

Linguatime School of English

Student Manual 2010



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GENERAL INFORMATION

Linguatime

Address	Linguatime 243E Tower Road Sliema SLM 1600 Malta
Location	Linguatime is situated in Sliema, a seaside town for all ages. It is the largest and most modern town on the island. It is both a fashionable residential area and a year round tourist resort. The school is located on the sea-front overlooking St Julian's Bay. It is conveniently situated a few metres away from the beach, close to both the commercial centre and the nightlife district of Paceville.
Facilities	<ul style="list-style-type: none">▪ Air-conditioned premises including all classrooms▪ 2 internet rooms with free internet access + free wifi connection▪ A multimedia resource library – books, CD-ROMs and DVDs are available for students' use▪ A TV room with DVD playing facilities, Nintendo Wii & variety of English TV stations▪ 2 leisure rooms with refreshment facilities▪ Garden

Useful Facts for Visitors

Climate

In winter the climate is mild with a temperature of around 15°C. In summer the temperature rises to over 30°C with the sea temperature reading around 25°C. For a large part of the year The Maltese Islands enjoy clear blue skies and a high intensity of sunlight. There is always bright sun and warm weather in spring and in summer.

Temp in Celsius	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Average max temp	15	15	17	19	23	28	30	33	28	24	20	17
Average min temp	10	10	11	12	15	19	21	22	21	18	14	11
Average sea temp	15	14	15	15	18	21	24	25	24	22	19	17

Health Care

There are two state hospitals, Mater Dei in Malta and the Gozo General Hospital in Gozo, and a state polyclinic in every district. A number of private hospitals can also be found on the island. All students coming from EU Member States should be in possession of an E111 health insurance card in order to be entitled to free treatment in state hospitals and public health centres. Should a student not have the E111 card they will have to pay for any treatment. If the student holds a valid medical insurance, then, the student shall be liable to pay the hospital fee and claim refund from the insurance.

Should you require medical assistance, the school doctor may be contacted. This service is not free. If you suffer from a medical condition, please notify the school prior to your arrival. We advise you to either check that your insurance policy is valid in Malta or take out a new policy prior to your arrival.

It is recommended that students always drink bottled water. Milk is pasteurised and available daily in cartons. All dairy products are safe for consumption.

Living Expenses

Students who have pre-booked their accommodation including meals will need approximately EUR 150 spending money per week. Entertainment and public transport are relatively cheap compared to the rest of Europe.

Banks

The currency in Malta is the Euro (€.) Banks and exchange bureaus can be found around the island and a 24-hour facility is available at Malta International Airport. Since students normally arrive at the weekend, we suggest that money is changed at the airport upon arrival.

Credit Cards

Linguatime School of English accept Diners Club International, Master and Visa Card. Most hotels, restaurants and shops accept American Express, Diners Club International, MasterCard and Visa.

Electricity

The electrical supply is 240 volts, single phase, 50 cycles. The 13 amp, three-pin rectangular sockets are used in Malta.

Miscellaneous Services

The school's unique location means that you are a stone's throw from any services you might need during your stay in Malta: newsagents, pharmacies, post office, police station, groceries, banks, foreign exchange bureaus, a commercial centre, cafes, restaurants, cinemas, a bowling centre, bars, discotheques, beach clubs and lidos.

Public Holidays

No tuition is held on public or national holidays. However, the school will do its best to recover lost hours. The following is a list of public holidays during 2010:

January 01	New Year's Day
February 10	Feast of St Paul's Shipwreck
March 19	Feast of St Joseph
March 31	Freedom Day
April 02	Good Friday
May 01	Worker's Day
June 07	National Holiday (Sette Giugno)
June 29	Feast of St. Peter and St. Paul
August 15	Feast of the Assumption
September 08	Victory Day
September 21	Independence Day
December 8	Feast of the Immaculate Conception
December 13	Republic Day
December 25	Christmas Day

Welcome Pack

Upon your arrival you will be given a Welcome Envelope which includes the following information:

- A note informing you of the date and time you must be at school
- A map indicating the location of the school & a bus route
- A student card entitling students to discounts
- Keys to accommodation (should you book an apartment)

Course Information

First day of the Course

On the first day of the course, you will begin by taking an oral interview.

- Students are asked to take the online test 2 weeks prior to arrival. Details & instructions can be found on the booking confirmation.
- Placement tests are usually held on Monday mornings at 08:15am (07:45am during July, August and September).
- Lessons are held between either 09.00 – 12.30 or 13.00 – 16.30. The duration of each lesson is 45 minutes (for example, if you have booked a course consisting of 20 lessons, you will be entitled to 15 hours of lessons per week)
- Linguatime lends course books to students. You are expected to return this book before your departure. Should you not return the course book or wish to purchase a copy you will be charged a fee.
- Every student has the possibility to borrow books and DVDs from the Linguatime library.
- Should you encounter any difficulties with your lessons or teachers kindly talk to the **Director of Studies**.
- At the end of your course you will receive a certificate of attendance which includes the duration of your course, the course chosen & the level achieved.

Information for Students

- Should you require any assistance prior to your arrival, please contact the school during office hours on telephone numbers +356 21 347104/5. The school's emergency number is:

+356 99520000

- Should you encounter any difficulties with your accommodation, activities or transfers you are kindly asked to speak to the reception staff.
- Please remember that there is nothing we can do to help you once you have left Malta so please inform us as soon as possible.
- Although Malta is safe, do not walk alone in the evening. It is best to walk with a group of other students.
- Passports, airline tickets, travellers' cheques and large amounts of money should always be kept at home, locked in your suitcase.
- Do not leave any personal property unattended. Linguatime cannot be held responsible for any personal belongings that are damaged or stolen.
- When staying with a host family you must follow the rules of the family. (See notes on page 8.)
- Teenage students must return home at the following times:
 - 13 to 15 year olds: 22.30hrs
 - 16 to 17 year olds: 00.00hrs
- If you damage/lose anything belonging to the school you will be held responsible and will have to pay for it.

Homestay accommodation

What should you expect from the Host Family:

- You should expect to have breakfast everyday between 07.30 – 09.00.
- You should expect to have dinner everyday together with the family between 18.00 – 20.30. Mealtimes will be established by the family on your first day.
- You should expect to be given access to a washing machine or get help with your washing.
- You should be treated as one of the family members.
- You should expect your family to converse with you.
- You should expect to have your linen, towels and room cleaned weekly.
- A sharing room can accommodate up to four students.

What should the family expect from you:

- Do not forget that you are living with a family and not in a hotel, respect is demanded.
- Times of breakfast and dinner are to be respected, should you be late do not expect to have your meal served.
- Should you not wish to eat a certain meal the family should be advised from before.
- Should you plan to stay out late or not to sleep there at night please advise your family **(this note is only valid for students aged 18 years and over)**.
- You must pay for any damages caused during your stay.
- The families are all located within walking distance, between 5 and 30 minutes walk from the school or a 10-minute bus ride at most. During the peak summer season more distant Host Families may be used to satisfy late bookings.

Accommodation in Apartments

- All apartments are located between 5 and 20 minutes walk from the school.
- Students staying in apartments must pay a € 100 refundable deposit on their first day of school. (Should the student refuse to pay this deposit, Linguatime has the right to ask the student to leave.)
- A sharing bedroom can accommodate a maximum of 3 students.
- All apartments are located in residential areas. Noise levels are requested to be kept at a minimum at all times. It is illegal to have music or loud conversations after 22.00.
- All apartments are cleaned once every fortnight. The apartment is your home for the time of your stay in Malta. Therefore, you are requested to take full responsibility for keeping your apartment clean and tidy at all times.
- We expect your environmental awareness. Please consume water and electricity in reasonable amounts.
- Should you encounter any difficulties with your apartment, please speak to **Maria** at school.

Transfers

Students have the option to book arrival and departure transfers. If you are residing at a Linguatime apartment the arrival transfer is booked automatically as the taxi driver will hand you an envelope in which you will find your apartment keys. Should you not meet the taxi driver you are kindly requested to call the Linguatime emergency number. It is very important that you **DO NOT** make your own way to the apartment as you will not have the key to your apartment.

If you have not booked a departure transfer and would like to book one here in Malta, you may do so at the school reception at least 5 days before your departure date.

Activities

Linguatime offers students weekly activities. A weekly list of activities can be found on the school's notice boards. More information can be collected from the school reception. You are advised to book early to avoid disappointment.

Do's and Don'ts

Do's

Do cross roads over zebra-crossings only and remember that driving is on the left side of the road.

Do use litter bins at all times and help us keep Malta as clean and tidy as possible.

Do be careful when you go swimming. Watch out for sea urchins on the rocks and small jelly fish.

Do be careful when you hire a bike as there are very few cycling lanes on the island.

Do be careful when sunbathing. It is suggested to avoid the sun between 11.00 and 15.00. Always use a good sun block & drink a lot of mineral water.

Do respect local customs and traditions.

Do wear appropriate clothing in churches and other holy places.

Do carry with you your student card at all times as it is your means of identification in Malta.



Don'ts

Do not walk around without a t-shirt/vest unless you are at the beach.

Do not hitch hike.

Do not drink alcohol if you are under 18 years old.

Do not provoke/offend people.

Do not provoke/offend car drivers when crossing roads.

Do not swim in rough seas or when you do not see other people swimming.

Do not shout in the streets, at the beaches or any public places at any time.

Do not play excessively loud music especially in the afternoons and after 22.00.

Do not bathe topless.

Do not leave your personal belongings (wallets, bags etc) unattended.

Do not use illegal drugs/substances as this is a criminal offence in Malta.

Do not throw cigarette ends, cans, cups and any other rubbish in the street – please use the bins provided in various places.

