

# English 2000

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## EMERGENCY NUMBER

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The emergency number for students and parents 24/7 is:

**+44 1202 55 2000**

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## STUDENT INFORMATION

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### **Opening Hours and Lesson Times**

The school is open from 8am to 5pm.  
See your timetable for lesson times.

### **Punctuality and Absence**

If you are more than 10 minutes late, the teacher will not allow you into class. Call the school if you cannot come.  
You should attend at least 80% of all classes to receive a certificate.  
If your attendance is very low, you may be expelled. English 2000 will not refund any fees to your agent.

### **School Rules**

You must only speak English.  
Please do not eat in class during lessons.  
Switch off mobile phones.

### **Changing Level**

If you wish to change level, speak to your teacher or to the Academic Management Team

### **Language Clinic**

You can attend a language clinic every Friday afternoon, free of charge, where you will get advice on grammar, homework, etc. If you cannot attend because of your class timetable see the Academic Management Team.

### **Examinations**

If you wish to do an examination, speak to the Academic Management Team.

### **Course Statements**

These are on display in the Student Lounge.

### **Problems and Complaints**

If you have a problem or complaint of any kind, please speak to Reception ASAP.

### **Conduct**

English 2000 may expel you for misconduct. For example, bad language, smoking in the building, disrespectful attitude to other students or staff etc. The school will not refund any fees to your agent.

### **Books - Student Lounge**

There is a small selection and you may take a book at any time.

There is a public library in the centre of Bournemouth at the Triangle. They have a wide range of books, audio material, DVD's and computers for self-study.

If you [wish to borrow a coursebook](#), please see the [Academic Management Team](#)

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### **WIFI – Coffee Shops**

There are many coffee shops near the school that have free WIFI.

### **WIFI - English 2000**

The Username is: english2000

The Password is: student2000

### **Social Programme and Excursions**

We do Bowling and Pub Night weekly and excursions at weekends. Please ask at Reception.

Students aged 16-17 are not permitted to go to Pub Night

Students aged 16-17 are not permitted to book an excursion with an overnight stay

### **Tourist Attractions and Activities**

Please ask at Reception.

### **Valuables**

Please do not leave valuables in the classroom, even at break time. English 2000 will not accept responsibility for any lost or stolen items.

### **Lunch**

There are many coffee shops and local restaurants near the school. You may also eat in the student lounge or any classroom.

### **Photocopying and Faxing**

Please ask at Reception who will do free of charge.

### **No Smoking Law / Drugs**

It is against the law to smoke in school and any public place, this includes public transport. It is against the law to use drugs. If you do, you may be arrested. If you are arrested, you will be taken to a police station and spoken to by a police officer. Call the school if you need any help.

### **Litter**

It is against the law to drop litter or cigarette butts on pavements or roads.

### **Visas**

If you need any help with your visa, please see the Principal. You may need to register with the Police. This will be marked on your visa. See Reception for the location of the Police Station and what documents to take.

### **Bank Accounts**

If you need help to open an account, please ask at Reception.

### **National Insurance Numbers**

To work you will need to apply for an NI Number. Please see the NI Booking Form or ask at Reception.

### **Tax Refunds**

Please speak to your employer or ask at Reception.

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## STUDENT INFORMATION

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### Medical Care

You should register with your local General Practitioner (GP) as soon as you arrive in the UK. If you are in host family, you may use the same doctor or dentist as the family. If you are in room only, see medical assistance page 16.

You will need a passport or ID card, your student card and proof of your UK address.

In an emergency, call 999 and ask for an ambulance. Emergency treatment is free for all students. However, if you are not eligible for full NHS treatment, follow-up treatment may not be free.

If it is not an emergency and you need medical help and advice, call 111.

### Embassies

If you need to contact your embassy, please ask at Reception.

### Banks

#### Barclays Bank Plc

61 Old Christchurch Road Bournemouth

#### HSBC Bank plc

59 Old Christchurch Rd Bournemouth

#### Lloyds TSB Bank plc

45-47 Old Christchurch Rd Bournemouth

#### NatWest Bank plc

5 Old Christchurch Rd Bournemouth

### Religion

St Peters Church

Hinton Road Bournemouth

Bournemouth Islamic Centre & Central Mosque

St Stephens Road Bournemouth

### Emergency Money

If you need emergency money, your family can send this to you within 1 hour. See [www.westernunion.com](http://www.westernunion.com) for more information or ask at Reception.

### Emergency Help

If you need to contact us when the school is closed, please call **01202 552000**

If you need to call the police, fire service, ambulance, coast guard call **999**.

If you need to call the police and it is not urgent, call **101**.

### National Holidays

The school is closed on all national holidays. You will not receive any lessons missed. Your agent in your country is aware of this. It is also on our brochure and website.

### Protecting Your Identity

Shred any personal documents and destroy any expired credit or bank cards.

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## STUDENT INFORMATION

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### **Homestay**

If there are more than 4 students at your accommodation, let the Accommodation Officer know ASAP.

There must not be anyone with the same first language as you. If there is, please let the Accommodation Officer know ASAP.

Always say "please" and "thank you" if asking for or receiving something. Keep your bedroom tidy and always switch lights, heaters and any electrical equipment off when you are not in your bedroom.

Leave the bathroom and toilet clean. Ask the family when you can have a bath or shower. Remember that there may be other people that need to use the bathroom.

Do not use the family telephone. You can buy a mobile phone on Pay as you Go.

Do not ask your host to give you a lift in their car for any reason.

If the family has WIFI internet access, please ask permission to use it. Always let your family know if you are going to miss dinner. Do not expect them to provide your meals at different times.

Close or lock all doors properly when coming in or going out of the home. If you arrive home late make sure you are quiet and do not disturb anybody. If you break or damage anything, you must offer to pay to replace or repair it.

Please check with the host where you can dry your washing. There will be local laundrettes for washing and drying. Ask your host for details.

Do not take food and drink from the kitchen without permission. Most families will allow you to make a drink but you must not take food.

At meal times, do not waste food. Tell your family your likes and dislikes so that they know what meals to give you. Do not expect to eat the same food as you do in your own country.

Do not take any friends into the house without permission.

Ask the family if you wish to watch TV.

Don't forget to talk to your host about anything you are unsure of.

You should go home by 11.30pm. Students aged 16-17 must be home by 10pm

### **Transport**

Yellow Buses and Wilts & Dorset both have extensive networks. See Reception for a timetable.

There are taxi ranks in the town centre at the Square, the Triangle, the Lansdowne and in the Town Centre. We recommend United Taxis.

South West Trains operate services through Bournemouth and the local area with stations Lansdowne, Pokesdown, Branksome, Christchurch and Poole.

See Reception if you wish to hire a bike or a car.