

Your Safety



The school's **emergency number** is **07749633123**.
Please call this number if the school is closed and you urgently need help.

- London is a safe city by international standards and the crime rate is quite low. However, if you are careful and follow this advice you can make yourself less vulnerable.
- In an emergency you can contact the police, fire brigade or ambulance service by dialling 999 from any line or mobile phone.
- When arriving in London and travelling around, please make sure your passport and travel documents are always in a safe place. It is a good idea to take photocopies of these documents and keep them separate from the originals.
- Credit cards are safer to carry than cash.
- Speak to the school and read the Accommodation notice board if you are looking for private accommodation.
- Remember vehicles drive on the left in Britain. Be safe when you cross the road.
- Remember, now you are in the UK you must comply with its all laws. You must be 16 to buy tobacco and 18 to purchase alcohol. Drugs, including cannabis are illegal here.
- Read the fire safety instructions in your classroom.

Health:

Can I go to a British hospital or doctor if I am ill?
You can get free medical treatment from the National Health Service if you enroll on a course for 6 months or more, or you are a national of an EU country.

If none of these apply to you, you will have to pay. However emergency out-patient treatment for accidents is free, Everyone has to pay at least part of the cost of their medicine.

There is a charge for all dental treatment. If you are registered with a GP you can have NHS dental treatment, which is less expensive. There is also a minimum charge for an eye test on the NHS unless you are under-19 in full time study. You will have to pay the cost of lenses and frames.

Bank Accounts:

You will need a completed bank form which you can get from the school, your passport and a letter confirming your course dates and other details. This letter is also available in the school.
Remember that according to bank rules, students need to be studying for at least 6 months at the time of opening an account and have been granted a student visa for the UK. For more details, please see one of us in the school office.

London Transport Discount:

A 30% discount is available from London Transport for those students enrolled in courses at least 14 weeks long. You can apply by post and the current charge is £5. Application forms are available in the office and will be checked, signed and stamped for you from Tuesday to Thursday only.



mse **mayfair**
school of english

Established 1986

Welcome to Mayfair School!

Our address is:
61-65 Oxford Street (entrance at 14 Soho Street), London W1D 2EL
Tel. 00 44 (0) 207 437 9941
Website: www.mayfairschool.co.uk

We are open Monday to Friday from 8.30 - 18.30.

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Who can help me at Mayfair?

A problem with your class, your teacher, your progress or exams:

- Duncan (Director) or Peter or Mike (Senior Teachers).

Visa Applications:

- Michelle (Registrar) or Petros (Accounts Manager).

Course Dates, Holidays, Money & Payments:

- Petros or any other member of office staff.

Mayfair Accommodation and Welfare:

- Francesca (Assistant Registrar).

If you feel you need to make a formal complaint about any aspect of the service we provide, a full copy of Mayfair School's Complaints Procedure is available as a download on our website here: www.mayfairschool.co.uk/download_11_1529395443.pdf



www.mayfairschool.co.uk

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Travel information:

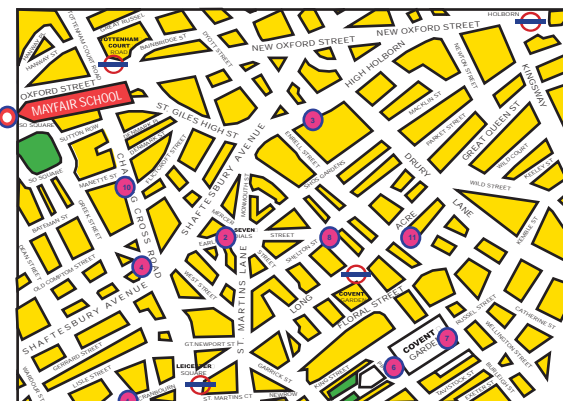
You will find travel in London easier if you buy an Oyster Card for the bus or underground. See the information in the school for more details on discount travel, the congestion charge and using public transport.

Buy an A to Z. London's most useful book. You can get one in most bookstores, stationery shops and travel agents and some of them are pocket size! There is a 24-hour information service for buses and tubes in London: 0207 222 1234.

The nearest station to the school is Tottenham Court Road on the Northern and Central line. Alternatively, many bus routes will bring you into the area from all over London, among them the number 98, 12 and 75. Black cabs can be hailed outside the school. Do not get into a mini-cab unless you have booked it with a company and they have your name.

You will find that Covent Garden and Soho area are among the most visited by tourists as they hold many of London's best theatres, cinemas and restaurants.

We have pointed out a few attractions for you on the map below. We hope you get to check them all out!



- 1) Leicester square is London's cinema district.
- 2) Covent Garden Market.
- 3) Gym facilities and indoor pool in this area. You will need to get a membership or pay per visit.
- 4) This is one of the many theatres in the area. Very nice building too!
- 5) China Town has an exciting array of oriental restaurants.
- 6) Free entertainment from buskers!
- 7) The famous Covent Garden market is a piece of the city's history. It holds restaurants, bars and trendy shops.
- 8) Pedestrian shopping area with the hippest shops.
- 9) Walk-in Health Centre.
- 10) Foyles is the oldest bookstore in London. The whole area is good for book shopping
- 11) Opera House.
- 12) Oxford Street is where the school is and also the busiest shopping street in London.

For your Information:

When you register with the school, you will be given your own student ID card. It has your student number and course details on it. Please bring it to school everyday and when you come to the office. There is other very important information on your student card, so please take a moment to read it.

Studies:

You will find a library area in the school office where you can find different types of books, tapes, CDs and DVDs to borrow.

Exams:

We offer the following EFL exam courses:

IELTS for LIFE - a flexible course which prepares to take the IELTS GENERAL TRAINING exam. This course is suitable for strong intermediate students and above.

IELTS for STUDY - this is a specialist course which prepares students for the IELTS ACADEMIC TRAINING exam. It is designed for students who wish to study at university in the future. Students should be strong upper-intermediate or above.

Our **MAYFAIR COLLEGE** curriculum provides the following exam-based university pathways programmes in Business Management and Travel, Tourism and Hospitality Management (accredited by the Association of Business Executives, ABE), providing a cost-effective route towards a UK degree.

- Certificate (24 weeks or 2 x 24 weeks)
- Diploma (2 x 24 weeks)
- Advanced Diploma (2 x 24 weeks)

School Rules:

- You must attend a minimum of 80% of the classes on your course.
- You must arrive at class on time. If you are more than 15 minutes late your teacher may refuse you entry.
- Smoking is not allowed anywhere in the school.
- Mobile phones must be switched off in the classrooms.
- You must bring your course book, a notebook and pen to every lesson. If you do not bring these, your teacher may refuse you entry.
- Please carry your student ID card with you at all times. The office staff need to know your student number when they are helping you.
- If you require a certificate, report or reference from your teacher, you must tell us one week before your course finishes.



ISIC CARDS

International student cards can be obtained from travel agents. You need: a signed passport sized photo + £9 + a letter from the school showing that you study for at least 15 hours a week, for six months or more.

Local Student Travel Agency: STA Travel, 38 Store Street, WC1. Tel: 0207 580 7733

Job Centre

To get a job you need to go to the job centre, but only if you have a student visa or you are from the EU. You will need your passport (+ police registration cert.) and a letter from the school. Local job centre: 1st Floor, 195/197 Wardour Street, W1V 3FA, Tel: 0207 853 3740.

Post Office

The nearest post office is on Berners Street (inside WHSmith stationer's shop).

Refugees

Refugees can get information from the Refugee Training and Employment Centre (RTEC): 240-250 Ferndale Road, Brixton, SW1, Tel: 0207 737 1155.

Opening hours: 9.30 - 1.00, 2.00 - 5.00.

Photocopies

You can go to Ryman's, 35 Oxford Street.

Overseas Visitors Records Office:

Brandon House, 180 Borough High Street, London SE1 1LH. Tel: 0207 2301208

Applying for a National Insurance Number

You need to go to a local Benefits Agency with:

- Your passport
- A letter from your employer confirming employment

The addresses below are Benefits Agencies local to the school:

30, Drysdale Street
London N1
Tel: 0207-749-7000
Kliner House

197 Freemasons Road
Canning Town
London E16
Tel: 0207-599-8899

Wedge House
36-40 Blackfriars Road
London SE1
Tel 0207-902-8600

Language learning Strategies:

You are responsible for your studies. If you do not study you will not improve your English. Attending class is just the beginning of your studies, you should also be completing your homework every day and practising your English as much as possible outside of school.

Follow the tips below to maximise your learning potential.

- ➡ Keep your notes from class well-organised and review them every week.
- ➡ Buy a good dictionary to help you study. Your teacher will be happy to recommend the best one for you.
- ➡ Use the school library to borrow books and tapes to practise your reading and listening.
- ➡ Go to the school social events to practise your English. Look on the Social Programme notice board for more information.
- ➡ Use the school computer room to visit the recommended web sites to improve your language skills.
- ➡ Use the TV and radio in your accommodation to get more listening practice.
- ➡ Pick up the free Metro or Evening Standard newspapers every day. You can practise your reading and find out what is happening in London and the world.

