



# GUIDE FOR UNDER 18S IN LONDON

2017

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## Welcome to Mayfair School of English!

We hope that you are going to have a very enjoyable time in London. To make sure that you make the most of your time here and stay safe in our capital city, we have written a short guide especially for Under 18s.

Please take the time to read it and hopefully it will help to make sure your time here is problem-free, fun and memorable.

## 1 YOUR SAFETY

### 1.1 IMPORTANT PHONE NUMBERS

Important telephone numbers:	<b>+44 7749633123</b>
Emergency services number: (police, fire brigade or ambulance)	<b>999</b>
European emergency number:	<b>112</b>

Wear your MSE wristband at all times as you have the school emergency number on it. Keep your phone charged in case you lose your group – make sure you have some battery until the end of the day!

**Do you know your Group Leader's number?**

**Do you know your Host family's number?**

**Have you given your parent or guardian the school emergency number?**

### 1.2 CROSSING THE ROAD

It's simple – we drive on the other side of the road and you are not used to this. DO take care when crossing the road, use designated crossings and concentrate when you are trying to get to the other side.

**Check: which way should you look first when crossing the road?**

### 1.3 PUBLIC TRANSPORT

When using public transport, you need to plan your journey. If you experience anything problematic while you are travelling, let the driver or another passenger know. Avoid making eye contact with anyone who is causing a problem on a bus or a tube and get off at the next stop if possible.

### 1.4 TAXI SERVICES

If you need to take a taxi, make sure someone else knows about your journey and use a reliable taxi service, such as the Black Cabs in London.

### 1.5 BE ALERT

Be discreet when using a mobile phone on the street and also when withdrawing money from a cashpoint.

## 1.6 VALUABLES AND PROPERTY

You should keep your valuable possessions safe. Look after your mobile phone or tablet and your wallet. Do not carry important documents with you unless absolutely necessary – give them to your Group Leader to keep in the safe at school.

**Check: have you got a copy of your passport with you?**

## 1.7 STAY IN SCHOOL OR AT HOME

**You should stay in school at all times unless you have permission to go out from your Group Leader.** We need to know where you are at all times. Make sure that you are where you are supposed to be outside school; that means that if you are staying with a family, you should be with them at the end of the day and you should not go out without permission.

**Check: do you know the postcode of the school and your accommodation and the address?**

## 1.8 ONLINE SAFETY

Be very careful not to talk to strangers online. Do not share any of your personal information with anyone online. Do not meet anyone you don't know outside school or home. You must report any unwanted messages you receive to a member of staff straightaway!

Also, for your wellbeing, we do not let you view any inappropriate sites using the school internet.

**Check: do you know who can you speak to at school if you have a problem?**

## 1.9 PROTECT YOURSELF FROM THEFT

Keep your bag, wallet or purse close to you at all times and keep your bag close to you in restaurants.

Avoid talking to strangers in case they distract you while trying to steal from you. Store any money safely, out of sight, where it cannot be easily accessed and avoid carrying large amounts of cash with you.

Be extra vigilant in crowded places such as buses, tubes and lifts where pickpockets are likely to target tourists. Keep any valuables and keys in a deep pocket of a bag that cannot be easily accessed.

Any incidents should be reported immediately to your Group Leader or to the school: see the numbers on the first page.

If you need the police, fire service or ambulance the number to call is 999 or 112.

## SAFETY CHECKLIST

- Ask to speak to a member of staff if you have any concerns or worries

- If there is a fire evacuation, leave the building calmly with your teacher
- Don't use the internet for making friends in London
- Never share personal information with strangers you meet on the internet
- Keep your valuables safe and don't carry large amounts of cash with you
- Keep your phone charged in case you lose your group
- Keep emergency contact numbers with you at all times
- Treat everyone courteously and respectfully
- Travel safely and have **citymapper** on your phone in case you are separated from your group
- Cross roads at crossings when the green man shows

## **2 MSE CODE OF CONDUCT**

### **2.1 BEHAVE APPROPRIATELY**

Go about your business sensibly and don't draw attention to yourselves through shouting, swearing and behaving badly. It is OK to have fun but not if you annoy people around you. In British culture, we expect people to say 'please' and 'thank you' and to apologise where necessary. This simple code of behaviour is important to those around you, so **be polite and always join a queue if there is one.**

### **2.2 DON'T BREAK THE LAW**

Smoking and drinking alcohol are illegal for under 18s and are strictly prohibited during your stay. You cannot buy alcohol or cigarettes if you are under 18 years of age. Smoking is banned in all public buildings in Britain including bars, restaurants, shops, stations, cinemas and on all public transport. If you offend, you may be asked to go home early.

You will be asked to leave immediately if found using or in possession of illegal drugs.

If you are arrested for any reason, or if you are a victim of any crime, you should call the school **immediately**. Use the emergency number shown on page one and we will get back to you to offer support and guidance. This number is also printed on the back of your student card or on your wristband,

### **2.3 PROHIBITED ITEMS**

There is a list of items that you are not by law allowed to carry with you. Avoid the following and you will avoid getting in trouble with the police:

Knives, aerosols, metal items, glue, knives, dangerous weapons, illegal substances such as drugs, imitation guns,

### **2.4 SHOPLIFTING**

Do not steal or shoplift as you may be prosecuted.

### **2.5 DAMAGE TO SCHOOL PROPERTY**

Respect property in school and in your accommodation as any damage may have to be paid for by your parents. Report any accidental damage caused to school property or in your accommodation to a teacher or family member.

## CONDUCT CHECKLIST

- Be punctual for classes and attend every day
- Wear your wristband or lanyard at all times in school
- Contribute to your lessons and use English whenever you can
- Keep your mobile phone in your bag -use in lessons only with your teacher's permission
- Treat everyone with respect and take an interest in other cultures
- Follow your teacher's instructions at all times
- Say 'please', 'thanks', 'hello' and 'goodbye' as necessary
- Join queues where you need to – we like to queue in the UK
- Put litter in bins and do not leave rubbish lying around

## 3 ACCOMMODATION AND EXPECTATIONS

### 3.1 FAMILY ROUTINES AND CUSTOMS

If you are staying with a family, you will be treated as a guest. Therefore we remind you to respect the family routines and customs. Your home in London may be a completely different environment to the one you are used to, but please try to be flexible and courteous at all times and accept the differences in routines and meals.

### 3.2 MEALS

If you are not enjoying the food, it is helpful if you let the host family know what your favourite food is – then they will know what sort of meals to prepare. If you have a genuine complaint, you must tell your Group Leader or someone in reception at school.

### 3.3 KEEPING IN TOUCH

You must always let the homestay family know if you are coming home late – keep their phone number on your phone and call them if you need to. If you feel unwell, it is also important that you tell your host family and your group leader so that a doctor's appointment can be arranged for you if necessary.

## 4 SCHOOL PROGRAMME TOP TIPS



Bring notebooks and pens for writing notes in your lessons.



Bring snacks and a drink to school. We have a water and coffee/hot chocolate machine but if you want snacks, you should bring something with you. Only by arrangement with the group leader do we organise snacks and drinks to sell.



Read the school 'Student Handbook' on the school website for additional information about being in London and where things are:

<https://www.mayfairschool.co.uk/wp-content/uploads/2017/10/Student-Handbook-2017.pdf>



Keep a diary, take photos and videos of interesting visits.



Talk to a member of staff if you have any concerns or worries – we are here to help.