

## WELCOME TO BISS AND TO BRIGHTON!

Please read the following important information. Following our rules and advice will help you to stay happy and safe, and to get the most from your stay in Brighton.

- Carry your Host Family address and telephone, and our emergency number with you always. If you are lost, ask for help at an information point or a police officer.
- Always be polite and friendly to your host family. If you are going to be late then you must tell them.
- Please do not be late to class. If you are feeling ill please phone the BISS office (01273 852225).
- Remember: other students are studying at the school, and their lessons may be at different times. Be quiet in the corridors and do not run.
- Food and drink are NOT allowed to be consumed during classes or while walking through the corridors. Please only eat or drink during break and lunch times. The school cafe sells drinks and food during break times (July and August).
- If the fire bell rings (continuous ringing bell) you must leave the building IMMEDIATELY and go to the BISS Fire Assembly Point (see location on our school map).
- Please get on the local buses quickly and quietly. If there are no seats, you must stand (downstairs).

Thank you, we hope you have a great time in Brighton!

*Jim Ward – Principal*

### BISS COURSE OUTLINE

On your course you will have English lessons for 3 hours a day, 5 days a week. Times are:

8.30 – 8.45 Registration

8.50 – 9.50 Period One

9.50- 10.50 Period Two

**10.50 - 11.10 BREAK**

11.10 – 12.10 Period Three

**LEAVE FOR ACTIVITIES 12.10\***

*\*We have a lunch break when we arrive at the activity.*

## UNSUPERVISED FREE TIME

On your first day you will be given a map that clearly shows where you live, where the school is and how to get there. You are expected to get the bus on your own or with a friend – unsupervised.

However, you always have BISS's Emergency Number to call. We operate on a 24 hour a day basis

If given permission from your parent/carer, you are allowed unsupervised time in the evening. **The curfew is 22.00 – NO EXCEPTIONS.**

Always keep BISS Emergency Number with you in case you need help, get lost or have a question **(0044) 7804 023348.**

## BISS COURSE DESCRIPTION

**We emphasise speaking and listening skills, and we offer students as much communicative practice as possible.**

We teach language in context, encouraging you to notice its use, meaning and form before practising. We place great importance on the accessibility of topics, and give you the opportunity to present personalised responses and discuss your own ideas. Lessons are mainly based around a series of tasks carried out in class, with the emphasis on communication and pronunciation. This provides you with

the skills and confidence you need in real-life situations, allowing space for both planned and unplanned discourse.

During term-time, students stay in their groups but join in some lessons with British students from Dorothy Stringer School. These lessons are taken by a BISS teacher and often a teacher from Dorothy Stringer, and are specially designed to let everyone have natural conversations, and fun while learning.

## BISS SCHOOL RULES - CODE OF CONDUCT

1. You must attend at least 80% of the course to get your diploma.
2. Be punctual – arrive on time!
3. Take an active part in lessons.
4. Switch your phone OFF during classes.
5. Speak English as much as possible.
6. No smoking or chewing gum while in School or in the School grounds.
7. Take care of your belongings at School.
8. Abide by local laws and customs.
9. Alcohol and drugs are NOT allowed.
10. Respect other students' cultures and religions.
11. Respect your host family, and be home for the evening meal on time.
12. If you are going to be late you must phone your host family. The host family will inform us if you are regularly late, and we will then take appropriate disciplinary action.
13. **You must be home by 22.00. There is NO EXCEPTION to this rule.** We advise under 16s to be home by 21.00.
14. If you are under 16 you must not leave the Brighton area in your free time, unless you are supervised by your group leader or host family.

15. Do not leave the School without first telling a member of BISS staff.
16. If you do not abide by these rules, or if you break the law, you may be asked to leave the School, and arrangements may be made to take you home.

## PUNCTUALITY

- Students must arrive at School by 8.30 (Monday – Friday) ready for their classes.
- Students must attend class on time.
- Students should be back at their host family home by 18.00 for dinner.
- Please tell your host family if you will be late, for example if the activities take longer or if a bus is late.
- On Saturday most students will go to London. We hope to be home by 19.00-20.00. Our host families are aware that students arrive home later this day.
- All students must be back home by 22.00 at the latest.

## HOST FAMILIES

If you have any problems or complaints about your host family, or are in any way unhappy, speak to Jim Ward (Principal) or Inger Sanders (Office Manager) so that we can resolve any problems.

## LEARNING RESOURCES

Students can find additional learning resources in BISS's office: please ask one of BISS's teachers. Access to the school library is available on request.

## BEHAVIOUR AND CODE OF CONDUCT

You or your group leader will have signed a Code of Conduct before you come to our School. This means that you must abide by the rules of the UK and of the School. If you break this agreement you will be warned verbally first, then in writing, and if you continue to misbehave and break the rules we will arrange for you to be sent home.

## ABUSIVE BEHAVIOUR AND BULLYING

If you feel you are being bullied or suffering from abusive behaviour during your time at BISS, speak to Jim Ward (Principal) who will help to resolve any issues. If Jim is not around, Inger Sanders, BISS Office Manager, is our Welfare Officer, and will help you. Abusive behaviour and bullying, verbal or physical, are not accepted in any form at BISS.

## HEALTH CARE DURING YOUR STAY

You are entitled to free necessary treatment from the NHS if you are:

- from a country which in the European Union (EU), **OR**
- from a country not in the European Union (EU) but which has a bilateral agreement with UK.

Everyone is entitled to treatment in an emergency (but not to follow up treatment). Travel insurance, arranged in your own country, is recommended. If you need medical treatment, contact the BISS Office, where you will be taken care of, given advice and, if necessary, taken to a medical centre or a pharmacy. Phone our Emergency tel (00 44 7804 023348), or ask your host family to contact us.

## THE LAW IN UK

You must be:

1. at least 18 years old to buy cigarettes or tobacco.
2. at least 18 years old to buy or drink alcohol.
3. at least 18 years old to go to a bar or nightclub. This is a very strict rule in UK and you will be asked to prove your

age. Under no circumstances should any student studying at BISS go to a bar or nightclub in the evenings.

4. at least 17 years old or older to drive, and must hold a valid International Drivers Licence.
5. You must NOT use illegal drugs.
6. It is illegal to carry offensive weapons or gas spray.

**If you are arrested by the police in UK, contact our office or emergency phone, and we will assist you.**

## USEFUL INFORMATION

**TAXIS:** Radio Cabs is a good local taxi company (Tel +44 (0)1273 204060). Use only licensed taxis with official Brighton & Hove Council signs. Local journeys cost approximately £7-10.

**POLICE:** The local police station is at John Street, Brighton, BN2 0LA, Tel: +44 (0) 845 607 0999.

**PLACES OF WORSHIP:** ask BISS Office.

## COMPLAINTS PROCEDURE

Students must let us know if something is making them unhappy e.g. in class, in the host family or issues with other students. No matter how small the problem, we at BISS take it seriously.

Students should inform their group leader. Alternatively, if you are an individual student, speak directly to the BISS Office and our Welfare Officer or to the Principal, Jim Ward. An interview will then be arranged with the student in a private room with a group leader (if applicable). The Principal will then investigate as appropriate. There may be

follow-up interviews to discuss outcomes or solutions. Parents in the country of origin will be kept informed.

In the unlikely event of BISS failing to resolve any complaint, students may request the support of the ELOLG (Brighton & Hove English Language Organisations Liaison Group) at [brighton-tourism@brighton-hove.gov.uk](mailto:brighton-tourism@brighton-hove.gov.uk) You can also contact English UK: Inger Sanders, our Welfare Officer, can help.

BISS, Dorothy Stringer School

Tel: 01273 852225



# STUDENT HANDBOOK

### IMPORTANT NUMBERS

**Main Office:** 01273 852 225 (office hours only, 09.00 - 17.30)

**Inger Sanders:** 07881097021

In an **EMERGENCY** you can contact us on: 07804 023 348 (24 hours)