

STUDENT MANUAL

An information guide about your stay.

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Accredited by the
 **BRITISH
COUNCIL**
for the teaching
of English in the UK



A SPECIAL
INTEREST GROUP
OF ENGLISH UK

OUR MISSION STATEMENT

At Target English International, we aim to provide our students with a comfortable and caring setting in the UK to improve their communication in English and develop skills for a more global society. We want our students to leave the course with a better understanding of UK culture and the inspiration to become life-long learners of English.

MEET THE TEAM

Centre Manager (CM)

In charge of running the centre

Activity Manager (AM)

In charge of excursions & activities

Activity Leader (AL)

Will be with you on excursions and activities

Director of Studies (DoS)

In charge of English lessons

Trinity Exam Coordinator (TEC)

In charge of the Trinity exams in Trinity centres

Teachers

Teach your English lessons!

PLEASE CHECK THE NOTICEBOARD FOR IMPORTANT INFORMATION ABOUT ACTIVITIES AND CLASSES!

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IMPORTANT NUMBERS

24/7 Emergency Number

+44 (0) 7939 308595

UK Emergency Services (Police, Fire & Ambulance)

999

Only ring these numbers in an emergency. If you have any problems speak to your Centre Manager.



1. All classes and activities are **compulsory**. If you are ill or have a problem, tell someone.
2. **Wear your lanyard** and ID card at all times and save the emergency number in your mobile.
3. You must **never leave campus** without a member of staff or Group Leader.
4. Smoking, drinking alcohol or taking illegal drugs is **not allowed** and will result in serious consequences.
5. You must be in your bedroom by **11:00pm**. You are not allowed anyone of another sex in your room.
6. **Respect other students and staff.** Bullying, bad language or behaviour towards other people will not be tolerated. If you are being bullied, or see someone else being bullied, tell a member of staff or a Group Leader so we can take care of it.
7. Always **stay with your group** when on excursions. During free time, always stay with your friends.
8. **Do not** request staff contacts details, or give your contact details to staff.
9. **Do not** damage property.

Student Code of Conduct

DO

- Speak English whenever possible
- Take part in all lessons and activities
- Be on time
- Be friendly and include others
- Be polite - say please and thank you!
- Get involved and try different things
- Ask questions if you don't understand
- Tell a member of staff if you have a problem
- Smile and have fun! 😊

DON'T

- Speak in your own language in class
- Be disrespectful to fellow students of staff
- Make noise after 11:00pm
- Drop litter
- Break the school rules!

If you break the school rules

1. A meeting will be held with you and your Group Leader.
2. A written warning may be issued. You will be asked to sign this and agree that if the behaviour continues, you will be sent home.
3. Your parents may be informed.
4. You may be stopped from going on excursions or taking part in activities.
5. In extreme cases, you may be sent home.



Your General English Course includes:

- 15 hours per week of English lessons
- Maximum of 15 students in a class
- Morning or afternoon classes on alternate weeks*
- Course syllabus based on the CEFR framework from A1 to C2
- Access to your course syllabus digitally
- Placement test
- Course materials including a notebook (Please bring your own pens!)
- Trinity GESE Exam & exam preparation in Trinity Exam centres only.
- Online access to Trinity practice on Quizlet
- End-of-course report and certificate (digital format)

Course learning outcomes

- Improve English awareness of grammar and lexis by using a communicative approach to English.
- Work towards an end-of-course assessment based on their level.
- Improve cultural knowledge of the UK by going on excursions and doing activities in Activity Books specifically designed for their centre.

Enterprise English incorporated (All locations)

- 5 hrs of skills-based English per week focusing on the world of work. Minimum age 16+ and minimum level B1.
- Built into the General Academic programme.
- Certificate included in addition to General Course Certificate.

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DAY 1 & 2 OF LESSONS

DAY 1

- You will have a placement test to decide your level. The test is divided into 3 parts:
 1. Multiple choice (A,B,C,D)
 2. Speaking test
 3. Writing test
- You may have done your online test in your home country.
- You will have an induction where you will receive important information about the school rules, timetable, campus and programme.
- You will be given a notebook, lanyard and ID card. You must wear you lanyard and ID card at all times!
- You will receive staff contact names and numbers.
- You will get a tour of the campus.

SOME TIPS

- Listen to the rules and do your best.
- Use your time in the UK to practise your English.
- Focus on your learning and why you are in the UK.
- Bring your notebook to lessons and take notes of the grammar and vocabulary.
- Practise what you learned in lessons with other students and staff.
- Have fun and stay safe!

DAY 2

- Check the noticeboard for class information.
- You may have lessons in the morning or afternoon.
- Lessons are communicative, so expect to speak to others to improve your English.
- If you are not happy with your level, please speak to a member of staff or your Group Leader.

SAMPLE PROGRAMME



07:30 - 08:30	Wake up and have breakfast
09:00 - 10:30	Lesson 1 & 2
10:30 - 11:00	Lessons
11:00 - 12:30	Lesson 3 & 4
12:30 - 14:00	Lunch
14:00 - 17:30	Excursion or activities
17:30 - 18:30	Dinner
19:30 - 22:00	Evening activity
23:00	Bedtime

***Timings & schedule subject to change**

TRINITY EXAM - TRINITY CENTRES

Your course may include the Trinity GESE Exam. The exam will be taken at the end of the course, usually on a Thursday. The exam is a one-to-one spoken exam with an external examiner, which lasts between 5 minutes to 25 minutes depending on your level.

Your teacher will suggest what grade is best for you. If you are not happy with your grade, speak with your teacher and Group Leader. We have lots of resources to help you prepare and you can practise with your friends using our Trinity question cards and a Quizlet link.

SOME BASIC INFORMATION ABOUT THE EXAM

CEFR	GRADE	STAGE	TASKS	MINUTES
PRE A1 - A2	GRADE 1 GRADE 2 GRADE 3	Initial Stage	1 Task Conversation on topics	5-7
A2 - B1	GRADE 4 GRADE 5 GRADE 6	Elementary stage	2 Tasks Topic discussion Conversation on topics	10
B2.1 - B.23	GRADE 7 GRADE 8 GRADE 9	Intermediate stage	3 Tasks Topic discussion Interactive task Conversation on topics	15
C1 - C2	GRADE 10 GRADE 11 GRADE 12	Advanced stage	5 tasks Topic presentation Topic discussion Interactive task Listening task Conversation on topics	25

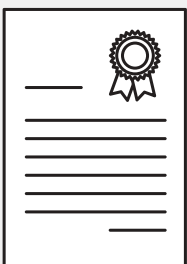
[Click here](#) to access our Trinity GESE question cards!
(Password: Target2020)

Trinity GESE Exam Path at TEI



1. On Day One of the course you speak to a teacher during your placement test.
2. In class, you and your teacher(s) decide which grade is best for you based on your level and confidence.
3. Your teacher confirms your grade with you and your Group Leader.
4. You prepare your topic (if applicable) and practise the other tasks of the exam.
5. You will receive the testing date and other important information needed for the exam.
6. Practise with friends, teachers and use our links to help you.
7. You go in for the test, say hello to the examiner and do your best.
8. You (or your Group Leader) will receive provisional results.
9. Successful candidates will receive their certificate approx 8 - 12 weeks after departure

END-OF-COURSE



At the end of your course you will receive our Certificate of Attendance and an End-Of-Course Report. If you had Business English in your course, you will receive an additional certificate. Your End-Of-Course Report will offer comments and suggestions on your level of English and behaviour in lessons. You are required to show these documents to your parents/guardians.

If you have any questions about schools or universities in the UK, please ask your teacher or DoS and we will try and help you with any questions you may have.



ACTIVITY PROGRAMME

The Activity Programme is posted on the activity noticeboard and is updated weekly. Check this to see what is happening in your centre! You must attend all activities.

Morning Activities: 09:00 - 12:30

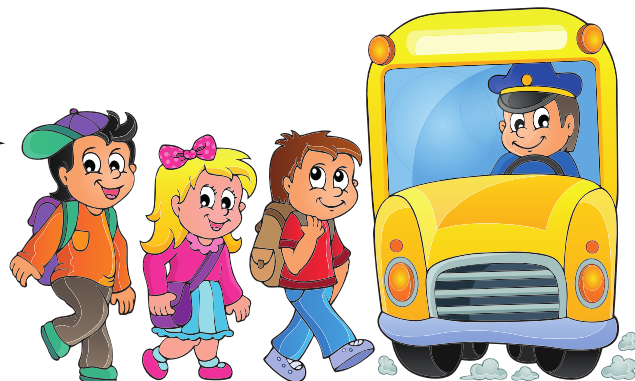
Afternoon Activities: 14:00 - 17:30

Evening Activities: 17:30 - 23:00

Excursions & Local Visits

- Be at the meeting point at least 10 minutes before departure, so your coach can leave on time. If we are delayed, we will have less time on the excursion!
- Seat belts must be worn on the coach - it's the law!
- Wear appropriate shoes and clothing. You will be doing lots of walking. English weather is unpredictable, so you may need to bring a waterproof jacket, umbrella, or even sun cream.
- An Activity Leader will be with your group throughout the excursion. Listen to them and your Group Leader, they are there to keep you safe.
- During free time, always stay in groups no less than 3 people. If you are under 14, you must stay with your Group Leader.
- During free time, your Activity Leader will stay at a meet point in case you need help.
- Remember to put the emergency phone number in your mobile.
- You must wear your lanyard & ID card at all times.
- Make sure you are at the meeting point on time when it is time to go back to campus. Don't make everyone wait for you!

**Remember to say
hello, please and
thank you!**





HEALTH & SAFETY

We hope you have fun and enjoy your time in the UK. Our staff are there to keep you safe, so please listen to what they say and follow the rules.

- Never leave campus without a member of staff or Group Leader and never go off alone on excursions.
- Don't carry large amounts of cash with you. Keep your purse in your bag.
- Don't talk to strangers. If a stranger won't leave you alone, speak with your Activity Leader or Group Leader.
- Wear your lanyard and ID card at all times.
- If you get lost, ring your Group Leader or the Emergency Number.

Don't break the law

- Smoking or drinking alcohol is not allowed and it is illegal if you are under 18.
- It is illegal to buy or take drugs. If you buy or take drugs, you will be sent home and you could get in trouble with the police.
- Stealing is illegal. If you steal something, you could get in trouble with the police.

In an emergency, these are the 'Stay Safe' principles of 'Run, Hide and Tell'

- **Run.** Escape if you can, using the safest route without exposing yourself to danger.
- **Hide.** If it is not possible to run, hide and remain quiet. Barricade yourself in a safe space.
- **Tell.** Call 999 when it is safe to do so.

Fire Safety

- There will be a practice fire alarm **once a week**.
- When you hear the fire alarm, you must **exit** the building **immediately** following the directions given.
- **Do not stop** to collect your things and do not chat with friends.
- Go **directly** to the assembly point.
- **Wait** at the assembly point until a TEI member of staff tells you it is **ok to leave**.
- **No smoking is allowed** on campus. **No candles** are allowed in residences.
- Never play with or move fire extinguishers or other fire safety equipment.
- You will receive fire safety instructions during your student induction.

Illness, Accidents & Emergency

- If you feel ill, please tell a member of staff. Don't go to your room without telling anyone.
- If you need medical assistance, your Centre Manager can assist you with accessing health care.
- If you see, or have, an accident tell a member of staff straight away, no matter how small.
- If you take medication, bring this on trips and excursions, in case you cannot go back to campus.
- In an emergency, ring 999.



ACCOMMODATION & FACILITIES

Accommodation

Rooms will be cleaned and the towel & bed linen will be changed once a week. You should keep bedrooms tidy so that the cleaners can clean them. You are not allowed to use the cookers in the residences. Be respectful and do not damage any property. If you have any problems with the accommodation please report them to a member of staff.

Damage Deposit

A damage deposit of 40 pounds or 40 Euro will be taken off all students on arrival. Your deposit will be returned on departure after a member of staff has checked your room and all keys have been returned.

Keys

Every student will have a key or key card. You must not swap keys and keycards or bedrooms with your friends. If you lose your key or keycard, you may need to pay for a new one.

Internet and WIFI

The campus has free WIFI. Ask a member of staff for the password. Some internet sites are offensive and it can be against the law to access them in the UK. Keep away from anything that might offend others. Try to limit your digital time and make the most of your experience.

Laundry

Self-service laundry facilities are provided. A wash & dry costs approximately £5. A member of staff will give you more information. If you need help, ask!

Toiletries

If you need to buy soap, shampoo, or other personal items ask a staff member when you are in town. Most centres have a shop on campus and the centre management team may have some items that you forgot to pack.

Food & Water

All your meals are provided, try to make healthy choices. If you have any dietary requirements, please tell a staff member. There may be a shop and/or vending machines where you can buy snacks and drinks. It is okay to drink tap water in the UK. Look after the environment and save money by refilling water bottles.

ATMs

Most university campuses have an ATM for cash withdrawals. You will be able to access an ATM on most excursions. Ask a member of staff if you need help.

Valuables

Valuables should be kept with you or locked in your bedroom. There is a safe for passports and travel documents. Ask your Centre Manager for help! Target English International does not accept responsibility for any lost, stolen or damaged items.



COMPLAINTS & FEEDBACK

FEEDBACK

Your feedback is important to us. We take feedback to improve our services. We will ask for your feedback 3 times during your stay.

★ **In the beginning of your stay (within 48 hours of your arrival)**

Why? To make sure you are happy with everything.

★ **During your stay**

Why? To see if you are enjoying your time.

★ **The end of your stay**

Why? To help us improve in the future.

COMPLAINTS PROCEDURE

1. If you have a problem, first speak to your Group Leader
2. If the problem is not solved, discuss the problem with your Group Leader and Centre Manager.
3. If the problem is not solved, you and your Group Leader will complete a Complaints Form. Give this to the Centre Manager. You will have a meeting with you the Centre Manager.
4. If the problem is not solved, the problem is passed on the the Target English International Managing Director

USEFUL PHRASES TO USE DURING YOUR STAY

Can I sit here?

Can you explain it again please?

What time do we have to..?

May I go to the toilet?

What should we be doing now?

Can you help me?

Where can I find?

Can I sit here?