



St NICHOLAS

COLLEGE

— *of* —

L O N D O N

# Student Handbook

St Nicholas College of London – 2011



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# 1. Introduction

## ***Mission statement***

"The mission of St Nicholas College is to offer effective, flexible and enjoyable EFL (English as a foreign language) courses as well as Business courses to students of all levels and backgrounds. We aim to achieve perfection via constant improvements of all sides of the business, including teaching methodology, customer service, learning environment and facilities."

## ***Welcome to St Nicholas College!***

We want you to feel part of the prestigious English language college in London and hope that you will read this handbook to become more familiar with what we can offer you as an educational institution and what we expect from our students in return.

Please note that some important safety information is contained towards the back of the handbook – please read it.

## ***Our aims***

- To give students the highest possible standards of teaching and academic support in their chosen area.
- To ensure the progress of our students and monitor them closely to this end.
- To allow staff members the opportunity to work in an ideal environment, conducive to enabling the learner.
- To support staff members in the event of professional doubts they may have.

# 2. The College

## ***Address and description of building***

St. Nicholas College is located at:  
16 Curzon St.  
London W1J 5HP

The college occupies four floors of the building and consists of the following rooms:

**Ground floor** - entrance, reception

**First Floor** - staff room, library, 1 classroom/Hall room.

**Second Floor** - 2 classrooms, office, rest rooms and kitchen.

**Third Floor** - 2 classrooms, rest rooms and kitchen.

Please see the Appendix II at the back of this handbook for a map of the building and local area.

## **3. Students**

### ***Notes for new students***

Thank you for choosing to study with St. Nicholas College, we hope you find that it was the right choice and that your time with us will be productive, interesting and fun. We will do our best to make this happen for you, so, if at any time you feel something is not quite how you feel it should be, please talk to your course leader or another member of staff who will help you resolve the problem.

It is important that you read and understand this handbook.

Please keep this handbook in a safe place for future reference.

### ***Services and facilities***

The college does its best to provide facilities for its students to enable them to study in the best environment possible and to make their stay in London an interesting and informative one, in and out of the college.

On the college premises we have a library which, as well as containing published material suitable for students on the courses we run, is also equipped with two computers with internet access exclusively for students' use.

### ***Activities***

Situated, as the college is, so close to the heart of the West-End and London's thriving centre, there are ample opportunities for the college to use the various activities on offer to its advantage. Hyde Park, a two minute walk from the college premises, provides an excellent opportunity to experience London whilst improving the self in a natural and safe environment.

In the more pleasant months, the college holds informal activities events in the park. Occasionally taking boating trips on the Serpentine Lake and encouraging the use of nearby roller-skating and other sports hire facilities, and of course enjoying the ice cream!

Trips to the various nearby museums and galleries, such as the Victoria and Albert, Natural History & Science Museums, National Portrait and Tate Modern galleries for those students are also organised throughout the year.

Handouts with relevant vocabulary and simple exercises are available for these excursions.

### ***Accommodation***

St. Nicholas College collaborates with Britannia Student Services, the leading provider of student accommodation in London. Britannia Student Services is accredited by English UK and meets the standards for registration with the British Council as a provider of homestay, private home, residential, hostel and independent self-catering accommodation for adults (over 18 years) for accredited institutions.

Please note that the prices for accommodation may vary and seasonal special discounts may apply therefore it is recommended to contact us for the most relevant information.

## ***Life in London***

As one of the world's leading capital cities, London is the right place to come for all kinds of entertainment and excitement that a big city can bring. Of course, we want to see you enjoying your time here as well as working hard when studying.

However, in a new environment, this can be a little difficult at first, so St. Nicholas College is here to listen to any problems you may have regarding your life in London. If we *can't* offer a direct solution to your problem, we will endeavour to point you in the direction of someone who *can* help you.

## ***Code of Conduct***

### **General**

St. Nicholas College tries to maintain a friendly and lively atmosphere for its students and visitors; this is only possible because of the general good conduct of most of the people involved.

The college expects that each student behave in a manner in which he/ she expects to be treated; as a learning institution we are also very culturally sensitive and expect our students and staff to be the same – please remember that you are likely to be in a culture different to your own as are many other people, so we all need to be careful that our words and actions, even those we feel as 'acceptable' do not offend others.

In the event that a student is guilty of misconduct please inform a staff member as listed in Section *General Rules & Regulations* below.

## **4. General Rules & Regulations**

### ***Student Rights and Responsibilities***

St. Nicholas College holds that the student, upon enrolment, neither loses the rights nor escapes the duties of a citizen.

#### ***Rights***

- The right to expect an education of the highest quality
- The right to develop their potential to the best of their abilities
- The right to inquire about and to recommend improvements in policies, regulations, and procedures affecting the welfare of students.
- The right to a college environment characterized by safety and order
- The right to a fair hearing when disciplinary action is applied to an individual or a group

#### ***Obligations and Responsibilities***

- The obligation to be fully acquainted with published regulations and to comply with term in the interest of an orderly and productive community

- The obligation of knowing that one's conduct reflects not only upon one's self but also upon the institution
- The obligation to respect the rights and property of others

### ***Use of the Institutional Name***

No student may use the institutional name for any reason.

No student may use the college address.

### ***Regulations on Attendance***

Students must participate in the learning activities on time, which will be recorded.

#### Students must attend at least 80% of classes

The Home Office of the United Kingdom is tightening control over the issuing and extension of student visas. The emphasis is on students' attendance. The record of students' attendance will be taken for reference when the students apply for extension of their visas. The regulations for language schools and colleges require that St. Nicholas College to take responsibility for reporting to the Home Office the students who have registered and then failed to attend without any acceptable reasons.

1. If students fail to enrol for their course, St. Nicholas College will report them to the Home Office one month after their course started.
2. As well as close investigation on students' attendance rate, we regulate the students' behaviour by the following notes:
  - a) Being 15+ minutes late on 3 consecutive occasions will count as 1 absence.
  - b) The above students might be regarded as being absent as a result of being refused to enter the classroom by the teacher.
  - c) Students are not allowed to leave earlier than the end of class, unless permitted by the teacher. It is regarded as being absent from the whole class if the students leave 20+ minutes early.
4. Students must ask their teacher for permission if they have urgent things to do and therefore cannot be present at classes.
5. If students are ill and cannot attend class they must inform the College before the class begins, otherwise it will be regarded as an unauthorised absence.
6. If no prior notice is given and no proof provided for extended absence (such as air ticket back to home country, GP's letter of sickness), the period of time the student did not attend class will be regarded as an unauthorised absence.
7. We sincerely hope that every student will abide by the above regulations and appreciate the opportunity they have been given to study in the UK.
8. St. Nicholas College will not falsify attendance records under any circumstances.

## ***Acceptable and Unacceptable Behaviour***

Students should cultivate good habits in study as well as in life. Breach of regulations is not acceptable, severe breaches will be punished. In extreme cases, the student may be expelled from St. Nicholas College.

### ***Respect***

Please abide by the classroom regulations for not coming late or leaving early. Please do not leave the classroom during classes. Mobile phones must be switched off. Please follow classroom orders and do not interrupt the lectures.

Please maintain good relationships with classmates by respecting traditions and religions.

### ***Anti-social behaviour***

Any incident of violence is a breach of St. Nicholas College regulations and the student will be immediately excluded from the College permanently with no right of refund.

Smoking, fighting, gambling and drinking alcohol are forbidden in the College.

### ***No smoking***

In accordance with UK law, St. Nicholas College is a no-smoking centre. We would also ask students to refrain from smoking outside the main entrance.

### ***Food and drink***

Students may take their break in the classroom and only during break time may consume food and drink. We ask students to show consideration for their classmates by not consuming items with a strong odour. Students should dispose of all empty wrappers, cups etc before leaving the classroom.

### ***Damage to property***

Do not deface the desks, books or equipment. Any damage to the college property will be compensated for by the student who caused the damage.

### ***Computers***

College computers are primarily for educational purposes: if you are merely surfing and another student wants to study, please move.

**DO NOT** detach the computer LAN cables and connect your personal laptop.

**DO NOT** use our computers to download software or music.

### ***Cleanliness***

Please take care of the college property and maintain the sanitation of the classrooms. Waste paper and disposable cups must be thrown into the bin. Students are responsible for keeping their immediate work area clean and tidy.

Please remember to flush the toilet, turn off the tap and switch off the light.

### ***Dress Code***

St. Nicholas College believes that all students should be allowed to dress according to their personal taste and convictions, provided that the clothing is suitable for a public space. We therefore request

that students refrain from wearing clothing with provocative statements, visible tattoos that might cause offence, sunglasses, 'hoodies', caps and other casual headgear that prevents the students face from being visible.

### ***Politics and religion***

Activities such as political campaigning and religious proselytising should not be carried out on the College premises. However, students are entitled to express their political and religious beliefs in a reasonable manner.

### ***Tuition Fees & Costs***

Students will pay for all costs and tuition fees themselves. The college will not pay any costs; neither do we act as a guarantor for students. Students do not receive any medical insurance from the College. All medical expenses will be paid by the students themselves.

### ***Class Rules***

1. Every student must attend at least **85%** of the classes. This is a Home Office requirement for study visas.
2. Leave of absence must be reported to the Director of Studies. If absent for over 2 weeks without an acceptable reason, students will be deleted from our student list and may be reported to the Home Office.
3. St. Nicholas College is not obliged to offer extra classes or extensions to students who miss classes. However, the Director of Studies may at his/her discretion grant such classes or extensions if s/he thinks the circumstances are exceptional.
4. Students must do their best to arrive on time. If a student arrives more than 15 minutes late three times in the same week, it will count as one absence. Please show consideration for your classmates and teacher by not arriving in the middle of a lesson.
5. Students will communicate in English in the classroom and will use English as much as possible outside the class.
6. Students will respect their classmates and will not behave in an offensive manner in class or in activities associated with St. Nicholas College.
7. Mobile phones must be switched off in class. No calls may be taken in class.
8. Pair and group work is important for improving fluency and listening. Students must pay attention to their classmates by listening to them and working together. It is a fact that more people in the world today speak English as a second language than as a first language so there is no reason to think that listening to classmates is a waste of time. Do not criticise classmates for having a different accent to your own. Remember that everyone has an accent!
9. Electronic dictionaries may be used in class, but it is bad manners to use an electronic dictionary while the teacher is explaining language. Students should try to use English-English dictionaries first, particularly at higher levels.

However, electronic dictionaries are useful and may of course be used as long the student pays attention to the teacher and classmates and does not spend too much time using the dictionary.

10. The student's first language should only be used when asking a classmate for a translation like this: "How do you say..... In [student's mother tongue]?" or "What is ..... in English?". The conversation should be in English.

**If a student does not comply with these guidelines, St. Nicholas College will not accept responsibility for lack of progress.**

## **5. Health and Safety Policy**

What follows is a summary of St. Nicholas College Health and Safety Policy. The purpose of this document is to make students aware of their responsibilities to uphold general health and safety standards.

### ***Key Student Health and Safety Responsibilities***

- Exercise personal responsibility for the safety of themselves and classmates.
- Observe standards of dress consistent with safety and/or hygiene (i.e. do not wear unsuitable footwear etc, do not bring knives and other items considered dangerous).
- Observe all the safety rules of the College and in particular the instructions of teaching staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for his/her safety.
- All students have the responsibility of reporting any hazard to their teacher.

### ***Accidents, Incidents & First Aid***

#### Medical procedures

When someone is injured or taken ill whilst on the premises during classes' hours a member of staff should be called to attend.

A first aid box will be kept in the College offices and access will be granted on request at the discretion of the Receptionist.

If an accident is caused by a hazard, the member of staff who is first on the scene should ensure that the area is made safe for all students. The member of staff concerned should then inform the Manager who must immediately take action to remove (or remove access to) the hazard until such a time as it is made safe.

Accidents will be investigated by the member of staff concerned. If the accident is serious, the Manager will carry out an investigation and ensure that remedial action is taken.

#### ***Electrical Hazards***

If any student knows that there is an electrical hazard he/she must inform their teacher immediately.

In the event of a serious medical emergency, please contact a staff member who will then call the emergency services (999 or 112).

See Appendix III of this handbook for more information on contact numbers.

If the problem is less severe but requires attention, please contact the college medical officer or contact the receptionist who will direct you further.

It is important that any illness or injury is dealt with as swiftly as possible for the health of students and staff and to continue the smooth running of the college and its lessons.

### ***Incident Report Book***

There is a book at the reception of the college which is meant for recording any incidents and unusual happenings on the premises.

Please contact a member of staff or the receptionist directly if any of the following occur, or if you think something should be recorded in the Incident Report Book:

- The emergency services (Police, Ambulance or Fire Brigade) are required,
- Something is lost or stolen,
- Someone acts in a way that you feel to be rowdy, rude or otherwise inappropriate (please contact a member of staff before reporting the incident directly in this case),
- Violence of any kind,
- Something is broken e.g. glass or there is a major spillage, leak on the premises,

If you are unsure, contact a member of staff.

### ***No Smoking Policy***

St. Nicholas College is a no-smoking area. This applies to events held on the premises too.

### ***Incidents of Violence***

In the event of a student experiencing violent or aggressive behaviour from other students, members of the public or members of staff, the following advice should be followed:

- Try to remain calm
- Be careful not to use any spoken or body language that might exacerbate the situation
- If necessary, defend yourself, but do not retaliate
- If actual violence is occurring try to remove yourself from the situation

Report any incident of violence or abuse to the Teacher or Principal as soon as possible. The Principal may report the matter to the Police.

### ***Student Suggestions***

St. Nicholas College encourages all students to make suggestions to improve our Health and Safety Policy. All suggestions will be considered seriously within the constraints of our financial plan.

## ***Fire drills / emergencies***

### **Procedures:**

In the event of an emergency or drill, the alarm will sound and staff members and students (all occupants of the building) are required to make their way to the ground floor by using the fire exits and gather opposite to the college building on Curzon Street, next to the Curzon Cinema.

Students will be escorted in an orderly fashion to the appropriate exit of the building, but as a regular attendee to the college, it is your responsibility to familiarise yourself with the locations and procedures regarding fire escapes and how to access them to avoid confusion in the event of an emergency.

Occupants of the building at this time should not stop to gather personal belongings and should not run.

### **Fire exits:**

The building contains the following fire exits:

- Entrance on the ground floor
- At the back of the library and the staff room on the first floor
- At the back of Class room 2 on the second floor
- At the back of the office on the third floor

Please see the Fire exits' location on the next page.

## **6. Equal Opportunities Policy**

### ***Commitment***

St. Nicholas College fully supports the concept of equal opportunities and we are committed to satisfying these principles in all our activities and materials.

St. Nicholas College is committed to equal opportunities for all students in education. It is St. Nicholas College clear intention that every reasonable step shall be taken to ensure that students are not discriminated against on the grounds of race, religion, disability, age, gender or sexual orientation. They also have the right to expect reasonable protection from aggression, bullying, violence or harassment by any other student or member of staff, irrespective of his/her seniority.

### ***Aims***

St. Nicholas College seeks to ensure that:

- The content and assessment of its schemes allow for the widest diversity of candidates
- The content and demands of its schemes are non-discriminatory and appropriate to the knowledge and skills specified
- The style and language of its documentation are readily understood and do not reflect stereotyped or biased attitudes
- Its employees and students understand and comply with the College's equal opportunities policy

## ***Implementation***

The College aims to implement the principles of its equal opportunities policy to the best of its ability within the physical constraints of the centre and its overall financial circumstances.

In order to achieve successful implementation the College will:

- Ensure that equal opportunities are addressed as an integral part of each scheme: from enrolment, to induction and assessment
- Allow a range of teaching aids for students with special requirements and make appropriate consideration for them in any exam situations (to the extent allowed under the relevant examining body's regulations)

## ***Students with Special Requirements***

### ***Additional Learning Support***

During induction students are encouraged to indicate whether they have additional needs that can be supported through their time at St. Nicholas College.

### ***Impaired Mobility***

Due to financial constraints and planning regulations it may not always be possible to make necessary adjustments where existing building restrictions make access difficult. Areas that are presently inaccessible to people with impaired mobility will be reviewed.

### ***Other***

Students may have other conditions affecting their studies, i.e. epilepsy, asthma, ME, Multiple Sclerosis. Students are advised to call us for advice on the support available.

### ***Note***

In order to qualify for special consideration, students will have to present St. Nicholas College with a valid medical assessment from a recognised doctor. St. Nicholas College will endeavour to identify a student's special requirements. However, the responsibility for initiating these arrangements lies wholly with the student. St. Nicholas College will help as much as possible in making special arrangements, but the financial burden lies wholly with the student.

## **7. Appeals Policy**

### ***Policy Statement***

St. Nicholas College aims to ensure that all students are treated respectfully by the College and each other; it also aims to ensure that all assessments are fair, consistent. However, St. Nicholas College recognises that there may be instances when a Student wishes to question a decision made or make a complaint about an incident.

## ***Aims***

The appeals policy is designed to:

- Provide a means of reviewing, and where appropriate revising, a decision made by the College or a teacher towards a student.
- Provide a means of reviewing, and where appropriate taking action against, any incident that is perceived to have broken with the College's equal opportunities policy.

## ***Implementation***

- Students must immediately raise the issue with their teacher, discuss the issue and try to resolve it at once.
- If the issue cannot be resolved both student and teacher must fill-in an appeals form within 7 days detailing the complaint (the incident/issue, names of those involved/at whom appeal is lodged, action taken).
- The appeals forms must be given to the Director of Studies who in turn will convene an objective appeals panel made up of College staff to consider the accounts and interview those involved.
- No one involved in the original incident/assessment will be on the panel.
- The panel will deliver its decision – detailing what action (if any) should be taken – within 14 days of the matter being brought to their attention.

# **8. Complaints Policy**

## **Internal**

St. Nicholas College is committed to ensuring high quality educational experience for its students, supported by appropriate academic, administrative and welfare services and facilities. However, there may be instances when students might feel dissatisfied with the teaching and learning, facilities or services provided by the College or with the way the College, its students or its staff have acted or failed to act. This may include unreasonable behaviour or unsatisfactory level of service. It is expected that students and staff will make reasonable efforts to resolve matters at the outset. It is hoped that most complaints can be resolved by students pursuing matters informally but directly with the staff or students concerned. Only where informal procedures fail should the steps detailed further in this procedure be followed.

The Complaints Procedure is made up of two informal stages (Stages One and Two) and a formal stage (Stage Three). Should you wish to make a complaint, you are encouraged (where appropriate), to attempt to resolve the complaint informally by following Stage One and Two of the Complaints Procedure before deciding whether to register a formal complaint under Stage Three. Complaints Forms are available at the Reception.

## **External**

St. Nicholas College is accredited by the Association of British Language Schools (ABLS) and Accreditation UK (British Council and English UK). This is your guarantee of first-class teaching. ABLS and BC understand that students and agents need genuine quality assurance. These bodies offer a professional and independent service which the industry and students can trust.

It is hoped that most complaints can be resolved by students pursuing matters informally by talking directly with the staff or students concerned. Only where informal and formal internal procedures fail should the steps detailed in this procedure be followed.

### ***Purpose***

St. Nicholas College recognizes the value of information provided by students, employees and other parties in determining whether its performance is consistent with the accreditation bodies' (ABLS and BC) standards for obtaining or maintaining accreditation. The College's interest is in ensuring that member institutions maintain appropriate grievance procedures and standards of procedural fairness and that the procedures are applied appropriately and consistently.

### ***Procedures for Filing a Complaint***

An individual may make an inquiry regarding complaint procedures or about issues and concerns that could be considered complaints; however, the Accreditation Bodies will only respond after the complainant submits a formal written complaint.

A formal complaint is one that is (1) submitted in writing using St. Nicholas College: 'Accrediting Body Complaint Form,' (2) signed, and (3) sent to the attention of the Accreditation Body of ABLS or BC by the complainant(s). The Bodies will neither entertain complaints that are not in writing or which are anonymous, nor will they consider complaints sent electronically. The "Accrediting Body complaint Form" includes:

- a. A statement describing the complaint in the clearest possible terms.
- b. The section(s) of the Principles of Accreditation alleged to have been violated and the time frame in which the significant lack of compliance is alleged to have occurred.

c. A clear and concise written description of the evidence upon which the allegation is based. (Materials and documentation used to support a complainant's allegations should be limited to and directly related to the reported case.) The evidence should state relevant facts and document and support the allegation that the institution is in significant violation of the standards referenced in the complaint.

d. A description of the action taken by St. Nicholas College to date and a copy of the College's response to the complainant as a result of prescribed procedures.

You can find the 'Accrediting Body Complaint Form' at the Reception.

## 9. Courses, Modules & Exams

The College offers the following English language courses:

- IELTS test preparation leading to IELTS test at the IELTS testing centre
- English Fast - a course based on the Callan Method (see below)
- English for Diplomats- our own specialist course for Diplomats
- Exclusive English- a combination of Callan and our modules

We offer the following modules and student are free to pick and choose from these as they please:

- Grammar
- General Conversation
- Pronunciation
- Business English

Private lessons are also available to students online or at the preferred destination of the student and are tailored to suit the individual requirements of the learner. Rates of payment for private lessons are normally higher than those for group lessons to encourage staff to promote private lessons among students of St. Nicholas College of London.

The time for each class and the teacher giving that class is posted as part of the weekly schedule on the information board at the reception and on the door of the teacher's room.

The first class of the day commences at 9am and the last class finishes at 9pm. For an updated list of the class names and their respective times, please see the above mentioned schedule.

The basic hours as follows:

- 9am to 2pm: classes
- 2pm - 4pm: break
- 4pm - 9pm: classes

Private lessons are also available to students and are made to suit the individual requirements of the learner.

## ***Introduction to the Callan Method***

St. Nicholas College uses the Callan Method for Fast English course. This is the summary of how the method works and how it is effectively taught by St. Nicholas College staff.

### What is the Callan Method?

The Callan Method is a direct method which relies upon constant repetition of set work in order to quickly and economically give learners an effective grasp and better understanding of the English language.

### How does it work?

As mentioned, repetition is key to success of learners using the method. It is therefore essential that teachers pay close attention to the guidelines of the method (summarised hereafter) to ensure consistency in the lessons.

This repetition is, at the same time, oral, written, read and listened to. The lesson plan below is a template that is followed on 90% of occasions which provides the required revision of work to aid learning.

Oral repetition involves the teacher asking questions to the students which they are then coached to answer by the teacher.

Written exercises are studied everyday in the form of dictations.

Reading the same material as that asked by the teacher, and answered by the student, is also practiced daily. Listening the material occurs as a complement to the spoken practice.

### Lesson plan

A typical Callan Method shift at St. Nicholas College consists of two 50 minute lessons divided by a ten minute break.

1st lesson: 25 minutes of questions and answers (e.g. 09.00-09.25)- work: 20 pages,

10 minutes of dictation (e.g. 09.25-09.35),

5 minutes of reading (e.g. 09.35-09.40),

10 minutes of questions and answers (e.g. 09.40-09.50) - work: 10 pages.

10 minute break

2nd lesson:

10-15 minutes of questions and answers (e.g. 10.00-10.15) - work: 10 pages,

10-15 minutes of new work (e.g. 10.15-10.25)

10 minutes of reading (e.g. 10.25-10.35),

15 minutes of new work (e.g. 10.35-10.50).

Following this pattern, learners revise work in a variety of ways for approximately 70-75 minutes of a 100 minute session and focus on new work for 30 minutes of that time.

Please note that these times and amounts of work are guidelines and that they may need to be altered in certain circumstances e.g. the particular class requires more new work or revision than usual or an extra dictation etc. If the teacher deems it necessary, he/ she may decide to omit a reading in order to concentrate on another area of the lesson.

### Exams

Learners on a Callan Method course are monitored for progress most clearly by their performance in exams which are given at the end of each Callan Method stage.

There are three parts to an exam:

1. a Yes & No quiz in which learners are asked 40 questions the answers to which are either Yes or No,
2. a dictation which is performed in the same way as that given in a usual lesson,
3. a vocabulary/ creative writing test in which learners show their understanding of the meaning and use of the language they have learnt by writing one sentence with each of 20 given words.

Prior to the exam, revision of either a stage or book is completed to ensure that work is a little 'fresher' in the learners' minds. This revision may be completed more than once if teachers agree that the class in question requires it to pass the exam.

Students that do not meet the required standard or that show exceptional ability or are lacking in a certain area are dealt with accordingly and offered an alternative class to study in to aid their studies.

### ***International Students***

We welcome students from all countries. If you come from a non-European Union country, you will require a visa to study in the U.K.

There are two types – a 'Student Visitor visa' and a 'Student visa'.

The 'Student Visitor visa' is for those who intend to study in the U.K. on a short course, i.e. fewer than 6 months, and does not intend to work whilst here. The 'Student visa' is for anyone who would like to come here to study on a course longer than 6 months, they are allowed to work a certain amount whilst in the U.K. on a 'Student visa'.

Students on this type of visa are required to build up 'points' according to the recently launched Points Based System of entry clearance.

Please see the following website address for further information on visa and how you can apply for them - <http://www.ukba.homeoffice.gov.uk/studyingintheuk/>

### ***Registration for External Examinations***

St. Nicholas College is happy to assist students in registering for external examinations such as Cambridge FCE , IELTS and ABE etc. However, the exam fees for all such examinations are the student's responsibility and are not included in the price of a course at the college. Students should ensure that they register in good time for the exam. The St. Nicholas College will not accept any responsibility should the student be unable to obtain a test date.

## 10. General notes

### ***'Signing In'***

All students **must** sign and record the time in the 'signing-in' book at the college reception when they enter the building. This must also be done before leaving the premises.

Signing and recording time must also be done in the lessons. The procedure in which this is done is the following:

1. At the beginning of a lesson, the will teacher give the class attendance sheet to the students so that they can sign their names and write the time in space on the sheet for that day/ date next to their name.
2. Once the sheet has been completed by all the students in the class, it must be returned to the teacher.
3. Students arriving late to the lesson are required to sign and record the time of their arrival on the attendance sheet *before* being allowed to participate in the lesson.
4. At the end of a lesson, students are required to sign and record the time on the class attendance sheet.
5. Students wishing to leave before the end of the lesson must complete the sheet before leaving.

### ***Health and safety***

Points to remember:

- The St. Nicholas College premises are a no smoking area.
- Food and drink is only to be consumed in kitchens.
- Take care when climbing stairs and ensure that the lights have been turned on before using them if it is dark.
- For your health and that of other students and visitors to the college, please avoid attending the college if you have a contagious illness. Inform the reception and they will explain your options to ensure you do not lose the lessons you have paid for.
- It is your responsibility to inform the reception immediately if you are ill or have any allergies to substances which you are likely to come into contact with at the college.

### **HEALTH AND SAFETY ACT 1974**

#### 1. DUTIES OF EMPLOYEES (Sections 7 and 8 of the Act)

Section 7 of the act makes it a duty of all employees while at work to:

- Take reasonable care for their own safety and also for the safety of anyone else that may be affected by their "acts or omissions".
- To co-operate with those on whom the act places duties and requirements.

Section 8 of the act makes it unlawful for anyone to interfere "intentionally or recklessly" with – or to misuse – anything that has been provided for the purpose of health, safety or welfare.

## 2. DUTIES OF EMPLOYERS

- Prepare a written Health and Safety Management Policy.
- Ensure that staff are aware of the policy and their responsibilities within that policy.
- Ensure that the appropriate safety measures are in place.
- Ensure that staff are properly trained in good health and safety practice.

The Management of Health and Safety at Work Regulations 1999 require employers of staff at a college to:

- Make an assessment of the risks of activities
- Introduce methods to control these risks
- Tell their employees about these measures

(Source Department of Education and Skills)

## 3. DUTIES OF TEACHERS

Teachers have a contractual duty under their conditions of employment to secure the health and safety of pupils both on and off the college premises.

Please see the following website for more information on Health and Safety in the workplace - <http://www.hse.gov.uk/>

### ***Fire drills/ emergencies***

#### **Procedures:**

In the event of an emergency or drill, the alarm will sound and staff members and students (all occupants of the building) are required to make their way to the ground floor by using the fire exits and gather opposite to the college building on Curzon Street, next to the Curzon Cinema. Students will be escorted in an orderly fashion to the appropriate exit of the building, but as a regular attendee to the college, it is your responsibility to familiarise yourself with the locations and procedures regarding fire escapes and how to access them to avoid confusion in the event of an emergency.

Occupants of the building at this time should not stop to gather personal belongings and should not run.

#### **Fire exits:**

The building contains the following fire exits:

- Entrance on the ground floor
- At the back of the library and the staff room on the first floor
- At the back of Class room 2 on the second floor
- At the back of the office on the third floor

Please see the Fire exits' location on the next page.

### ***Medical procedures***

In the event of a serious medical emergency, please contact a staff member who will then call the emergency services (999 or 112).

See Appendix III of this handbook for more information on contact numbers.


If the problem is less severe but requires attention, please contact the college medical officer or contact the receptionist who will direct you further.

It is important that any illness or injury is dealt with as swiftly as possible for the health of students and staff and to continue the smooth running of the college and its lessons.

### ***Incident Report Book***

There is a book at the reception of the college which is meant for recording any incidents and unusual happenings on the premises.

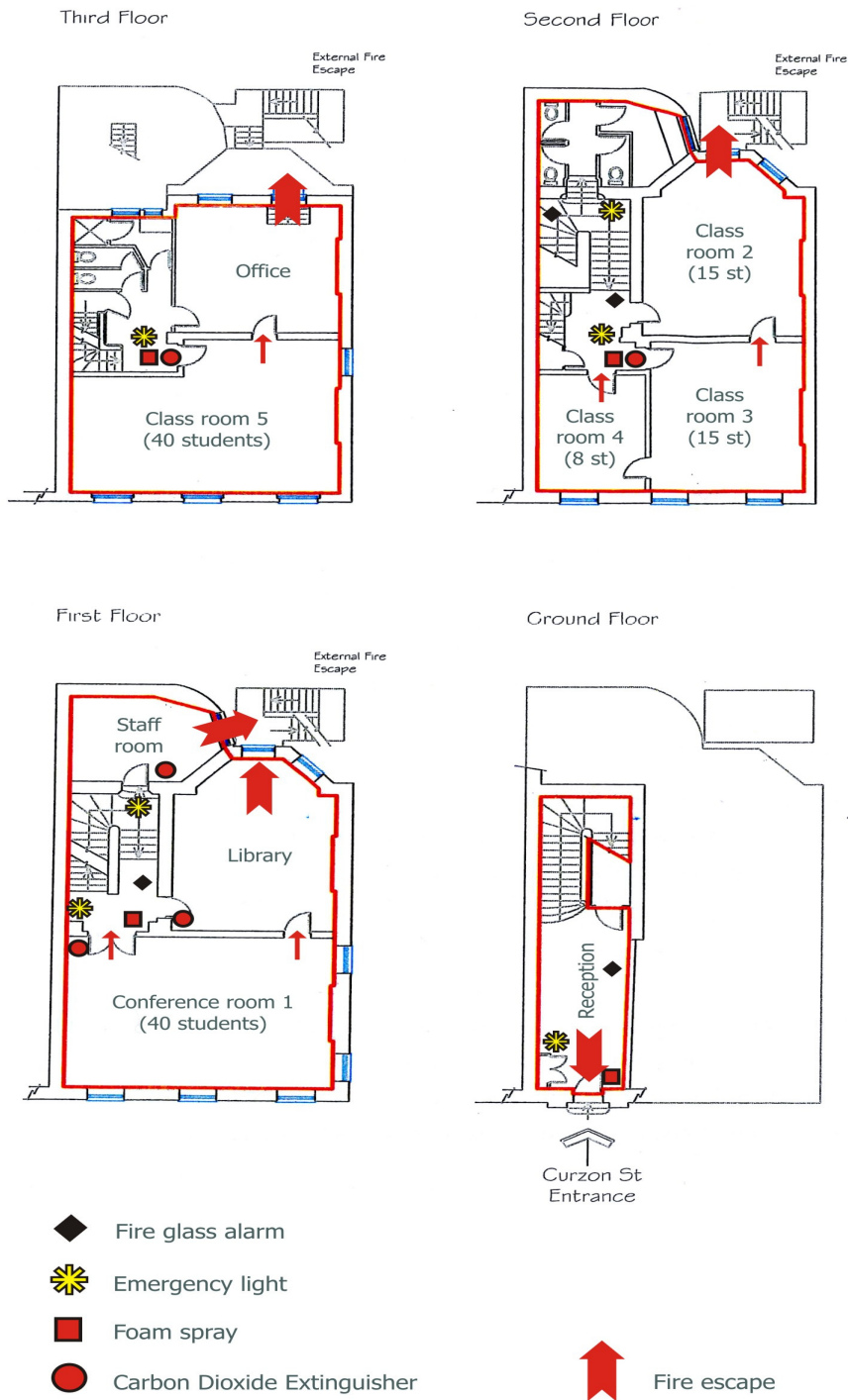
Please contact a member of staff or the receptionist directly if any of the following occur, or if you think something should be recorded in the Incident Report Book:

- The emergency services (Police, Ambulance or Fire Brigade) are required,
  - Something is lost or stolen,
  - Someone acts in a way that you feel to be rowdy, rude or otherwise inappropriate (please contact a member of staff before reporting the incident directly in this case),
  - Violence of any kind,
  - Something is broken e.g. glass or there is a major spillage, leak on the premises,
  - If you are unsure, contact a member of staff.
- 

# **APPENDICES**

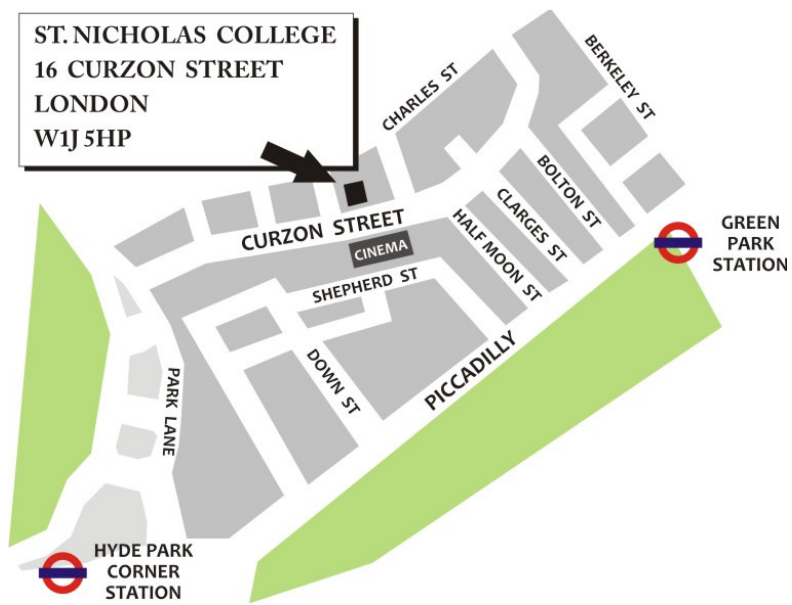
# Appendix I – Fire Safety & Emergency Exits

## St. Nicholas College of London - Fire Safety 16 Curzon Street, London W1J 5HP



## Appendix II - Map

Maps showing the local area around the college and a floor plan of the building the college occupies are contained in this appendix:



### ***Appendix III – Contact numbers***

In the event of an emergency contact the emergency services (Police, Fire Brigade or Ambulance) on the following numbers – 999, 112.

An emergency can be (but is not limited to) the following:

- A person in immediate danger of injury or their life is at risk
- Suspicion that a crime is in progress
- Another serious incident which needs immediate emergency service attendance

For non-emergencies which require notification of the police, please use the following non-emergency number - 0207 230 1212 (Metropolitan Police).

St. Nicholas College numbers

('+44' and no '0' when calling internationally, use the '0' when in the U.K.) -

+44 (0)20 0011 4773

+44 (0)79 586 01 005 (SMS)

E-mail: [contact@stncollege.co.uk](mailto:contact@stncollege.co.uk)



## **Appendix IV – Agreement form**

### **Your agreement**

By completing the form below, you are stating that you have read and understood this St. Nicholas College Students’ handbook. This is a necessary requirement of continued study at the college and is important for you safety and well being at the college.

If you *do not* understand any part of the handbook or have doubts about the meaning of some of the points mentioned, please contact a member of staff as soon as possible and before signing below.

This page is to be photocopied and kept along with your student’s file (confidential information relating only to you) and the college will supply you further copies upon request.

*“I agree that I have read and understood the St. Nicholas College Students’ handbook.*

*I have also read and understood the College Policy on Academic Misconduct. I understand that if I cheat and present others’ work as my own, without showing who did the work and where I found it, the College will take action.*

*I agree that all the work I hand in during my course or put into my portfolio will be entirely my own, unless I show clearly in my work where I have used someone else’s work, have worked with someone else, or have received help.*

I confirm that I have received an induction, held by a representative of St. Nicholas College of London, where the key points of this handbook have been explained and understood by me.

The induction took place on \_\_\_\_\_ / date

and was carried out by \_\_\_\_\_  
/ name of the teacher or administrator”

.....  
*Student signature*

.....  
*Student name*

.....  
*St. Nicholas College staff signature*

.....  
*St. Nicholas College staff name*

.....  
*Date*