



# LANGUAGE *in* ACTION



Old Street

## Student Induction Pack 2019

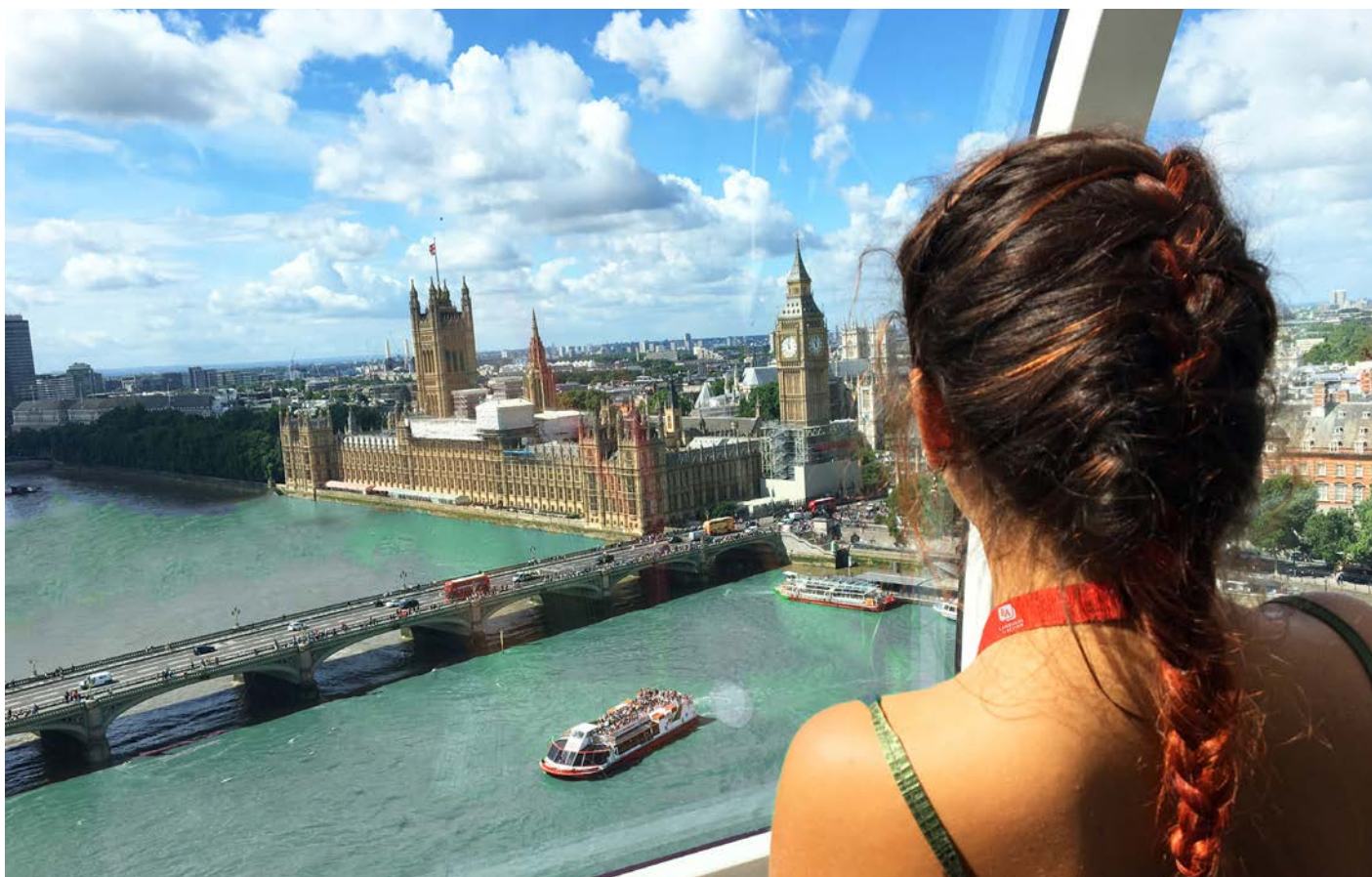
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# Introduction



Welcome to Language in Action. We are delighted that you have chosen us on what will be the start of a great learning adventure.



# Quick Facts

## Walking times

From East Central House residence to New City College College: **18 minutes**

From East Central House residence to Old Street train station: **9 minutes**

From New City College to summer centre restaurant: **0 minutes (in New City College.)**

From New City College to Hoxton train station: **4 minutes**

## Train travel times to Zone 1 tourist London

Approximate travel time from Old Street train station to St Paul's Station

(St Paul's Cathedral): **11 minutes**

Nearest airport: London City: **8 miles**

Distance from Heathrow airport: **20 miles**

Distance from Luton airport: **35 miles**

Distance from Gatwick airport: **32 miles**

London travel zone 1: **Northern Line**

## East Central House residential Centre:

Accommodation type: **Single ensuite**

Towels provided?: **No**

Wifi?: **Yes**

Bedlinen and cleaning included?: **Yes**

24 hour security?: **Yes**

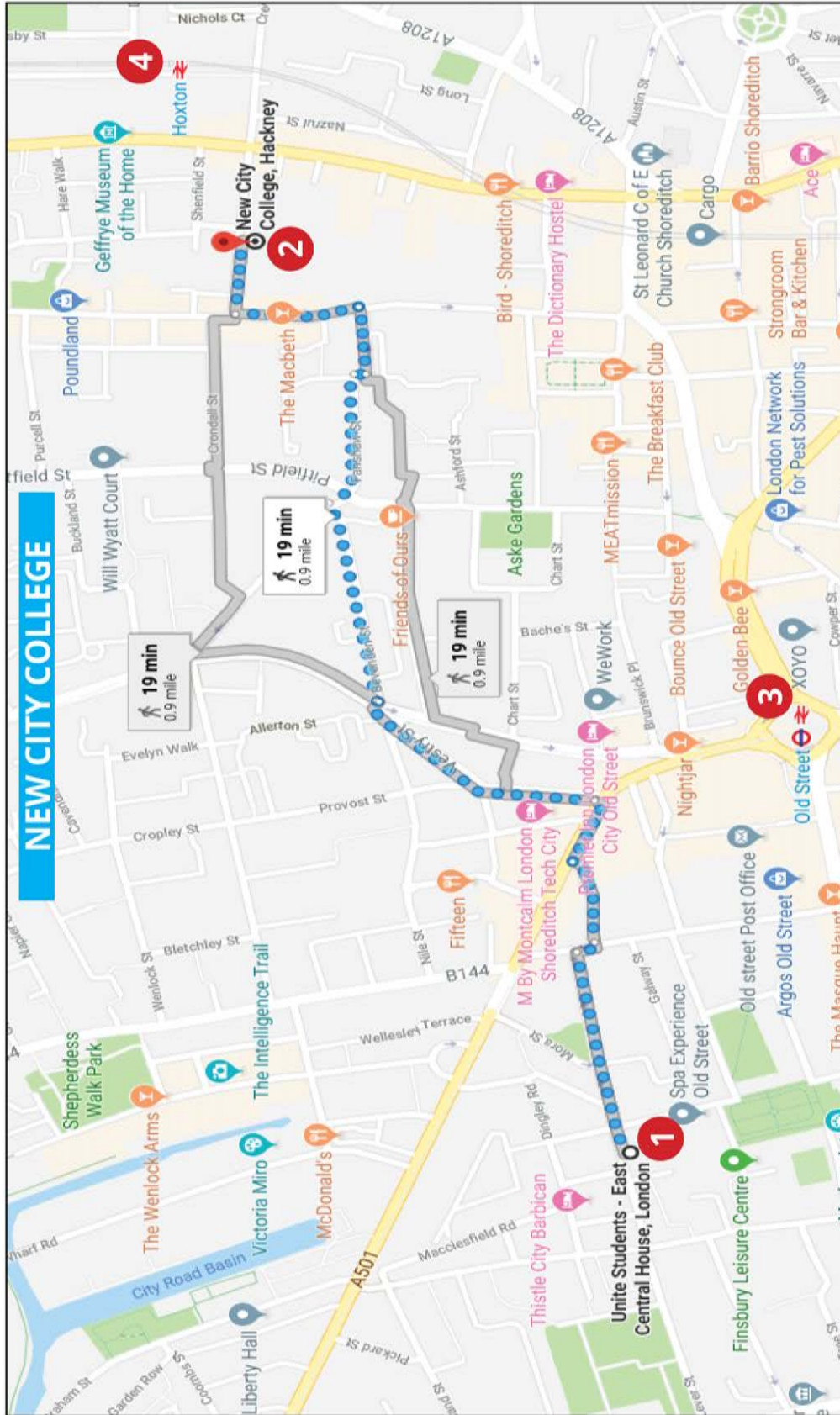
CCTV ? : **Yes**

Shared facilities: **Student lounge, outside courtyard and laundry**

Min age: **16**



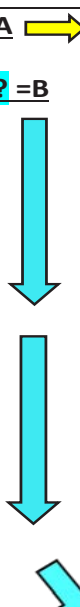


# Map




## Language in Action - New City College

- 1 - Language in Action Residence
- 2 - LIA Study Centre/Restaurant
- 3 - Old Street Station
- 4 - Hoxton Station

# Students Disciplinary Procedure

<b>Language in Action</b> <b>Student Disciplinary Procedure Table</b>		
<b>Level of Incident</b>	<b>First or Second Offence</b>	<b>Actions to be taken</b>
<b>1.Minor Misdemeanours</b> Examples including but not limited to: <ul style="list-style-type: none"> <li>Repeatedly talking in mother tongue in class</li> <li>Rowdy behaviour in the canteen and other campus spaces</li> <li>Skipping dinner queues</li> <li>Breaking curfews</li> <li>Rudeness to staff or contractor (impoliteness)</li> <li>Not following instructions on trips</li> </ul>	<b>First Offence? =A</b> → <b>Second Offence? =B</b> 	<b>A. Informal Verbal Warning</b> Used with small or rare student misdemeanours that do not warrant a formal record. Usually given by Teachers or Activity Leaders.
<b>2.Misdemeanours</b> Examples but not limited to: <ul style="list-style-type: none"> <li>Frequently misbehaving in class</li> <li>Frequent lateness</li> <li>Rarely but intentionally disobeying staff instructions</li> <li>Lesser forms of bullying (e.g. Unfriendliness to peers)</li> </ul>	<b>First Offence? =B</b> → <b>Second Offence? =C</b> 	<b>B. Formal Verbal Warning</b> Defined as verbal warnings recorded as incidents and given by the management team, ideally the Centre Manager or Director of Studies. Verbal warning logged and student reminded that should it (or a similar event) happen again then more serious disciplinary sanctions be employed
<b>3.Serious or Continuous Misconduct</b> Examples but not limited to: <ul style="list-style-type: none"> <li>Continuing to behave in the same manner following a Formal Verbal Warning</li> </ul>	<b>First Offence? =C</b> → <b>Second Offence? =D</b> 	<b>C. Written Warning</b> Both the Operations & Welfare Managers should be notified in order to issue a written warning. These managers will inform the student's agent and request that parents be informed. Centre Manager to arrange a meeting with the Group Leader,

# Students Disciplinary Procedure

<ul style="list-style-type: none"> <li>• More serious forms of bullying (e.g. Physical or emotional)</li> <li>• Persistent misbehaviour in class</li> <li>• Underage smoking &amp; alcohol drinking</li> <li>• Small, isolated but intentional damage (e.g. Setting off a fire extinguisher)</li> </ul>		<p>Student &amp; Welfare Assistant in order to issue the Written Warning.</p>
<p><b><u>4. Misconduct warranting expulsion</u></b></p> <p>When a student's behaviour is bad enough that it is</p> <ul style="list-style-type: none"> <li>• Repeated after a written warning</li> <li>• Seriously endangers themselves or others</li> <li>• Continuously and consciously disrupts the programme from themselves or others</li> <li>• Becomes uncontrollable for centre staff</li> <li>• Breaks British Law</li> </ul> <p>Examples including but not limited to:</p> <ul style="list-style-type: none"> <li>• Drug abuse including so called legal highs.</li> <li>• Constant and intentional disobeying of instructions</li> <li>• Serious and malicious damage to property (e.g., smashing windows, etc.)</li> <li>• Any physical, verbal or sexual abuse of students or staff</li> </ul>	<p><b><u>First Offence? =D</u></b> →</p> <p><b><u>Second Offence? =D</u></b> →</p>	<p><b><u>D. Expulsion from programme and/or centre</u></b></p> <p>In order for expulsion to take effect, Operations &amp; Welfare Managers must be consulted and through them the agency and parents.</p> <p>Students and group leaders should also know of the Complaints Procedure.</p> <p>The Operations &amp; Welfare Managers will inform the Centre Manager of the level of expulsion these include:</p> <ul style="list-style-type: none"> <li>• Permanent removal from lessons and/or activities. At this point they become the sole responsibility of the Group Leader</li> <li>• Permanent removal from the centre. The student will be asked to leave the campus and the agency will be expected to arrange for travel home. If this cannot be arranged immediately, the agency will be asked to arrange temporary accommodation &amp; supervision for this student whilst they organise further travel arrangements.</li> </ul>

# Students Complaints Procedure

## **Student Complaints Procedure**

During your course with Language in Action you are welcome to speak to any member of our staff about any problems or if you have any questions, we are here to help you.

Here's how:

### **Step 1**

If you have a general problem or question, please speak to any member of staff. If you would like to make an official complaint, please ask a member of staff to give you a complaint form to fill out.

Please speak to the following departments for the following problems or questions:

- Lessons, exams, class levels – Teacher/ Director of Studies
- Activities, excursions, free time programme – Activity Co-ordinator
- Welfare, accommodation, meals – Activity Co-ordinator/ Welfare officer or Centre Manager
- Any other general problem/query – Activity Co-ordinator/ Welfare officer or Centre Manager

### **Step 2**

If you are not happy with the result of your problem/question please speak to the Centre Manager.

### **Step 3**

**If you are still not happy, we will ask you to speak to Language in Action Head Office.**



# Students Complaints Procedure

**Language in Action Ltd, 20 Queens Road, Brighton BN1 3XA.**

# Anti-Bullying Policy

Language In Action is committed to providing a caring, friendly and safe environment for all of our students. Bullying of any kind is unacceptable at our centres.

## **What Is Bullying?**

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

- Emotional: Being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical: Pushing, kicking, hitting, punching or any use of violence
- Racist: Racial taunts, graffiti, gestures
- Sexual: Unwanted physical contact or sexually abusive comments
- Homophobic: Focusing on the issue of sexuality
- Verbal: Name-calling, sarcasm, spreading rumours, teasing
- Cyber: All areas of internet, such as email & internet chat room misuse. Mobile threats by text messaging & calls. Misuse of associated technology, i.e. camera & video facilities

## **What to do if you feel you are being bullied**

If you feel you are being bullied or someone you know is being bullied, please contact any member of our staff, e.g. your teacher, activity leader, centre manager. We are here to help you and will be supported if you report bullying. You can bring a friend with you for support when you talk to us about what happened. Bullying will not be tolerated.

# Work for LiA



## We believe in your talent

Every year we give a great opportunity to the most talented students: being part of the LiA family!

Students



Assistant  
Activity  
Leader



Activity  
Leader



You can have the same opportunity next year! Just prove you deserve it!





# Old Street Centre

## New City College

It is a vibrant and multicultural college where you will attend your classes and have your meals.

It is located 15 minutes on foot from the East Central House Residence.



## East Central House

East Central House is an excellent college in the heart of London.

Please do not make too much noise outside, especially after 22.00.



# Old Street Centre

## Accommodation

Please keep your room tidy.

Do not move beds around.

Your bedsheets will be changed.

Do not use your kitchen like the Masterchef kitchen: keep it clean and tidy! Have fun and enjoy the common rooms, but with respect for other fellow students and for facilities.



## Guidelines for Safety and Security

| You must wear your LiA lanyard and your identity card at all times. This helps us to identify you and keep you safe.

| Never leave the campus without the permission of the Staff.

| In case of emergency you can call your group leader or the emergency number (Centre Manager).



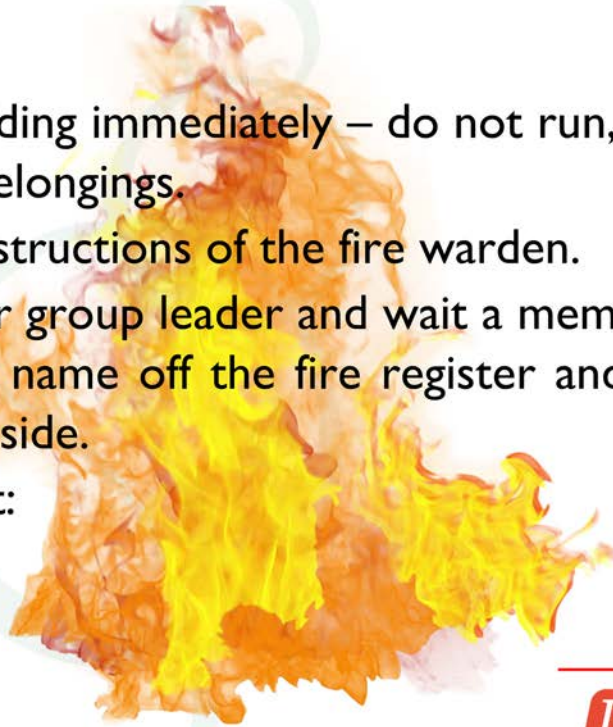


# Old Street Centre

## Fire Procedure

In case of fire:

- | 1) leave the building immediately – do not run, do not collect your personal belongings.
- | 2) Follow the instructions of the fire warden.
- | 3) Look for your group leader and wait a member of the staff has ticked your name off the fire register and told you it is safe to return inside.
- | 4) Meeting point:





# Old Street Centre

## Transport Safety and Security Guidelines

This is your travel card!  
You must touch in and out on the  
yellow card readers.

Stand on the right side on the  
escalator.

Let people off before get in.  
Stick to the group and when getting  
off wait for your group leader to  
count the group before moving.



## Transport Safety and Security Guidelines

In the underground there is no  
reception: you can not use your phone.

**DO NOT PANIC**, everything can be  
solved.

Get off as soon as possible and wait on  
the platform for 20 minutes: do not  
move, someone is coming for you!

If after 20 minutes no member of the staff has reached  
you, exit the station and call immediately your group  
leader on the emergency number.

Wait in front of the station and do not move.



# Old Street Centre

## Excursions Safety and Security Guidelines

**When you are on Excursions, remember to :**



**Always listen** to your Leaders instructions



Don't carry lots of money



Walk in **groups of 3** or more.



Keep your **bags close** to you



Do not accept anything from strangers



When walking, stay with your group

**When you are crossing the road:**



Look left and right



Only cross the road when the **GREEN MAN** is showing



## Activities and Excursions

- | Your teacher will have a timetable of all your activities and excursions
- | You will have some time in your lesson to prepare for these activities
- | The teachers will give you some special vocabulary to help you understand the activity more
- | The teacher will show you some pictures and give you some special phrases to help you enjoy the activity.



# Old Street Centre

## School Rules

Girls and guys must not enter into each others accommodations areas. Enjoy each others company in the common areas.

### NO:



**Alcohol**



**Drugs**



Underage  
**Smoking**



**Guests** must not  
be allowed on campus  
without permission

### YOU MUST:

**NEVER** leave the **campus**  
without permission

Be **on TIME** for all your  
lessons and activities

Be **POLITE** and  
**RESPECTFUL** to others

**ALWAYS** listen to the staff  
at all times



## Our 3-strike policy

1

For your first offence you  
will receive a **verbal  
warning!**

2

For your second offence  
you will receive a  
**written warning** and  
your parents will be  
**informed.** (You may also  
miss out on excursions and  
/ or activities)

3

For your third or a serious  
offence you will be  
brought to a **meeting**  
with the **Centre  
Manager** and  
**Activity Manager.**  
(You may also be sent  
home!)

**If you commit a very serious offence,  
you may be sent home even  
without the 3 steps**





# Old Street Centre

## Our Aim

We want to give you an amazing learning experience, but we also want you to be safe and happy and grow in confidence when speaking English.



## Our methodology



At Language in Action our courses follow a T.T.T. (test, teach, test) format. The initial placement test comprises of an on-line multiple choice test and speaking test.

We are also an approved Trinity exam centre.



**TRINITY**  
COLLEGE LONDON  
Registered Exam Centre 61477



# Old Street Centre

## Placement Test

- | You will have a placement test. Please do not worry about this test, it is to make sure you are at the correct level.
- | It is very important you do this alone and **DO NOT CHEAT!**
- | There is a multiple choice part and a speaking test with your teacher.
- | You will know shortly after the test what level you will be at.
- | If you think you are at the wrong level please speak to your teacher.



## Classroom rules

- | Be punctual!
- | Mobile phones on silent
- | No eating, chewing gum or drinking (except water)
- | Speak only in English
- | Bring a notebook and pens
- | Make sure when you leave the classroom it is neat and tidy



# Old Street Centre

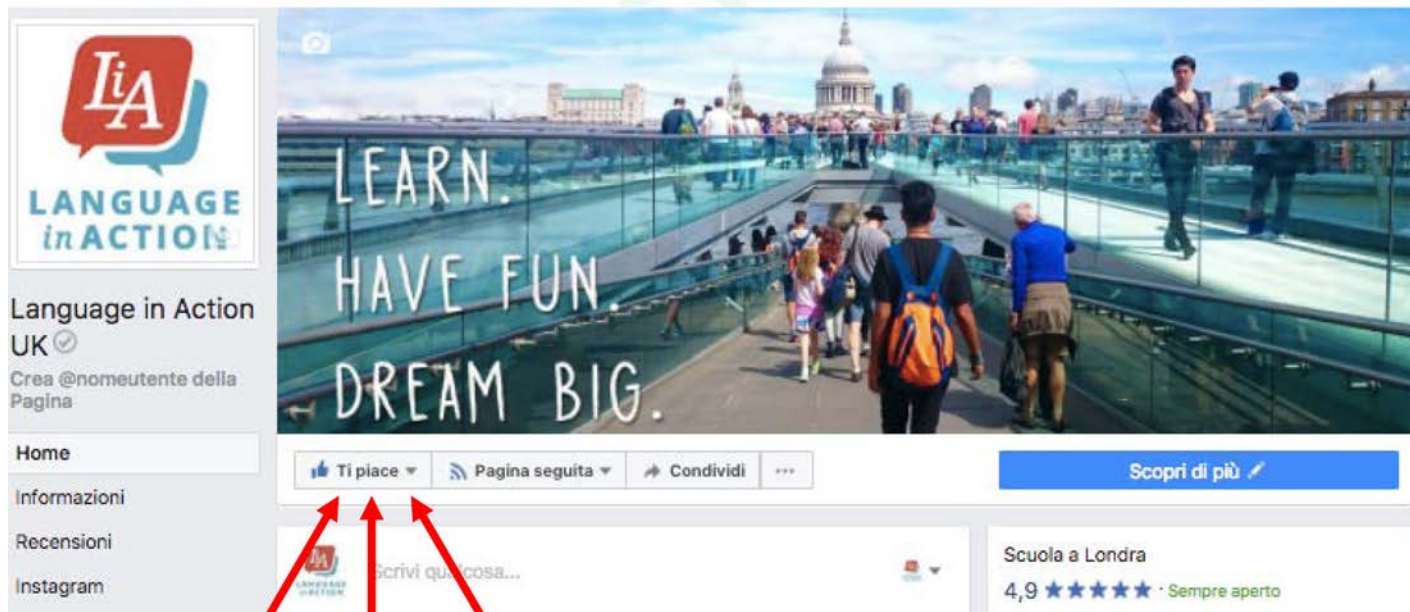
## Zig Zag Program

	Group A		Group B	
	Week 1	Week 2	Week 1	Week 2
	Lessons	Excursion	Excursion	Lesson
Morning	Lessons	Excursion	Excursion	Lesson
Afternoon	Excursion	Lessons	Lesson	Excursion



# Old Street Centre

## LiA Official Page



## Our Motto

learn.  
have fun.  
dream big.



# Old Street Centre

Finally

We are here to help you, so please come and talk to us.

Remember, if you don't know...

**ASK!**



THANK YOU FOR  
YOUR ATTENTION

