



ELT STUDENT HANDBOOK

We are delighted that you have chosen to study with us at
Bath Academy of English.

We hope you find your studies rewarding
and that life in the College and city is enjoyable.

This handbook has been designed as a reference guide to give you the
information you need to settle into living in the UK and studying at
Bath Academy of English.



Members of staff

Bath Academy Principal..... Tim Naylor
Director of Studies ELT..... James Knott
Student Welfare and Accommodation Officer Natalia Knott
Social Activities Co-ordinator..... Grace Evans
Registrar..... Sam Hollingshead
Office Administrator..... Anna Hall
Finance..... Laura Willmington



Useful information

Host Family or College Residence

Address:

Telephone Number: _____

Mobile: _____

Bath Academy

27 Queen Square

Bath

BA1 2HX

Tel. 01225 334577

Out of office hours emergency 07715 123299

Fax. 01225 482414

In an emergency, dial 999 for the Police, Fire Service or Ambulance.

999 calls are free from any telephone.

Other useful numbers:

Bus Station: 0845 606 4446

Train Station: 0845 700 0125

Taxis: Abbey Taxis (01225) 444 444



Lesson Times

	Mon	Tues	Weds	Thurs	Fri
9.00 – 12.00	Lessons	Lessons	Lessons	Lessons	Lessons
Lunch					
1.00 – 3.00	Lessons	Lessons	Lessons	Lessons	No Lessons

- **Break time – 10.30 – 10.45am**
- **Please check the English Classes notice board on the first floor for information on rooms and teachers.**

Attendance and punctuality

Attendance will be monitored closely and you will be expected to attend all lessons. If you are ill or are going to be late then please call reception (01225 334577) before 9.00am or send an email to admissions@bathacademy.co.uk

Lateness – if you are late, you will be marked as late in the register. If you are late by 10 or more minutes, your teacher will give you some writing to do outside the class. You should then leave the class and only return at break time.

Materials you need to bring to class

- Paper to write on
- Pen(s) or pencil
- File to keep handouts in

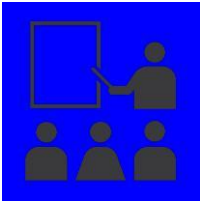
- English dictionaries are provided

Books

A copy of any coursebook used in lessons will be lent to you. Please do not write in these books. If you would like to buy your own book, please speak with your teacher.

Online resources

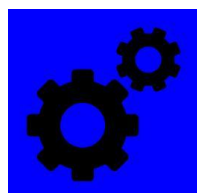
On your first day you will be given a log-in and password to access our online learning resources. You are encouraged to use this resource to supplement your class time learning (often your homework will involve using the online resources) - your teacher will help you with this and show you how to use the resource.



Your classes

- Try to take part in all classroom activities.
- Always talk to your teacher when you don't understand or have a question. They love to be asked questions!
- Remember to bring paper to write on and pens or pencils. There will be some in your pack
- During class time, English only please
- Respect. Always respect your classmates and teachers and they will respect you
- Warning! Teachers will practice their rapping if they hear any music so mobile phones, MP3 players, Ipods etc. must be switched off and kept in your bags during class time. For your own safety!
- Chewing gum is not allowed in the classrooms and do not eat during class time
- There is no sun in the classrooms so sunglasses and hats or caps must be removed when indoors
- You will have a short break in the morning so make sure you know what time to come back to class and be on time!
- Always knock if the door is closed and the lesson has started
- We have a study room (Room 6) available to all students for studying quietly and a computer room (Basement) where you can access the internet

- You must attend every class. If you are ill or going to be late then please phone before 9.00am and tell reception: 01225 334577
- Be on time, glue that watch to your forehead. Morning classes begin at 9.00am, so please make sure you are in class by that time
- Most importantly, enjoy your classes, it will make the learning less painful.



Methodology statement

Structured courses and progress

- **Lesson aims:** Teachers will explain the lesson aims at the start of each lesson so you know the direction of your lesson
- **How your lesson fits into the course:** Lesson aims are linked to the core course syllabi for your level which your teacher will show you. This means you can see how each lesson contributes to your overall language progress
- **How we structure your course:** English courses at Bath Academy of English are divided into levels of difficulty which are based on the standards of the Common European Framework. This means that the way we structure our courses is based on an internationally recognised, carefully thought through descriptions of language skills you will need for your future studies or career. Each course level will help you improve in speaking, listening, reading, writing, grammar, vocabulary and pronunciation. If you are studying on one of our exam preparation courses, the course will focus on language and language skills relevant to the exam
- **What about your specific learning needs?** Lessons are also planned based on the learning needs of the students in each class
- **How we assess your progress:** Teachers assess and monitor students' progress regularly through a combination of:
 - Monitoring the language students produce in classroom speaking and writing tasks
 - Short progress tests
 - Marking and providing students with feedback on any homework they do

This means you receive regular feedback on how you are progressing towards achieving your language goals

Classroom activities

- **Talking with other international students:** Our teachers use a lot of pair work and group work in class. You will find you will speak a lot to other students in the class before then reporting to the teacher. This increases your speaking practice and helps encourage shier students
- **Correcting mistakes:** We believe student language mistakes are an essential part of learning. Our teachers are trained to correct your errors effectively. We prioritise error correction based on the language you most need to know to improve your English. So you will find the teacher does not correct all errors. Sometimes the teacher will correct language errors at the end of a speaking activity if you have been working with other students or the teacher may correct students immediately if they are speaking to the teacher directly
- **Helping you become a better learner:** Our teachers will also demonstrate ways you can improve your study skills as part of lessons. This will help you learn English more effectively both inside and outside the classroom

Individualised attention

- **A small friendly school:** Bath Academy of English is a small friendly school. This means we know you by name and have a clear idea of your learning needs, and so are better able to support you in making progress
- **Monthly tutorials:** Students who study with us for 4 or more weeks receive a tutorial with their morning teacher every 4 weeks. This means you get personalised attention to help you focus your English language learning aims and review your progress towards these



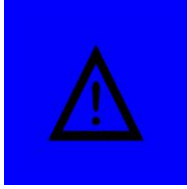
NOTICES AND MESSAGES

All communications are made on the Message or Notice boards and on our Facebook page <https://www.facebook.com/bathacademyenglish> – please have a look at these every day.

Daily Message Board: in the main hallway just beside Room X. If for any reason a member of staff needs to see you, your name will appear on the board.

Student Services Message Board: in the Common Room. All information related to Accommodation, Welfare and Social Events is located here.

ELT Message Board: on the first floor landing. Weekly class timetables and rooming schedules are here along with information on IELTS examinations.



Any Problems?

Lessons – if you have any problems with your lessons or feel you need to change classes, speak with your teacher before or after your class.

Other student(s) – if you have a problem with another student, or students, speak with your teacher before or after your class.

Alternatively, speak with the Director of Studies ELT regarding any of the above.

Health – if you need to see a doctor or dentist, or you need any help with health issues, please speak with our Student Welfare Officer, who will be happy to book an appointment for you at the nearby clinic.

Need to talk to someone? – if you are worried about anything else or want to talk in private with someone, please see our Student Welfare Officer.



Complaints procedure

If you feel the need to make a complaint, please follow this simple procedure:

Step 1. Speak to the Director of Studies for all academic issues or the Student Welfare Officer for accommodation/welfare issues (see above).

Step 2. If you are dissatisfied with their response, speak to the College Principal, Tim Naylor

Step 3. If you would like to involve an external organisation, please contact either English UK

<http://www.englishuk.com/en/students/english-in-the-uk/student-complaints-procedure>

or The British Council

<https://www.britishcouncil.org/education/accreditation/information-students-agents/student-complaints>



College rules

1. All classes are compulsory. If you do not attend, your absence will be reported to your parents, agent or sponsor (and the immigration authorities).
2. You must complete **all** work which is set by your teachers.
3. If you are more than 10 minutes late for a class, you will be refused entry until the next break.
4. Smoking is **not allowed** anywhere in the college building, or directly in front of the door.
5. There is a fire notice in every room. Please read it. If the fire alarm sounds you should go to the car park at the back of the building. If you are in class your teacher will tell you which way to leave the building. Leave your bags and other items in the classroom. You must stay with the teacher until you are dismissed.
6. Eating and drinking are not allowed anywhere in the building except for the Common Room.
7. You must switch off your mobile phone and mp3 player / iPod during lesson times and when you are in the Private Study Room or in the Computer Room. Please restrict mobile phone calls to break times only.
8. Some classes are held in rooms rented by Bath Academy (e.g. the Bath & County Club). If your classes are in one of these off-site buildings, you must leave the building as soon as your class ends. You must not stay behind after class or return to the building (e.g. to have lunch or use their toilet facilities).
9. Please note that as per the Terms and Conditions "The Principal reserves the right to expel a student if he or she does not fulfil the above requirements or for behaviour that is disruptive to the running of the College. Any fee refund is wholly at the discretion of the Principal."

If you repeatedly break the rules, your parents, guardians, agents or sponsors will be informed and you may be asked to leave the College.



Bullying

The principles of Bath Academy's Anti-Bullying policy are implicit in **all** our activities. We believe that all students have a right to be valued and respected and that everyone has a responsibility to ensure that others are valued and respected.

What is Bullying?

Any action which hurts, threatens or undermines by word or action.

Policy Statement

Bath Academy encourages students to have understanding of and respect for the feelings and needs of all members of the College community. The College will take action if and when bullying is identified.

Students who experience any kind of bullying are to report this to a member of staff, to a personal tutor or to James Knott, Director of Studies. Students who know of any act of bullying are to report this to a member of staff. Parents, Homestay Hosts and Hostel Managers are likewise encouraged to report any such incidents to Bath Academy.

All staff must report incidents of bullying to Mr Tim Naylor, Principal.

In the event of any bullying being reported, Bath Academy will investigate and act according to the Anti Bullying Procedure.

Please remember that staff are always willing to listen and help. A copy of the Anti-Bullying Policy can also be located around the College.



Fire

If you hear the fire bell during a lesson, your teacher will ask you to leave the room and move calmly, but quickly to the ground floor. Your teacher will then take you to the **front exit of the building** and into the **car park behind the school**.

Please stay with your teacher and your classmates to help us check that everybody has left the building. Please leave your things in the classroom.

If you hear the fire bell ringing when it is not lesson time, go directly to the ground floor and move calmly, but quickly to the front of the building and into the car park behind the school. Do not go to your classroom to get your things.

**Relax – the risk of fire is very small, but as we say -
BETTER SAFE THAN SORRY**



Keeping safe

Your Safety and well-being is our utmost concern during your stay with Bath Academy of English. We will meet you at your point of arrival in the UK, and accompany you on the journey to Bath where your host will welcome you as part of their family. On your first day at the school you will be given information on our facilities and introduced to our staff who will look after you and help you settle in. All our students are given a welcome pack which contains a student guide, map of the city, bus timetable, an ID card or wristband with a 24-hour emergency contact number and address of their host family and the school.



Settling in

During the first few days expect to feel some physical symptoms such as tiredness due to long distance travel and time change. Try to get plenty of rest, fresh air and eat a balanced diet.

During the first few days expect to feel some physical symptoms such as tiredness due to long distance travel and time change. Try to get plenty of rest, fresh air and eat a balanced diet.



Personal Safety

- When you go out, find out where you are going and let your House Warden or Homestay Host know - tell them where you will be and when you will be back. Remember the curfew is there for a reason, and you should adhere to it.
- If you have a mobile phone make sure that it has sufficient charge and credit for you to make calls, in case your plans change.
- Always plan ahead – how are you going to get there. More importantly – how are you going to get back?
- Always go out with people you know and trust.
- Always use well-lit, busy roads and avoid shortcuts (especially through dark, quiet areas).
- Walk confidently.
- Walk with friends and never walk alone at night – use a taxi.
- Stay alert – be aware of your surroundings – don't wear your MP3 player when out alone, you won't be able to hear if someone is following you.
- Don't speak to people you don't know, or go up to their cars – even if they speak to you first. Under no circumstances should you ever get in a car or accept a lift with people you don't know and trust.
- Never take money or gifts from people you don't know.
- Consider carrying a personal attack alarm, but not a self-defence spray as these are illegal in England.
- Never give your personal details to anyone.

TRAVELLING SAFELY

- If you are traveling alone on a bus, train or tube, always sit near other passengers.
- Plan your route and check on bus or train times before you leave. Phone numbers for this information can be found in the telephone directory.

- Never walk across or touch railway lines – they have an electric current running through them that could kill you.
- Do not open train doors until the train has completely stopped.
- Only share taxis with people you know.



ACCOMMODATION

Please read your “Homestay Handbook” or “College Residence Handbook” carefully.

Every effort has been made to find you the type of accommodation requested. If this has not been possible, the accommodation reserved for you is the best available at the time.

- A reasonable amount of time should be taken to settle in at the accommodation you have been allotted.
- However if you are not happy where you are living, it is a good idea to discuss the problems with us before making any sudden decision to move.
- Please visit Student Services to discuss any problems or worries you may have. Most problems are easily sorted: changing Homestay hosts is a “last resort” option if all else fails. Please remember that you must give 1 week paid notice.
- You must tell the College if:
 - Anybody behaves in a way you feel is unacceptable.
 - Your living or sleeping conditions are not suitable.
 - You are not allowed home before a given time.
 - You feel threatened or afraid for any reason.

Remember, curfew time for under 16 is 9PM, 16-17 is 9.30PM

**Should you have any problems or you feel homesick, don't suffer alone.
Speak to your teacher or student welfare officer.**



Health insurance

- All students studying in the UK for 6 months or more are entitled to receive free treatment on the NHS (National Health Service). You should register with a doctor here if you are staying this long.
- Students studying in the UK for less than 6 months are entitled to NHS treatment only if they are from a Europe Economic Area (EEA) Member State or from a country with a reciprocal health agreement.
- All non-EEA students coming for courses of less than 6 months with no reciprocal health agreement will need to obtain private health insurance to cover the period of their studies



What to do and where to go after lessons

Cafes:

Café Nero – 11 Old Bond St - fair-trade coffee and snacks. **Starbucks** – 13 Old Bond St – a great range of drinks and toppings! **Boston Tea Party** – 19 Kingsmead Square – sit outside on a nice day! **The Real Italian Ice-Cream Co** – 17 York St – for the best gelato in town! **Wild Café** – Queen Street

Places to eat:

Same Same – Bartlett Street

Yen Sushi – Bartlett Street

Café Rouge – Milsom Street

The Real Italian Pizza Company – York Street

Café Retro – York Street

Parisien Café – Milsom Place

Kingsmead Leisure Complex – different restaurants available (Nando's, TGI Fridays etc) – James St West

Pizza Hut – 1/3 Westgate Buildings

McDonalds – 38/40 Southgate

Places for sport:

Bath Sport & Leisure Centre – North Parade Road

Gym, swimming, tennis, badminton, squash, table tennis etc

Royal Victoria Park – Royal Avenue – this is Bath's largest park & is very popular in the summer for playing football, tennis, jogging & crazy golf

Cinemas:

Odeon Cinema – James St West – this is Bath's largest cinema complex & has 8 screens showing all the latest releases

The Little Theatre – St Michael's Place – for alternative and foreign films with subtitles

Shopping:

There are lots of shops for you to explore in Bath (especially on **Milsom St, Stall St** and **Southgate**):

Marks & Spencer's

Next

River Island

Mr. B's (bookshop)

Waterstone's (bookshop)

Debenhams

Jolly's

Gap

Top Shop

Topping and Co (bookshop)

H&M

Urban Outfitters

Markets: **Guildhall** – High St
 Green Park – Green Park Rd

On rainy days, why not try out:

The Guildhall – High St

The Holburne Museum - Great Pulteney Street

The Victoria Art Gallery – Bridge St

Shires Yard – Milsom St

Bath Central Library - Northgate St



PLACES OF WORSHIP

The UK is a multi-faith society, where there is freedom to practise your own faith. The college itself is not affiliated to any religious faith and the college premises may not be used for religious purposes (e.g., it is not permitted to use the classrooms for prayer). The college observes the UK public holidays only and classes are timetabled on this basis i.e., students may not be absent from class routinely to attend religious services. The college supports students in practicing their faith and students may be absent from college to observe the major religious festivals of their faith, if their parent or guardian has notified the college (e.g., Diwali, Yom Kippur, Eid etc.). The largest faith community in Bath is Christian, but there are good relationships between the major faith communities. The vibrant international community in Bath and at Bath Academy offers great opportunity for meeting people of the same tradition and faith, and those from others.

Christian

There are a large number of Christian churches in the City of Bath.

Catholic and Roman Catholic

St Mary the Virgin is the closest Catholic church, located at Bathwick Hill, Bathwick, Avon, BA2 4EB

The closest Roman Catholic church is St John's located at South Parade Bath, Avon BA2 4AF (Telephone: 01225 464471)

There is also Christ Church on Julian Road, a liberal Catholic church.

Muslim

There is a Mosque and Islamic Centre in the City of Bath at: 8 Pierrepont Street, Bath, BA1 1LA (Telephone 01225 460922). Languages spoken are English, Arabic and Malay.

Buddhist

Bath Buddhist Group: 12 Station Road, Lower Weston, Bath, BA1 3DY (Telephone 01225 337918)

Hindu

The nearest temples are in Bristol: Hindu Temple, 163b Church Road, Red field, Bristol, BS5 9LA (Telephone 01179 351007). Languages spoken are English, Punjabi, Hindi, and

Gujarati.

Sikh

The nearest Sikh temples and groups are in Bristol: Bristol Singh Sabha, 491 Stapleton Road, Bristol, BS5 6PQ

Jewish

The nearest Synagogues are in Bristol: Bristol Hebrew Congregation, 9 Park Row, Bristol, BS1 5PL (Telephone 01179 273334). Languages spoken are Hebrew, Yiddish, and English.

Chinese Society

The BEACh (Bath East Asian Chinese) & Friends Group have several monthly meetings and issue a monthly newsletter.

The office is located in the centre of town: 27A Westgate Street, 1st Floor, Bath BA1 1EP (Telephone 01225 428688, Email beachgroup_bath@yahoo.co.uk).



Points to remember

- **Never carry all your money or passport with you** and try to carry valuables such as cameras and MP3 players out of view.
- **Never leave your bag unattended in public places.** It may be stolen or treated as suspicious.

Laws in England may be different from those in your home country. This especially applies to tobacco, alcohol, drugs and self defence equipment.

- **You are breaking the law** if you take or share an indecent picture of someone who is under the age of 18.
- **You must not carry drugs with you** of any kind (unless prescribed by a doctor) **or use any illegal drugs** including cannabis.
- **You must be 18 to buy and smoke cigarettes** or tobacco.
- **You must be 18 to buy alcohol:** most English pubs don't welcome under 18's.
- **It is illegal to carry weapons** including self-defence sprays.
- **It is illegal to steal** – you will be arrested and probably sent home.
- **Be quiet** on your way home at night.
- **Don't block paths** – if you need to group together, find an area with plenty of space.

- **Don't drop litter** – put it in the bin or take it home with you.
- **Don't walk straight into the road** – remember to look right – cars in England drive on the left.
- It is usual to **join the back of a queue** in England