

Your Safety



▪ 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.

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

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 3DN
Tel. 00 44 (0) 207 437 9941

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 of Studies) or John or Jamie (Senior Teachers) about any question or problem.

Visa Applications:

- Naeem (Principal) or Petros (Office Manager).

Course Dates, Holidays, Money & Payments:

- Naeem, Petros or any other member of office staff (Rachel or Mielko)

Mayfair Accommodation and Welfare:

- Mielko (The Accommodation Officer).



Travel information:

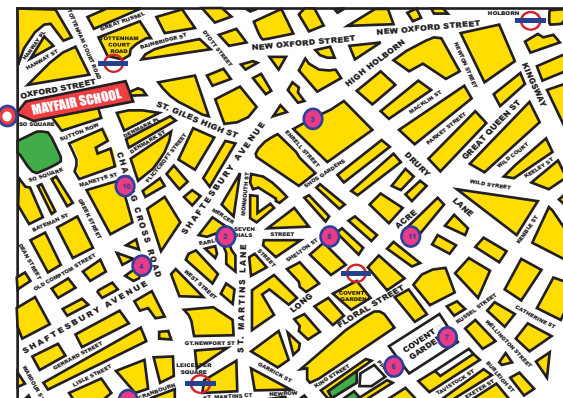
You will find travel in London easier if you buy an Oyster Card for the bus or underground. See the information in the school for more details on discount travel, the congestion charge and using public transport.

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.

www.mayfairschool.co.uk

www.mayfairschool.co.uk

For your Information:

When you register with the school, you will be given a white student 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 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.

We also offer Cambridge exam preparation courses: FCE, CAE and CPE to prepare for examinations throughout the year.

Please see office staff for dates of exam courses and examinations and discuss which course would be most suitable for you.

We do not offer TOEFL or TOEIC courses, but please ask in the office for information on these exams.

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 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
Kilner House

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

Wedge House
36-40 Blackfriars Road
London SE 1
Tel 0207-902-8600

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 Standard Lite newspapers every day. You can practise your reading and find out what is happening in London and the world.

Mayfair School's approach to teaching:

Your courses

All of our courses at Mayfair have four main aims:

- To improve your performance in speaking, listening, reading and writing
- To increase your awareness of the language systems of grammar, vocabulary and pronunciation
- To increase your awareness of strategies for self-study during and after your course
- To develop your ability to evaluate your own performance and progress in English

General English

General English will provide you with a balance of the input and skills that you need to improve your English for everyday use. We want to maximise the advantage of your time in London so our programmes focus on communication with pronunciation, speaking, listening and vocabulary featuring every day. Of course we also cover grammar, [reading and writing](#) on these courses and the flexible syllabus means that our tutors can plan each week according to your needs.

With an average of 16 students per class (minimum 10, maximum 20) you will receive lots of individual attention but also have lots of opportunities to practise new language with your classmates.

Academic Year

On the Academic Year you will benefit from long-term language study while immersed in British life and culture. You can adapt your course to suit your personal needs by including exam preparation courses to help you get ready for university or employment. You will also benefit from our flexible timetable and holiday arrangements that allow you to organise your course dates and times to suit you. All you need to do is make sure that you finish your course in one calendar year.

Other courses

For information on exam preparation courses and one-to-one tuition please speak to your teacher.



The world-famous attractions of London are minutes away from our central London school. In your free-time you can visit thousands of historic buildings, some of the world's best shops, our beautiful Royal Parks and experience British culture in a great number of theatres, museums and galleries. If you like nightlife then we have everything from opera to nightclubs and restaurants serving food from around the world.

In every month of the year you will find something happening in our city, from London Fashion Week, Notting Hill Carnival, the Oxford-Cambridge Boat Race and the London Marathon to spectacular New Year celebrations and of course in 2012, the next Olympic Games.

By immersing yourself in London life you will not only learn our language but experience it as well.





Founded in 1986 Mayfair School is an independent, year-round school with over twenty years experience in delivering language tuition to international students. Our language training combined with your effort means you can make progress both quickly and effectively. The school welcomes students from around the world with whom you can share both your experiences and your desire to learn while immersed in British life and culture.

In the heart of London's most famous shopping district, our Oxford Street school has 12 fully-equipped, spacious, modern classrooms and a computer room with free broadband internet access and there is a wireless network throughout our building. We also have a common room for our students to relax in and enjoy a coffee. Our building provides a friendly, academic environment for your studies and access to everything that our capital city has to offer.

Our staff are our most important asset, carefully selected to provide both the highest quality tuition and the best possible customer service so that your stay in London is both enjoyable and memorable.

We look forward to meeting you at Mayfair School.

