






CES Edinburgh








ADULT STUDENT HANDBOOK


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<https://www.languagecourse.net/school-centre-of-english-studies-ces-edinburgh.php3>



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 +41 225 180 700
 +45 898 83 996
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 +49 221 162 56897
 +39 02-94751194

 +43 720116182
 +48 223 988 072

Staff

We want you to have an enjoyable time in the UK and at CES Edinburgh, while improving your English.

If there is anything we can do to help, please come and talk to us.

UK Director

Michael Quinn

*Principal and Designated
Safeguarding Person*

Johnathan
Cockayne

Director of Studies

Ioana
Serbanescu

Registrar

Hannah de Bisset

*Accommodation
Officer*



Madeline Payne
& Cara Stobo



*Social Programme
Coordinator*



Stewart O'Neill




We are always available to talk to you during your break times. We can provide further information on the following: Courses and exams, invoices and payments, local transport, Wi-Fi password, places to visit and things to do, places of worship, specialist food shops...and more.



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Centre of English Studies
54 Manor Place Edinburgh
EH3 7EH
Telephone: +44 (0)131 226 5004
Emergency: + 44 (0) 7415 101 087
www.ces-schools.com
Edinburgh@ces-schools.com

Welcome to Centre of English Studies, Edinburgh, and thank you for choosing to study with us. The following information is important and will help you to enjoy your stay.

Lessons start on Monday at 09.30. Your host family will assist you with regard to getting to the school on your first day. All buses come into Princes Street/Shandwick Place or Queensferry Street and we are located just 10 minutes away from Princes Street, the main street of Edinburgh.

The school timetable runs from 09.30 to 11.00 and then 11.30 to 13.00 on Monday to Friday. We have an optional social programme most afternoons, and we also arrange some evening activities for students.

Courses

You have two teachers for your morning classes and a different teacher in the afternoon. At the end of your course you will receive a Course Completion Certificate and a report assessing your progress. Ask your teacher to advise you if you need help with study skills.

You will either study just in the mornings or study in the mornings and study 3 afternoons per week depending on the programme you have booked. Classes are divided into five levels from Elementary to Advanced. In the morning lessons we use a course book as well as extra study materials.

In the afternoon lessons you will study the four skills of reading, writing, listening and speaking, but we will try to concentrate on speaking and listening and on the specific needs of you and your classmates. This may take the form of debates and discussions on topical subjects/current affairs, research using the internet, surveys in the community, making presentations on your findings and taking advantage of the technology in the classrooms (laptops, and data projectors). Students are given the opportunity to voice their own opinions on their requirements and teachers will adapt their lessons according to your needs.

In addition to General English classes, CES also runs exam classes. If you have any questions about your course, please speak to your teacher or to the Director of Studies

School Facilities

Common Room

You are welcome to watch TV and films when the school is open in the common room, but please be considerate towards other students who may want to sit and talk or play indoor games. Please make sure that the TV / DVD / Wii are switched off after use.

Self Access Room

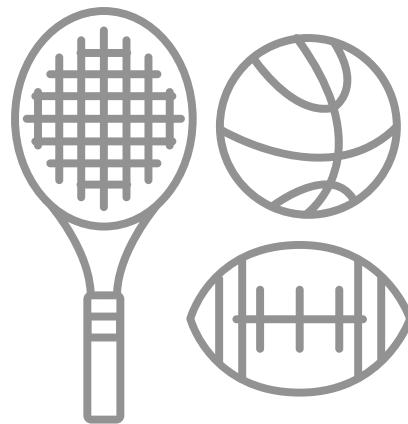
There are books, listening materials, DVDs and laptops available in the Self Access room for independent study time. Ask your teacher for advice.

Coffee, tea and water

Coffee and tea is available from the common room. We advise students bring reusable cups with them to school to use these resources. There is a cold drinking water machine in the common room as well.

Sports equipment

Some items of sports equipment can be borrowed from the social programme office such as tennis and badminton rackets and footballs – just ask.



Advice

Examinations

General information on examinations will be provided by your teachers, but please ask the office if you need further advice or wish to enroll for an exam. Practice material for exams are available on request. If you are hoping to study for an exam (IELTS etc), please ask your teacher for advice. Please note that if you arrive in Edinburgh during the summer months and have not pre-booked your exam with an Edinburgh exam centre it is unlikely there will still be space.

Communications

You can connect your phone and laptop to our Wi-Fi network while in the building. Username: CES_student Password: CESst1415 If you have an important phone call to make and are not able to make calls from your phone, please come to the office. Please ask your host's permission before using their phone and be aware that international calls can be expensive. Reverse-charge calls are free and can be made to most countries. Dial 155 and tell the operator you would like to make a reverse-charge call.

Money and Valuables

Do not leave large sums of money in your room; large amounts should be kept in a bank account. If you do have money in your room, make sure you keep it locked in your suitcase.

- Do not carry large sums of money around with you.
- Never leave personal belongings unattended (i.e. phones, wallets)
- Try not to use phones in crowded areas
- Do not show expensive items of jewellery or watches to people

It is essential that you take out insurance on arrival in the UK if you have not already done so. You need insurance to cover your belongings against theft or accidental damage.

Homestay



Living in Homestay means that you can practise your English in a real-life family setting. It is important to remember that you are both part of a family and a guest at the same time. You should offer some help with household tasks, keep your bedroom tidy, and make your bed each morning. Make sure that you always ask for permission to bring friends round and remember to ask before you change channels on the television!.



Meals




If you have dietary requirements or food allergies, it is important to notify the office before you arrive and let your host know as soon as possible. Please respect your host's mealtimes and let them know well in advance if you won't be home for dinner or if you would like them to keep some food for you to eat later. We cannot provide kosher or halal meals, but please talk to your host about what you would like to eat. We are always able to offer vegetarian alternatives.









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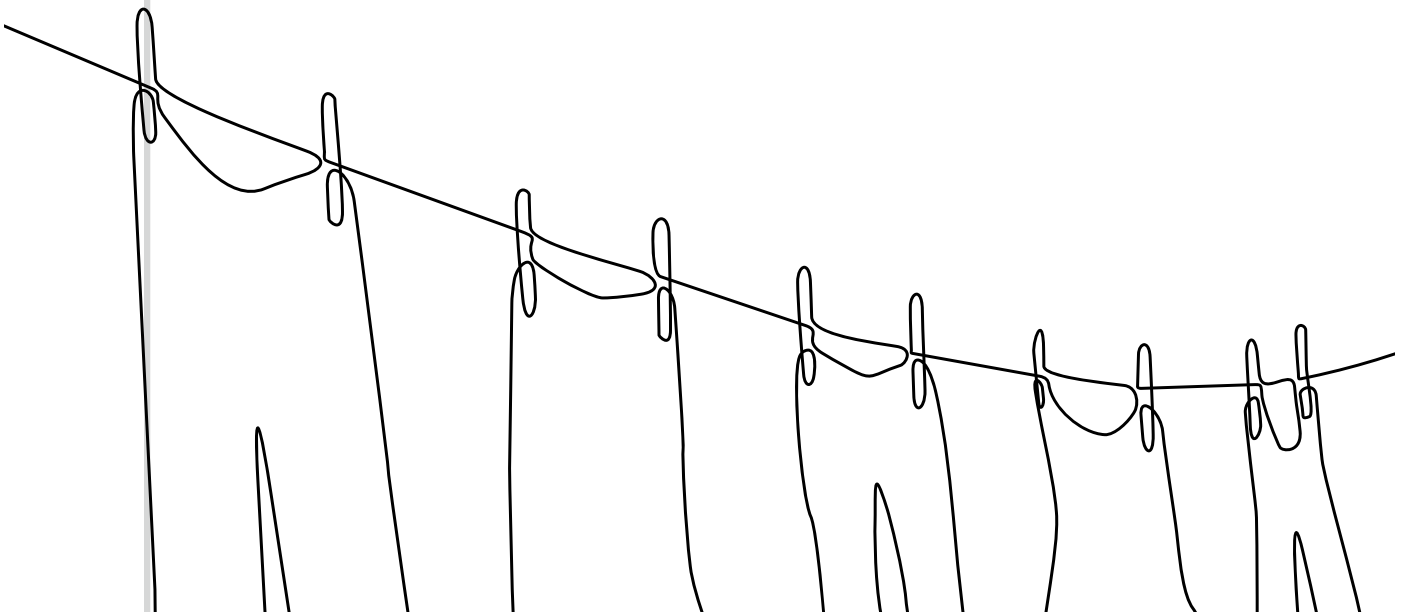
Homestay

Bathroom



Try not to spend too long in the bathroom in the morning. Your host will expect you to take one shower or bath a day. Please be considerate and do not shower or bath very early in the morning or late at night. In the UK we flush toilet paper down the lavatory (W.C.) Please do not put sanitary products in the W.C. Use the separate bin provided or dispose of separately.



Laundry




Please ask your host about laundry arrangements, and do not hang wet clothing to dry in your room. Your host will normally allow you to wash one load per week. Your host provides sheets and towels. However, you should have your own towel if you go swimming or to a gym. Your host will do your washing (apart from large items, like coats). You are expected to iron your own clothes, if needed.









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Homestay

Your Room

If you want to move the furniture in your room or put pictures on the walls, ask your host first. Please ask about the voltage, plugs, etc., before using any electrical machines. Please do not play music loudly, or make any other noise, after 23:00. Please be careful not to damage towels or carpets with hair dye or nail varnish, and not to burn carpets with equipment such as electric hair curlers. You should not use your host's kitchen or help yourself to food and drink without their permission, and please also ask them first before inviting friends into their house. If you are going away on holiday but leaving your luggage in your room, you still need to pay for your accommodation.

Energy

Please remember that electricity is very expensive, so try to save energy wherever possible and always switch off lights when you leave a room. Water is usually metered and, again, costs a lot of money. During the winter, families will usually set the central heating to come on for a few hours in the morning and again during the evening. Heating is very expensive and is not usually kept on during the night. If you are cold you should speak to your host.

Homestay

Communication

If you are 18 years of age or older, your host should give you a key unless there is always someone in the house.

There are no time restrictions, but you are expected to observe the usual rules of courtesy and to notify the hosts if you intend to be out very late. You should also respect the fact that other members of the household may be asleep when you come home.

If you are going to be away overnight, always tell your host in advance. Tell them also if you expect to come home very late and remember to telephone if you are unexpectedly delayed. When you come home late, be sure to come in quietly!

If you are unhappy about anything, or feel you have a reasonable complaint, always discuss it with your host immediately. Try to establish a relationship in which you can both discuss any small difficulties in a friendly way to find a solution. If you find it difficult to discuss something with your host, please talk to the accommodation officer who will be able to help.

The host's bedrooms and cupboards are PRIVATE, please respect the hosts private space as they respect yours

Homestay

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Homestay

Remember

Be polite and helpful

Practise your English

The house is not a hotel

Remember to lock the front door when necessary

Ask before inviting your friends home

Meal times and let the host know if you are going to be late

Tell the school of any changes in dates well in advance

Do not make private arrangements with the homestay host

16-17 Year olds

During induction you will be made aware of some rules specific to your age group on the adult programme.

You must observe the curfew times and be home for set meal times.

You must obtain host family's permission if you wish to stay out after 22.00 and you must be home no later than 22:30 (unless otherwise specified by a parent or guardian or group leader).

You must not go out of your homestay area in the evenings or anywhere out of Edinburgh at weekends, except with prior permission from the school and your group leader(s)/parent or guardian.

You must tell your host what you are doing and where you are going in your free time.

You must give your mobile number to your host and keep your phone switched on at all times and answer it if your host or school calls you.

You will need to sign an attendance register on a daily basis which is kept in the Reception. You will be shown this register on your first morning in school.

Complaints Procedure

If you wish to make a complaint, have a query or if you just want to speak to someone, please speak to your teacher or contact the office as soon as possible. You can also email the Principal on edinburghprincipal@ces-schools.com.

Academic

Discuss with your class teacher first. If the issue is not resolved, speak to the Director of Studies and finally the Principal if further action is needed.

Social Programme

Speak with a Yellow shirt. If the issue is not resolved talk to the Social Programme Coordinator and finally the Principal if further action is needed.


Homestay



Speak to your host or the accommodation officer depending on the severity of the situation. Speak with the principal if further action is required.



Serious




Speak to the Principal. They will study the situation and aim for a solution within 24 hours. If further action is needed, speak to the Director.




If you are still unhappy, you can go to English UK. English UK is the world's top language teaching association – and your guarantee of high quality and good services. Students can appeal to English UK if they are not happy with the way a school manages a complaint. See www.englishuk.com/en/students/english-in-the-uk/student-complaints-procedure




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Health and Safety

Your safety is very important to us. It is important for us to make our buildings, trips and social events as safe as possible for you. But your safety (and your fellow students' safety) also depends on you. It is important for you to act safely and respectfully towards and around other people. It is important for you to respect the way we work and function as an organisation. We ask you for your help and understanding with the following:

Read the fire and evacuation procedures on the following page.

Do not smoke in the building

Do not use lighters or matches in the building

Watch out for the safety signs and notices

Do not touch the fire extinguishers (unless in an emergency)

Be careful going up and down the stairs. Do not lean or slide down the stairwell banisters

Do not lean outside or lean on the windows

Tell us if any equipment is not working properly. Do not try to fix it.

Tell us if you are worried about anything

Generally you will find people in the neighbourhood to be friendly & welcoming. Please be mindful and considerate towards our local shops and neighbours.

Please don't block the pavement

Please don't block the doors to shops

Please don't drop rubbish or cigarette ends on the pavement

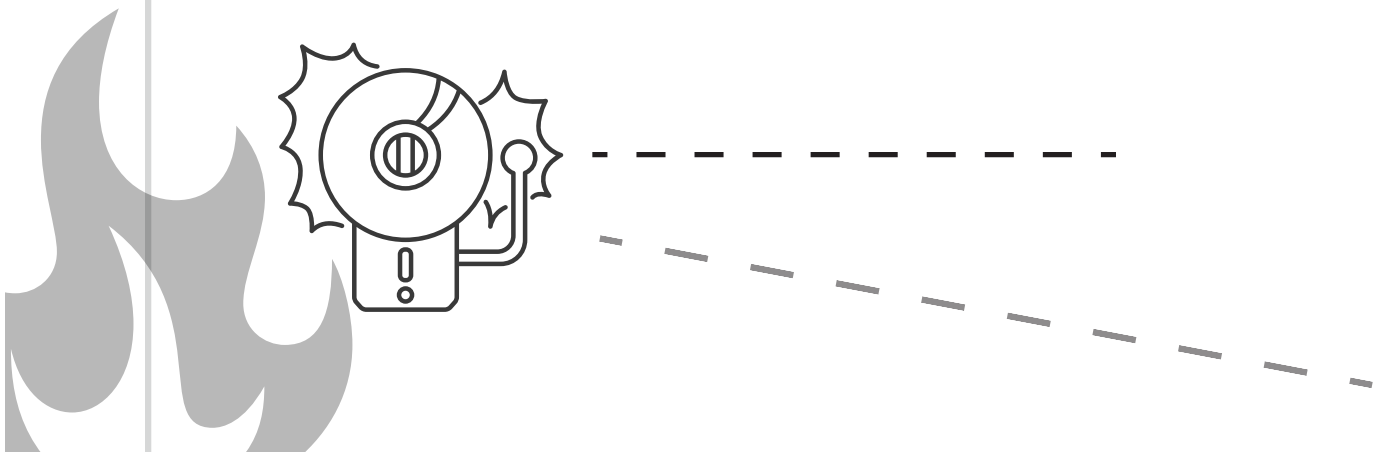
Use the designated smoking area in the back garden

Health and Safety

Fire Procedures

Fire instructions can be found on the wall in each room. If you see a fire, please sound the fire alarm. On hearing the fire alarm (a long continuous ring):

1. Do not panic
2. Listen to your teacher's instructions and leave the room in single file. Leave your bags and coats behind.
3. Make your way calmly to the nearest exit (clearly marked 'FIRE EXIT').
4. Do not stop walking until it has been said by a staff member it is safe to do so.
5. Once outside walk calmly away from the exit and, with the rest of your class, wait for your teacher.
6. Our meeting point (if you are studying in Manor Place) is at the end of Manor Place by the parking meter. Your teacher will check your name off on the class list.
7. If a member of your class is missing, tell your teacher. Do not go looking for them.
8. Your teacher will wait with you and your class



Health and Safety

Medical

If you come from an EU country be sure you have your European Health Insurance Card (EHIC). Your card will grant you access to some medical treatment, but does not replace travel insurance. If you do not come from an EU country, we recommend that you buy medical insurance before arriving in Scotland. If you need to see a first aider, please refer to the notices around the school.

You will have to pay for dental treatment. If you need dental care, ask your home stay host to make an appointment with their local dentist.

If you are ill and need a doctor, please ask your homestay host to arrange a visit to their local doctor (GP). If you are an EU student, medical treatment is free. If you are not an EU student we recommend that you take out an insurance policy if you have not already done so. The school can arrange medical insurance for you.

Please note that students are not able to attend the Doctor's Surgery close to the school, as all surgeries accept patients only from a particular area.

There are two hospitals in Edinburgh with Accident & Emergency departments ('A&E'), which are for emergencies only. There is also a minor injuries clinic, for non-emergencies.

It is not usual in the UK to go to a hospital unless you have a medical emergency. An emergency is a critical or life-threatening situation. This may include but not limited to; Unconsciousness, heavy blood loss, suspected broken bones, deep wounds, such as stab wounds, suspected heart attack and difficulty in breathing.

Health and Safety

Medical Emergencies

Royal Infirmary of Edinburgh (for students aged 13 & over):
51 Little France Crescent, Old Dalkeith Road, Edinburgh EH16 4SA.
Telephone: +44 131 536 1000

Royal Hospital for Sick Children (students aged under 13):
50 Little France Crescent, Old Dalkeith Road, Edinburgh EH16 4SA.
Telephone: +44 131 536 1000

For non-life threatening emergencies please dial NHS 24

NHS 24 - Dial 111 from any mobile or landline

The helpline is open 24 hours a day, 7 days a week.

You should only phone the NHS 24 helpline:

- If you or someone you know is unwell
- When your doctor's surgery is closed and you feel it can't wait until it re-opens.

If you are having a problem getting an appointment at a doctor's surgery, you can attend the following:

The Minor Injuries Clinic at the Western General Hospital, Edinburgh is open seven days a week from 8am to 9pm. No appointment is necessary, however the last patient book-in is 8.30pm.

Tel: +44 (0)131 537 3481

Western General Hospital
Crewe Road South, Edinburgh. EH4 2XU

CES Emergency number: + 44 (0) 7415 101
UK Emergency numbers: 999 or 112 (toll free)

Personal Safety

Edinburgh has a long-established reputation for being a safe place. However, as in all cities, you still need to be careful about your personal security.

Safety guideline

If you go out in the evening, stay in public places with plenty of people. Always try to walk with other students when returning home. After dark, walk home on brightly lit streets. Do not accept the offer of lifts in cars from strangers (do not hitchhike). Walk away from trouble and do not respond to threats or challenges. Be aware of your surroundings before using mobile phones in public. Carry a photocopy of your passport or ID and lock the original safely in a suitcase. Do not take the original out with you. Do not carry large quantities of money. Do not wear expensive jewellery. Do not accept drinks from strangers or leave your drink unattended. Do not leave luggage unattended.

Road Safety

Remember, in Scotland we drive on the left. Before crossing a road you should look right - left - then right again.

Use pedestrian crossings wherever possible - drivers in Scotland will usually stop for you.

Always take care when crossing roads and never cross roads without looking carefully in both directions first.

If you wish to drive a car or a motorcycle while you are in Scotland, please contact the office for advice.

School Policies and Rules

Attendance

It is the policy of the school that all students should attend every lesson. If you cannot come to school because you are sick, you should call the school before 9:00 am so that we can notify your teacher, who will make a note on the register.

Please do this each day you are sick.

It is important that your attendance remains above 80% for the following reasons:

To ensure effective learning

To ensure you are meeting your sponsorship requirements, in the cases where students are sponsored by a third party, for example a national embassy or ministry of education.

To ensure that students who are visa nationals fulfill the requirements set by UK Visas and Immigration Office.

Monitoring Attendance

We keep a record of all student contact details (address, email and mobile number and next of kin)

We check student attendance every afternoon and follow up any unauthorised absence with a telephone call to you /your homestay / next of kin/group leader.

If you are under 18 years old, and you are absent from classes by 09.30 in the morning without the school's permission or knowledge, we immediately telephone you /your homestay / next of kin/group leader. Information and records of absence are recorded.

School Policies and Rules

Unauthorised Attendance

All absences will be considered "Unauthorised" except for the following circumstances in any given week:

If we have evidence that a sponsoring embassy/ministry grants permission for an absence

Religious reasons (Mosque on Friday second lesson)

If you are sick and phone the school before 09.30 (only for a maximum of 2 consecutive days)

If you are sick and have a doctor's note

If you have a bank/doctor's/dentist's appointments with evidence

If you have an appointment with an embassy - with evidence

If you are going to register with the police

IELTS examination days with evidence.

Mutually agreed holidays.

All other absences will be considered "unauthorised" unless determined otherwise by the discretion of the school staff. Unauthorised absence will mean your attendance will decrease in our records. If you are granted "authorised absence" for one of the circumstances outlined above, your attendance will not decrease in our records. In certain circumstances UK Visas and Immigration Office will automatically be informed of students whose attendance falls below 80%.

If you are under-18 years-old and we are not satisfied with your reasons for being absent on any occasion the Welfare Officer and Principal will speak to you. The Principal will inform your parents/next of kin/group leader immediately. Please be warned that poor attendance may compromise future visa and sponsorship applications for visa nationals and sponsored students.

School Policies and Rules

Failure to Follow the Attendance Policy

The teacher will put 'unauthorised absence' (U).

At the end of each week, the Director of Studies will check registers. If you are absent a lot:

1. The Director of Studies will speak to you
2. If you are still absent, the Director of Studies will speak to you again.
3. If you are still absent, The Principal will speak to you
4. If you are still absent, the Principal will give you a warning
5. If you are still absent, we may ask you to leave the school
6. We will tell the UK Border Authority if there is a visa issue and you may have to leave the school and the UK. This will happen if you have 10 or more unauthorised absences one after the other

If you need to be absent for another reason please tell us.

Lateness

Please be reminded that classes start at 09.30 and 11.30. On occasions you will be allowed into class if you are no later than 15 minutes late. If you arrive more than 15 minutes late, you may not be allowed into class unless at the discretion of the administration staff. In such circumstances, this will be marked as unauthorised absence.



School Policies and Rules

Disciplinary procedures

If a teacher or member of staff is not happy with your behaviour, you will be told by the teacher or staff member

If your behaviour continues to be an issue, the Director of Studies will speak to you. This is called FIRST WARNING. We will make a note in your student record.

If there is no improvement, the Director of Studies will speak to you again. This is called SECOND WARNING. We will make a note in your student record.

If there is no resolution, the Principal will speak to you. This is called FINAL WARNING. We will make a note in your student record and the Principal will speak to you again and you may be asked to leave the school.

Examples of unacceptable behaviour include:

Failure to follow your teacher's or your social organiser's instructions

Being rude or using bad language

Being unkind to other students

In the case of more severely unacceptable behaviour you may be sent straight to a final warning, some examples of extremely unacceptable behaviour are; bullying, physical and verbal assault, shop-lifting, drinking alcohol (under age) and/ or drug taking.

Warnings will always be given in the presence of another adult member of staff and in some cases police may be informed.

School Policies and Rules

Bullying

We welcome students from all backgrounds and will not permit discrimination by students or staff on the grounds of religion, gender, sexual orientation, or ethnicity. In addition, even greater sensitivity will be shown to students who are arriving in the UK from territories currently in the midst of internal or international conflict.

We want to have a happy school, where bullying and abusive behaviour is not acceptable in any form. Any such behaviour will be treated extremely seriously and, if proven, will result in immediate expulsion from the school and in extreme circumstances could even lead to criminal prosecution. If you feel that you have been the victim of bullying or abusive behaviour, please take the following action:

*First speak to the person doing the bullying or being abusive to see if you can solve the problem informally.

*If this does not succeed and the behaviour continues, advise your teacher and he/she will speak to the person concerned and try to resolve the situation.

*If this is unsuccessful, make an appointment to see the Director of Studies. The Director of Studies will then hold a formal meeting with all parties independently. The meetings will be documented and recommendations made as to how to proceed.

*If this is unsuccessful, make an appointment to see the Principal who will conduct a formal investigation into the allegations, and take any appropriate action.

Remember, we are here to help and we want you to be happy during your stay with us. If something or someone is bothering you, please let us know.

School Policies and Rules

Tolerance and Respect

We expect all staff, students, group leaders and homestay hosts to show tolerance and respect to each other. Extremist views or opinions that seek to challenge the idea of tolerance and respect for each other will not be accepted. CES schools provide a truly international environment where students from all over the world may study in safety and security. If you feel that anyone is not following the policy of showing tolerance and respect, please tell us immediately. See below for who to speak to. In accordance with the above statement, we follow the PREVENT policy as laid down by the UK government.

Prevent

PREVENT is a government strategy to stop people becoming involved in any type of violent extremism (whether religious, political, homophobic etc) and/or in supporting terrorism. We aim to raise awareness and implement the policy through training, the school curriculum, the correct and appropriate use of IT (avoiding extremist on line content, please ask for a copy of our IT policy if you want one) and through all of our handbooks and publicity documents (such as this one). A central part of PREVENT is to promote core British values:

- Democracy
- The rule of law
- Individual liberty
- Respectful tolerance of different faiths or beliefs

If you have any concerns that this policy of tolerance and respect is not being followed by anyone, then you should report your concerns to the Principal, or alternatively to:

PREVENT Lead Person

Nick Clark

nick@ces-schools.com

01903 231330

07794 235862

School Policies and Rules

Code of Conduct

Everyone at CES is important. No one is more or less important than other people. Students, staff, and hosts should all feel comfortable, safe, equally important and respected. We need your help to make sure this happens – and we expect your help. Please be honest, polite and respectful to other people (students, staff and hosts).

We ask you to agree to the following:

- *Please look after school property and your hosts property.
- *Please follow our Health & Safety rules.
- *Only use the school computers for your studies. Please do not try to use illegal (bad) websites. Do not try to change the programmes and systems on the computers; they are for everyone, not just for a few people.
- *Please switch off your mobile phone during lessons.
- *Please take care not to disturb other people who are studying.
- *Arrive in good time – before your lessons start. If you are late you may have to wait for the next lesson.
- *Abusive or violent behaviour will not be tolerated on any grounds, including sexual, racial, or religious. We reserve the right to dismiss any student without refund in the event of misconduct.

School Policies and Rules

Safeguarding and Child Protection

CES Schools adhere to strict Child- Safe Guarding policies and procedures. These are out-lined in a separate document that the principal can provide on request. Some of the relevant content of this handbook is a part of our safe-guarding strategy of young and vulnerable people.

CES treats any allegations of sexual or physical abusive extremely seriously. If a group leader or student makes allegations about sexual abuse or harassment, the principal will automatically report it to social services and the police. Social Services and the police may then wish to pursue the allegations fully with all parties involved.

School Policies and Rules

Food and Hygiene

Hot drinks should not be taken into classrooms. There are many sandwich bars and restaurants in the town centre. Please use the bins provided for any waste items, both inside and outside the school.

Smoking

When you book your accommodation, please request a host that allows smoking if you smoke. Most hosts will ask smokers to smoke outside. Always ask your host upon arrival for their specific house rules regarding smoking. It is general courtesy to ask someone for permission to smoke next to them, even if you are outside.

No smoking is allowed in the school. You must use the designated smoking area outside the school. Smoking is not permitted at the entrance or on the stairs of the building. Please place cigarette ends in the ashtrays provided. Smoking is not permitted in pubs, restaurants, stations, bus stops or public buildings. It is illegal to buy cigarettes if you are under the age of 18.

UK Law

In the UK, shop-lifting and possession of hard or soft drugs are criminal offences and can result in heavy fines or imprisonment.

Any student caught committing the following crimes will be expelled from CES and, if under 18, sent home immediately

- It is illegal to buy and drink alcohol if you are under 18 years old.
- It is illegal to buy cigarettes if you are under 18 years old.
- It is also illegal to carry any weapon (including gas or liquid sprays) in public places.
- It is illegal to buy tobacco products under the age of 18.
- It is illegal to drink and drive.

School Policies and Rules

Behaviour that has Resulted in Arrest

If you are under 18, you should usually not be interviewed by the police without a parent or appropriate adult present (an appropriate adult is someone who knows you, such as an adult friend or teacher). You must give the police your name and address.

You are entitled to:

- See a solicitor free of charge if necessary
- Be told why you have been arrested, if you are arrested. Do not speak until your solicitor is present
- Somebody who can translate for you if you do not understand
- Speak to your embassy
- Make sure someone knows where you are, call the emergency number: +44 (0)7415 101 087
- Read a copy of the Codes of Practice, which explains the procedures the police should follow in such circumstances
- Be given a written note of these rights and cautioned



Additional Information

Holidays

All holidays must be requested via the office with at least 1 weeks' notice. CES will try to grant holidays whenever possible however factors such visa dates and types, flights, homestay, sponsors and booking terms and conditions must be considered. For sponsored students, we require written permission from their sponsors to authorise holidays. It is the students' responsibility to seek authorisation for holidays from their sponsors. For students who are visa nationals wishing to travel outside the UK, re-entry letters will only be given to students who provide flight tickets and have agreed holidays from their sponsors or CES. Any unauthorised holiday will be marked as unauthorised absence.

Cultural Differences

The variety of nationalities and mix of cultures in the school create a very interesting and stimulating atmosphere. However, cultural differences occasionally lead to misunderstandings. It is easier to avoid such misunderstandings if everyone keeps an open mind and tries to find out something about the main differences in attitudes, customs and beliefs amongst other students.

Women: Women in the United Kingdom are equal to men and should always be treated fairly. Men and women share equally in household work and childcare.

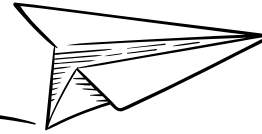
Police Registration

Depending on your visa and how long you are staying with us, you may need to register with Edinburgh Police. Please speak to the office and they will give you advice regarding this.

Places of Worship

Whatever your religion, there are places of worship to be found locally. If you require information, please ask in reception or speak to the social programme manager and we will be happy to show you where they are.

Travel Information



Train

The ticket office staff at Edinburgh Waverley Station (on Princes Street) or Haymarket Station (near the school) can give you information about travelling by train to any part of the UK.

Opening hours: Monday to Saturday

04:00 - 00:45

Sunday

07:00 - 00:45

Tickets & travel information: +44 (0) 8457 48 49 50 or visit <https://www.scotrail.co.uk>

National Rail Enquiries

If you plan to do a lot of travelling, ask about a Young Persons Rail Card if you are aged 16-25, which gives you a one-third reduction on any train fare. Go to www.16-25railcard.co.uk for more details.

Bus

Lothian busses have routes across Edinburgh. A single bus fare is £2.00 and you have to give the exact amount to the driver or tap a contactless bank card. Most buses start at 06.00 and stop at about 23.00. However, on some routes there are "night buses" which run later. You can apply for a weekly or monthly travel card from a Lothian Travel Shop. To do this you need to go to the shop in person. Ask us about how to apply for the card in the office or during your induction.

Travel Information

Taxis

There are many taxis in Edinburgh. A short city centre trip will cost you from £5.00 to £20 (depends on the length of the journey). Please note that taxis are most expensive late in the evening. A taxi is available when the orange "FOR HIRE" sign on the roof is lit up. Do not take a taxi that has not been pre-booked unless it is a black cab.

Taxi Numbers:

City Cabs: +44 (0) 131 228 1211

Capital Cars: +44 (0) 131 777 7777

Other Travel

If you would like to book flights or have any other questions about travel, please speak to the office for further details.

During your stay in Scotland, there are lots of places to visit, and CES can make it happen for you! There are tours every weekend either with the school or with one of the local tour companies: such as Highland Experience. For more information about tours around the UK and Europe, pick up a leaflet from the hallway. You must book in advance to ensure you get a place. See the social programme coordinator or one of the activity staff at:

Morning break: 11.00-11.30

Lunchtime: 13.00-14.00

Emergencies

It is very unlikely that you will ever have any problems either in Edinburgh or outside of Edinburgh on an excursion. If something does happen then this is the advice as given by the UK government:

- If possible, stay with your friends
- Do what the Police say
- Never put yourself in any danger

While every effort has been taken to ensure the accuracy of the information contained in this handbook, Centre of English Studies cannot accept responsibility for any inaccuracies.

Useful Phone numbers

CES Edinburgh + 44 (0) 131 226 5004

CES Edinburgh emergency number + 44 (0) 7415 101 087

Police/Fire/Ambulance/Coastguard 999/112

Western General Hospital + 44 (0) 131 537 1000

Samaritans (depression helpline) 116 123

Eating Disorders Helpline 0808 801 0433

Alcoholics Anonymous 0800 917 7650

Edinburgh Tourist Information +44 (0) 131 472 2222

Citizens Advice Bureau +44 (0) 131 510 5510

Immigration Advisory Service +44 (0) 131 516 4671

Edinburgh Central Library +44 (0) 131 242 8000

Privacy

Centre of English Studies will collect and use personal information about you (our students). We will ask you to complete forms giving us your personal details in case there is an emergency and we need to contact you or someone in your family.

We hold and use your information to help you study and learn, to check and to report on how well you are doing and to make sure you are happy and safe with us.

The information we hold includes your

- Contact details
- Attendance information
- Special educational needs and
- Any important medical information

We will give important medical information to your homestay host and to other CES staff members. We will also give your contact details to homestay hosts and to other CES staff members. We do this for your health and for your safety.

You can ask to see any information we hold about you. Just ask the Principal where you study. There is no cost to see this information. If you want to see our full Data Protection Policy please look on our website or ask the Principal of your school.

If you have any questions about the way we use your personal data, contact info@ces-schools.com






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
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