubbish bin. There are sometimes heavy fines for dropping litter.

Alcohol – You cannot buy beer, wine or spirits if you are under the age of **18**. You will be asked for identification **before you enter** in most pubs and bars at night. Some family friendly pubs accept under 18s during the day. You must not buy alcohol for anyone under 18. The Police are very strict about this.

Shoplifting – To stop people stealing from them, shops have very good security systems. They nearly always call the police when they catch someone. The Police will contact the student's parents and the student will be sent home. The result can be a fine or some time in prison.

Dangerous objects – You mustn't 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.

Drugs – It is illegal to have any kind of drug in the UK, even 'soft' drugs like cannabis. If somebody tries to sell you drugs in a pub or club, just say **NO!** Possession of any drug can result in a prison sentence. **Smoking tobacco** on public transport is not allowed and you must be over 18 years of age to buy cigarettes in the UK.

Identification – In Britain, it is not necessary to carry identification. So leave your passport at home where it is safe. The best form of ID is a student card, which you can get from the Front Office. Beware of thieves and pickpockets, especially on the underground.

Health and Advice

Visitors to the UK have to pay for some medical services so we recommend taking out health insurance for the period of your stay.

There are however some exceptions:

- Treatment in Accident & Emergency departments and at GP surgeries remains free for all.
- Visitors to the UK from an EU country who fall ill or have a medical emergency during a temporary stay in England can use a valid European Health Insurance Card (EHIC) issued by their home country to access healthcare.
- The EHIC (or a Provisional Replacement Certificate (PRC)) will cover treatment that becomes medically necessary during a visit to England. It also covers the treatment of pre-existing medical conditions and for routine maternity care, providing the reason for visiting is not specifically to give birth or receive treatment.
- Treatment which protects the wider public health is available free of charge

Wherever you are from, you will need to pay for some things such as eye tests, dental treatment and prescriptions.

Some countries have special arrangements for their citizens' healthcare in the UK. For full details please speak to someone in reception.

If you are in a homestay, ask the host for details of their doctor or dentist. You can sometimes register with their doctor or dentist as a temporary resident.

How to get healthcare:

- Call NHS 111 for urgent medical advice or if you're not sure what you need
- Call 999 if someone is seriously ill or injured and their life may be at risk
- Go to A&E, a walk-in centre or a minor injuries unit for illness or injury that can't wait until your GP is open
- Ask a local pharmacist for advice about common minor illnesses
- Make an appointment to see a GP if you are unwell but it isn't an emergency

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.

Other medical practitioners – If you need other services such as an optician, physiotherapist, acupuncture etc., please ask in the Front Office, they will always do their best to help find a recognised practitioner.

Advice Telephone Lines – If you are having more serious problems and you feel you cannot speak to a member of college staff, there are a number of specialist telephone helplines, which provide free confidential advice and support. Whatever the problem is we understand you may want to speak to a trained counsellor. Below are some useful telephone numbers or www.helplines.org.uk or e-mail info@helplines.org.uk.

General Information and Useful Numbers/Websites

Your visa

Please ask in the Front Office if you have any questions about visas.

Religion

You can get addresses of local churches, mosques, synagogues, temples from the Front Office.

Advice Services

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 0207 107 9922
www.ukcisa.org.uk

UK Border Agency deals with visa questions. www.ukba.homeoffice.gov.uk
Also, try UK Visas for more information: www.ukvisas.gov.uk

Sexual Health Clinic, Archway Centre: Address: 681-689 Holloway Rd, London N19 5SE
Phone: 020 3317 5252
Hours:
Open Monday-Friday 9am–6:15pm

National Drugs Helpline 24-hour helpline. Tel 0800 77 66 00

National Health Service Direct 24-hour helpline. Tel 0845 46 47

Samaritans 24-hour helpline for people in despair. Tel 0845 7909090

Childline is a free 24-hour counselling service for people under the age of 18. Tel 0800 1111

Useful websites

Website name	Description
www.stgiles-international.com	St Giles International
www.englishuk.com www.britishcouncil.org/english	English UK—information on studying English in the UK at accredited language schools British Council—information on studying in the UK and a section for learners of English
www.educationuk.org www.ucas.ac.uk	Help for international students interested in study for a UK course or qualification Information on courses at all British Universities
www.cambridgeenglish.org	Information on all University of Cambridge examinations
www.ielts.org	Information on IELTS examination
www.toefl.org	Information on TOEFL examination
www.ets.org www.bbc.co.uk/worldservice/learningenglish www.bbc.co.uk	Information on TOEIC examination Lots of practice for learners of English Comprehensive news service
www.visitbritain.com	Britain's tourism site
www.visitscotland.com www.thetrainline.com	Scottish tourism UK train timetables
www.nationalexpress.com	UK coach information
www.eurostar.com	Eurostar train information
www.baa.co.uk	Connects to UK airport information

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