



Pre-Arrival Guide

Contact Details

Before and during the Course:	Brighton Language College International
Office hours (Mon – Fri 08:30 - 17:00):	+44 (0) 1273 647 370
Out of Hours Number (emergencies only):	+44 (0) 7557 772047
Email:	info@brightonlc.co.uk

Opening Times

Monday - Friday	08:30 - 17:00
Sunday	08:30 - 18:00 (26.03 - 16.04 / 11.06 - 27.08)

BLCI is open on Sundays during Spring / Summer Vacation

Arrival & Departure

On your arrival in the UK, there are various means of transportation you can use to get to Brighton:

By Sunday Coach Service (Junior Vacation)

BLCI operates a Sunday coach transfer service for Junior Vacation students studying at the school. Staff contact details are provided below. Please check the Junior Course Guide for more information on the service from LHR and LGW.

The school is open on Sunday coach transfer days (+44 (0) 1273 647370)

Gatwick BLCI Staff +44 (0) 742 526 9182 / gatwick@brightonlc.co.uk

Heathrow BLCI Staff +44 (0) 742 526 9357 / heathrow@brightonlc.co.uk

By Train

There is a regular train connection between Gatwick Airport and Brighton. For more information and prices please visit: www.national-rail.co.uk. The prices may vary and advanced booking is recommended.

By Coach

The biggest bus operator in the UK is called National Express. You can book a coach to Brighton either at the airport or on-line: www.nationalexpress.com. The prices may vary and advanced booking is recommended.

By Car

If you are travelling to the UK by car, the fastest route to reach Brighton after crossing the English Channel is by following the M20 motorway towards Ashford then moving on to M25, M26 and M23. Please refer to the Google maps for more information.

By Taxi

BLCI offers a private taxi transfer both on your arrival and departure. If you wish to be collected by one of our taxis from the airport and/or taken back on your departure please tick the transfer box on the application form or contact us directly. If you requested a private taxi transfer then we will send the details of the driver, including the name and telephone number before your arrival together with instructions on how to contact them if there is a problem.

Before your arrival, you should also provide us with your mobile telephone number in case we need to contact you. The taxi driver will be waiting for you in the airport arrivals lounge with a Brighton Language College International sign with your name.

Accredited

We are accredited by The British Council (Accreditation UK) and members of English UK. This ensures that the courses and services we provide are of the highest quality and recognized throughout the world. Accredited schools are listed [here](#)

First day at school - Family (age 7-12)

On your first day at school you should arrive in our Main Building at 7 Old Steine at 08:45. Orientation for parents and children is at 09:00 where further information will be given about the courses and the children will complete a short English quiz before being taken to class after testing.

First day at school - Juniors (age 13-17)

On your first day at school you should arrive in our Main Building at 7 Old Steine at 08:45. If you have not pre-tested on line you will do a test which starts at 09:00 and takes one hour, classes for untested students start after the 1st break at 10:30.

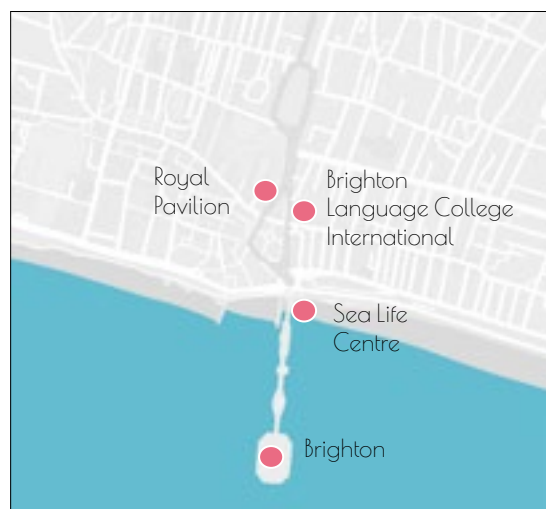
Your orientation, ID card, activity schedules and introduction to our Welfare Officer will be held in class on your 1st day.

First day at school - Adults

On your first day at school you should arrive in our Main Building at 7 Old Steine at 09:00. If you have not pre-tested you will do a test which starts at 09:15 and takes one hour, classes for untested students start after the 1st break at 10:45.

Location

BLC International, 7 Old Steine, Brighton, BN1 1EJ



Telephones

If you have a mobile phone from your country, it can be very expensive to use (you may well be charged for both incoming and outgoing calls) when you are in another country, even just for texting. You can run out of credit quickly if you are not careful. We recommend that you use a UK SIM card, which are available free of charge from Reception.

We also ask students to keep their mobile telephones turned off during lessons.

Email

Students will have access to free Wi-Fi (Domain: BLC, Password: BLC123456). We suggest that you set up a web-based email account (such as Gmail or Hotmail) before you leave your country so that you can use it to contact friends and family while you are in England.

Your parents can also send emails to the school office during the course: info@brightonlc.co.uk

Accommodation

If you booked Host Family accommodation with the school, all the information including the addresses and rules will be sent over to you as a separate document.

If you would like to see a map to check how to get to your accommodation by bus or on foot or to school from where you are staying, please go to www.maps.google.co.uk. On the website simply type in the address, press the "Search maps" button, then press "Get directions" button and add your address. Once you have done it, you can check different options of how to get from one place to another – by walking, public transport (buses) or by car.

You can also use local taxi companies to travel around Brighton, such as "Streamline" or "City Cabs". To order one simply dial +44 (0) 1273 20 20 20 or +44 (0) 1273 205 205 and ask for one.

Meals

Your Host provides your breakfast every morning, and for Half Board prepares dinner in the evenings. If you are not going home for dinner, you must let your homestay know as soon as possible. If you have any food allergies or special dietary requirements please ensure that you inform the school in writing before the beginning of the course. If you do not provide the school with full details in English in writing prior to the start of the course BLC International do not accept liability. Junior Vacation students are on a full board basis and receive lunch as well.

Social / Activity Programme

BLC International offers optional afternoon and evening activities as part of our Social Programme for our adult students. We strongly encourage you to sign up and participate in these as it is a great opportunity to further practise your English and of course make more friends.

For Junior Vacation / Family Vacation Students a full activity programme is included, please check your course and schedules.

English Lessons

During lessons an emphasis is placed on developing your speaking, listening, reading and writing skills. We follow a specifically designed syllabus, textbooks and listening materials to help consolidate language learned. We also aim to make the lessons lively and interactive.

Only English language is allowed in class so please respect this rule and always speak English when communicating with other students even though they may speak the same language.

Student Identity Card

We provide a student identity card for all students, which have your details on it, the school address & phone number, the emergency phone number and your study dates. This must be carried with you at all times.

Clothing

The weather in the UK can be unpredictable, therefore please take appropriate clothes for every season. Summer tends to be warm but also rainy. Winters can be quite rainy and windy. Also, please do not forget your umbrella!

Electricity

The current in the UK is 240 volts. Sockets are 3-pin (square). If you plan to use electrical items while you are here you will need to bring an appropriate adaptor.

Laundry

Hosts do your laundry once a week. If you need to have your washing done more often, there might be a small charge for it. It is best if you speak to your host on arrival, to find out about the house rules.

Money and documents

It is best if you bring British Pounds, however we can recommend places to exchange currency when needed. You should bring small denomination notes (£5/£10/£20). Many shops do not accept £50 notes.

Credit and debit cards are the preferred method of payment in the UK, cash is becoming less convenient these days.

Welfare

We understand that new experiences can be difficult for some students and we will help you settle in as soon as possible. Luke Kramer is the school's Welfare Officer. You can speak to him privately about any problems/concerns you may have. Also, all our staff are here to do everything we can to make your time with us enjoyable so if you have any questions please just simply approach one of the members of the team.

Pre-Arrival Guide

Medical

Please notify us in writing of any medical conditions that may be relevant to your studies prior to your arrival, for example: epilepsy or a nut allergy. If you do not provide BLCI with full details of any allergies or medical issues in writing prior to the start of the course we will not accept any liability.

Travel & Health Insurance

BLCI does not insure students against illness, accident or theft or loss of personal possessions. We strongly recommend that you obtain travel and medical insurance before arriving privately. Medical treatment in the UK is not always free for all visitors.

The school is not liable for any medical bills related to students. It is essential that arrangements are made for students to have full insurance cover before they arrive in the UK.

Promotion

We may wish to use photographs or video images of students on the courses for future promotional purposes. If parents do not wish to permit this for their children they should write to the Centre Director to that effect before the start of the course.

Safety Advice

- » Please make sure all valuables are safe - your passport/ ID card, money, phone, watch and so on.
- » When on excursions please be especially careful as to where you leave your belongings and watch out for pickpockets in crowds.
- » It is a good idea to have some British currency when you arrive; however, if you have a bank card, you may be able to withdraw British currency at any cash machine. Small denomination notes are best, as many shops and businesses do not accept £50 notes.
- » When you are outside the school always stay near the BLCI group. It is easy to get lost.
- » If you do get lost, go to the nearest official person/place (police officer, bank, post office, school, etc.) to find your way back. You can also call the school's emergency phone.
- » If you swim in the sea please be careful. There can be some dangerous currents, and it is very easy to get tired. Stay near where the lifeguards are.
- » If strangers approach you or try to talk to you, be polite - but also be careful. Most British people are very friendly, but if the person makes you feel uncomfortable or threatens you, move away. Never accept a lift from a stranger, however friendly they may seem.
- » Cars, buses drive on the LEFT in Britain - look first to your RIGHT when you cross the street.
- » Always listen to what BLCI staff ask you to do. We are there to help you.

Buses & Bus Passes

Brighton has a well-developed network of buses. You can reach almost all the areas and suburbs of Brighton and Hove on one of the double-deckers. As the majority of our Host Families are located within a bus ride, you're most likely be required to use one every day to get to and from school. You can find further information on the types of bus passes you can get: <http://www.buses.co.uk/>

Weekly Saver

Students can buy a weekly bus pass for a special price of £25.00 here at the school or in "1 Stop Travel" shop located in 26 North Street, Brighton. This bus pass will allow you to travel as much as you want on all buses in the Brighton area over a 7-day period.

"The Key"-Bus Card / Bus App

Students can download the Brighton Buses App or apply for "adult key" cards in 1 Stop Travel shop (26 North Street, Brighton). With this key card / App the weekly bus fare comes is less. A key card looks like a credit card and you can top it up whenever you want. So for example if a student is going to study for 5 weeks, they could put 5 weeks' worth of travel on the cards.

Additionally, students, who are going to stay for 13 week or more, can apply for student rates which will allow further savings on travel. Please ask at reception for more information

Other Types of Tickets

Centre Fare

There is a central zone flat fare which is available in the area bounded by: Hove Town Hall - Montefiore Road - BHASVIC - Preston Circus - The Avenue/Lewes Road - Race Hill - Bedford Street.

Day Tickets

All day ticket can be purchased from a bus driver. It enables you to travel all day on all buses in the Brighton area.

Children and teens 19 and under

Children when accompanied by an adult travel for free, young people 19 and under can purchase reduced fare tickets, please ask for more information at reception or on line.

Night bus fares (all night every night)

Night buses N1, N2, N5, N7, N12, N14, N25, N29 and N40 run from midnight until 5 am every half an hour. The fares are as follows: vary for any journey on N1, N5, N7, N25, on N2 as far as Shoreham, on N12/N14 as far as Saltdean, on N40 as far as Patcham; on N12/N14 to any point beyond Saltdean and as far as Seaford and on N2 beyond Shoreham and on N12 beyond Seaford, on N40 beyond Patcham.

For further information please visit:

www.buses.co.uk/travel/night-buses

Inclusive Bus Pass Courses

Junior Vacation and English & Culture 40+ courses include a bus pass in the package. Your inclusive bus pass will be distributed on your arrival day at the college as part of your welcome.

Expulsion from BLCI

BLCI has a zero-tolerance policy for discrimination, bullying and harassment in the workplace and the classroom and will expel students for unacceptable or unlawful behaviour.

This includes but not limited to possession or consumption of illegal drugs, alcohol consumption on site, anti-social behaviour, smoking in restricted areas, causing malicious damage to accommodation or school premises, threatening students or staff, breaking school rules or local laws. No refund will be given and any unpaid fees become immediately payable. Repatriation is at student's own expense.

Curfew times (13-17 year olds)

Students must return to their host families at night before the scheduled curfew times:

13-15 yrs old – 21:00
16-17 yrs old – 22:00

Spot checks will be carried out ensure that students are adhering to the scheduled curfew times.

Outside Supervision (13-17 year olds)

On each activity and excursion with our Activity Leaders on all trips, the ratio of students to leaders will be no more than 20:1

Arrangements for supervision outside the scheduled programme
Junior Vacation students age 13-17, are allowed limited unsupervised leisure time in designated areas of the city centre between and outside of their scheduled class and activity hours.

They must stay in groups of at least four during their free time and should immediately return to the designated meeting point Old Steine Fountain or their host families once that time is over.

Students are permitted to spend their limited leisure time in the following areas of central Brighton:

CHURCHILL SQUARE
NORTH ST
OLD STEINE
ROYAL PAVILION GARDENS
BRIGHTON PALACE PIER

Complaints

If you do have a problem or complaint, BLC International is committed to providing excellent customer service and dealing promptly with your problem during your stay.

Please read our [Compliments and Complaints Procedure](#) for further information.

Emergency Guidance

Fire - on site

In the event of a fire students and staff are to calmly leave the building through a FIRE EXIT which are clearly signposted throughout the school, do not use the elevator and do not take your belongings with you. Assembly points are signposted in the school, teachers will take registers for classes after evacuation. No-one is to enter the building until the BLCI Fire Warden has assessed the situation and taken the appropriate measures.

Accidents - on site / on social activity

In the event of an accident on site please notify reception immediately if on site or an activity leader if on an activity off site. BLCI staff will then take over and assess the situation and take appropriate action.

Critical Incidents / Emergencies

Emergency situations are rare, unexpected and can be stressful. BLCI staff are prepared and follow clear guidance in such incidents please refer to the guidance for your reference [here](#).

Health & Safety

BLC International's Health & Safety Policy can be seen [here](#). This covers accidents & first aid, fire & evacuation and the reporting of hazards.

UK Emergency Services - 999

If you need either police, fire brigade or ambulance please call 999. This is the UK emergency number and should only be used in emergencies.

Further guidance

If you want further guidance on emergencies here at BLC International please speak to our reception team who will provide further information.