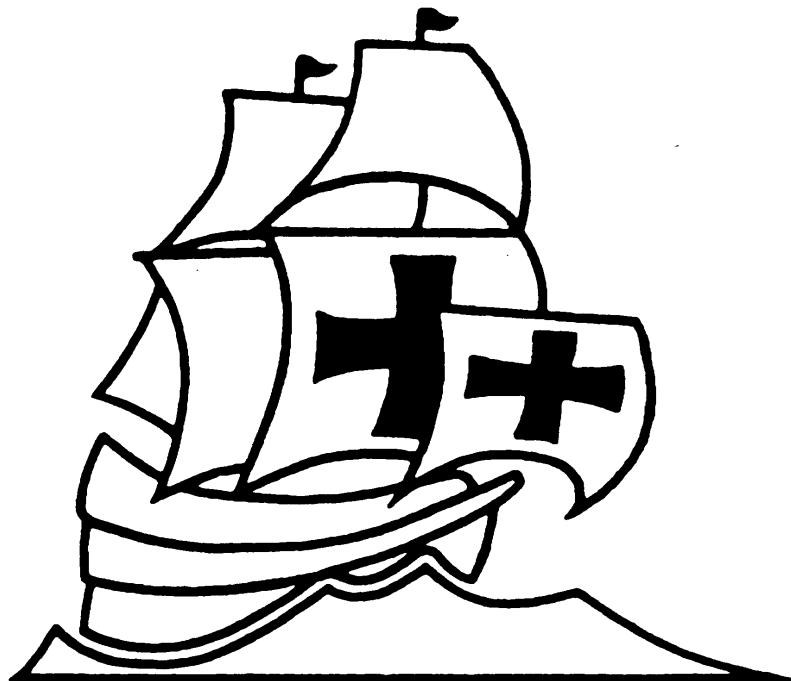


The Mayflower College
of English

STUDENT HANDBOOK



The Mayflower College of English, 36 Pier Street
The Hoe, Plymouth.

Tel: 01752 673784 Fax: 01752 671537

E-mail: english@maycoll.co.uk www.maycoll.co.uk

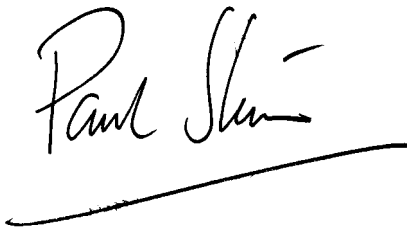
Welcome to the Mayflower College!

We hope that during your stay here you will be able to improve your English and also enjoy living in the city of Plymouth.

Please remember, if you have a request, question or a problem about your course, your host family or anything else, ASK US! We want to help.

I hope you enjoy your time at the Mayflower College!

Best wishes,

A handwritten signature in black ink, reading "Paul Stevens". The signature is written in a cursive style with a long horizontal line extending from the end of the name.

Paul Stevens

Director

Teachers: Jonathan Salisbury (Director of Studies),
Tim Lyon, John Atkinson
Joann McLaughlin, Anne Brown.

Office: Mel Westcott (Accommodation Officer),
Rachel Hayton (Manager)
Jo Doyle and Jill Tyler (Student Services)

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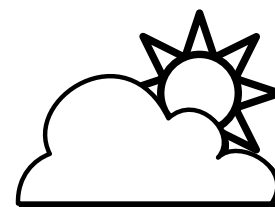
BEFORE YOU LEAVE HOME

- Check that all your papers (passport etc) are valid and correct. Please ensure that you have entry clearance, that is, a visa, if required. Please remember to keep your passport, travel documents and acceptance letters in your hand luggage to show when you pass through immigration control. Rules and regulations governing immigration are many and complex and further information is available from British Embassies world-wide.
- Organise your travel/medical insurance if necessary.
- Advise the Mayflower College and your host family of your arrival details.
- Ensure you have enough money to support you during your stay.
- Arrange your transport (coach, train etc) from the airport to Plymouth if necessary (The Mayflower College can assist with the bookings and the timetable information if required - please contact us in advance). Make sure you also check times and flight details beforehand.
- All non-European Union and non-Commonwealth students who are attending a course of study lasting six months or more are required by the Home Office to register with the police within 7 days of arrival. This can be done by completing an Aliens Registration Certificate at the local police station. You will need your passport and two passport sized photographs. The fee is approximately £35. The office staff can give you more advice on this subject.
- If you intend to open a bank account in the UK it is advisable to bring some form of identification from your home country (e.g. a letter or bill with your name and address in your own country stated on it).



WEATHER IN PLYMOUTH

Generally you will need warm waterproof clothing and footwear for the winter but these are easily purchased locally after arrival. In the summer months it is also advisable to have a light waterproof jacket. Temperatures vary between around 4 degrees celsius in the winter to around 20 degrees celsius in summertime. You can check the weather before your trip by visiting the following website: www.thisisplymouth.co.uk



PERSONAL EXPENSES

Expenses will vary for every student, the following information is approximate and is intended as a guide only:

Cup of coffee in café/restaurant	£1.00
Glass of wine in café/restaurant	£1.90
Half pint of beer in pub	£0.90
Burger and chips in McDonalds	£3.00
Cinema ticket	£4.50
Paperback book	£6.00
Compact disk	£15.00
Theatre ticket	£15.00
20 Cigarettes	£4.30
1 Litre of petrol	£0.80
Toothpaste	£0.80
Shampoo	£1.80
National newspaper	£0.40
Waterproof jacket	£40.00
T-Shirt	£12.00
Umbrella	£5.00



If you need any information about costs of particular items/services, please ask the office staff.



BUSES

There are two bus companies in Plymouth - Western National and City Bus. The Western National offices are at Bretonside bus station and the City Bus office is opposite the theatre on Royal Parade. Most buses depart from Royal Parade, operate throughout the city and stop travelling from between 11pm and 11.30pm at night. Services are not as frequent at weekends. The cost of a single journey within the city is approximately £1. You can buy a bus pass from the office at a cost of approximately £8 per week, for which you will need a passport sized photograph.



TAXIS

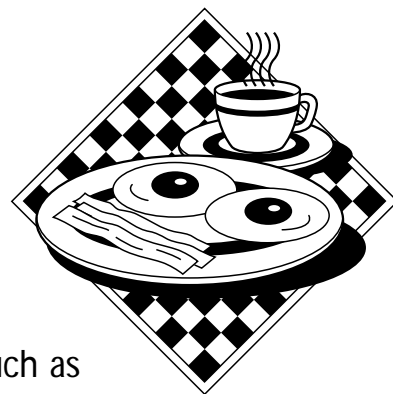
You can stop a black taxi in the street or telephone for one (eg. Plymouth Taxis - 606060 or Tower Cabs - 0800 175175). There is a minimum charge of £1.40 and the remaining charge depends upon the distance you are travelling.

EATING OUT

Some good places to eat:

- Sippers Pub (*Millbay Road*)
- The Waterfront (*at the end of Pier Street*)
- West Hoe Fryer (*Fish and chips*)

The Barbican has many restaurants and pubs serving food, such as The Pasta Bar and Captain Jaspers (take-away)



DRINKING

Pubs:

- The China House, on The Barbican
- The Bank (*Karaoke on Wednesday nights*)
- Yates's (*Karaoke on Monday nights*)
- The Gin Distillery on The Barbican
- The Minerva - (*Plymouth's oldest pub, live music on Friday and Saturday evenings and Sunday afternoon jazz*).



You must be over 18 years old to drink alcohol. You must not attempt to purchase alcohol for anyone under 18 years old - it is illegal.

MUSIC AND DANCING

There are several discos including the Millennium and the Sailing Club (open from 10pm to 2am). Entry costs can range from £3 to £6 (drinks are not included). There is a Karaoke night at The Bank pub on Wednesday evenings and some jazz nights during the week at The China House.

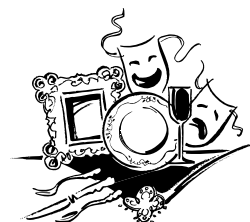
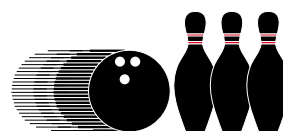
SPORT

Swimming:	Central Park Pool Pavilions	costs approximately - £2
Ice Skating:	Pavilions	costs approximately - £2
Bowling:	Superbowl at The Warner Village	costs approximately - £3
		costs approximately - £8.50 for 2 games
Tennis:	Behind the College	(rackets and balls can be borrowed from the College).



ENTERTAINMENTS AND PLACES OF INTEREST

- **The Theatre Royal** - Royal Parade
- **Warner Village Cinema Complex** - Coxside
(15 screen cinema, restaurants, Superbowl, bars and disco)
- **The Arts Centre** - Looe Street - Art exhibitions and cinema,
good vegetarian restaurant
- **Plymouth Dome Museum** - on the Hoe, near to the College
- **City Museum, Art Gallery and Library** - North Hill, opposite the University
- **The Barbican** - historical buildings and the National Marine Aquarium
- **Boat trips** - to the Dockyard, Cornwall, and the River Tamar
- **Water taxi** - to Mountbatten
- **Mount Edgecumbe House & Gardens** - ferry service.



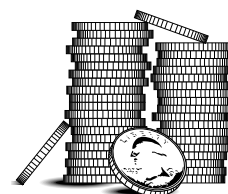
SHOPPING

Open 9am to 5.30pm Monday to Saturday.
Some shops are open on a Sunday 10am - 4pm



MONEY

You can exchange traveller's cheques or change money in most banks. The main banks (Lloyds TSB Bank, National Westminster, HSBC, Barclays) are open from 9.30am to 4.30pm and are situated at the top of Royal Parade. Most banks have a 24 hour automatic cash machine and a foreign exchange desk.



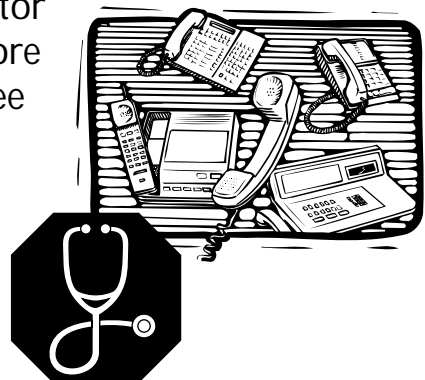
In HSBC bank in the city centre, on Old Town Street the travel exchange will change money free of charge - you will need to take your Mayflower College ID card and passport to use this offer.

LETTERS AND POSTAGE

- The main Post Office is at the top of Royal Parade, there is also a small Post Office near to the College.

TELEPHONES

Telephone boxes have coin and card telephones. British Telecom cards can be bought in Post Offices and newsagents. You can also buy telephone cards from the office. These cards have very cheap prices for telephoning Internationally. They can be used from any telephone (including the host family's) and are available in £5, £10 or £20 cards. If you have a problem making an international call through British Telecom, you can telephone the international operator on 155. International telephone calls are a lot cheaper before 8am and after 8pm and at weekends. Local calls are not free of charge!



DOCTORS AND DENTISTS

Ask the office staff if you need any medical or dental help.

NATIONAL TRAVEL

If you wish to travel further away from Plymouth for a day trip or any other type of journey (for example to London or Bristol), the office staff can help you to find the correct coach service and can sell tickets for the National Express coach company, which runs on routes all over Britain. Discount cards which enable you to claim a 30% reduction on National Express tickets are also for sale in the office.

If you wish to travel by train, the office staff can help you with information about times and services. Tickets for train travel must be bought at the railway station.

RELIGION AND PLACES OF WORSHIP

If you require any information about places and times of worship ask the office staff for details. The addresses of some Places of Worship are listed below:

MOSQUE

63 North Road East, Mutley. Tel: 254603

ROMAN CATHOLIC CHURCH

The Cathedral of St Mary & St Boniface, Wyndham Street. Tel: 662537

HEBREW CONGREGATION

Synagogue Chambers, Catherine Street. Tel: 664995

GREEK ORTHODOX CHURCH

St Peters Church, Wyndham Square.



REMEMBER!

- Practise speaking English at all times!
- Look carefully in both directions when you cross the road. Cars drive on the left in Britain.
- It is illegal to carry any weapons, even for personal defence (including CS gas sprays).
- In Britain narcotic drugs are strictly controlled by law. Do not carry any non-medicinal drugs with you.
- The Police and shops in Plymouth (and the rest of the UK) take theft and any other crimes very seriously. Do not attempt to steal from shops or people.
- Do not carry all of your money and valuables with you all together, leave some in a safe place with your host family.
- It is a good idea to keep the address of your host family with any valuables you may have (eg. Passport) so that they can be easily returned to you if you lose them.
- Be aware of your personal safety - do not walk alone at night, try to arrange to meet with others. Also, you may want to buy a Personal Alarm (price-£3-£5) - ask in the office for details.

EMERGENCIES

If you need the services of the POLICE, AMBULANCE, or FIRE BRIGADE in an emergency situation, pick up the nearest telephone and dial 999. The operator will ask you which service you need and where you are. The call is free of charge. Next, call your host family and the Mayflower College. (For information about medical or dental assistance please ask the office staff or your host family).

The main Police station is at Charles Cross, and the main hospital is at Derriford.

ACADEMIC LIFE

The school is open between 8:30am and 5:30pm Monday to Friday. So that there are no misunderstandings, we feel that it is useful to put into writing what you may expect from us and what we in return expect from you.

THE MAYFLOWER COLLEGE AGREES:

- To provide lessons from 09.30am to 12.30pm with a 20 minute break. If you are also taking afternoon lessons, these begin at 13.30pm to 15.30pm (no break).
- To provide a plan on Monday mornings of your lessons for the week ahead. To give you homework on a regular basis. To include a weekly revision exercise in class every Friday.
- To give you the opportunity of working in the self-study room located on the ground floor of 36 Pier Street. A teacher will also be available every Tuesday afternoon between 15.45pm and 16.15pm to offer help with e-mails, computers and other subjects.
- To provide you with a certificate and report at the end of your course.
- To provide you with a questionnaire at the end of your course to enable you to give your opinions on your stay.
- To offer you a selection of books and cassettes for sale in the office. To offer you photocopying facilities at a reduced cost of 5p per copy.
- To offer students the opportunity to use e-mail and the internet free of charge, Monday to Friday during school hours.

In return, we have the following expectations of you:

- That you are on time for your lessons and that you return to class on time after the morning break.
- That you make every effort to speak English at all times while you are in the College. Everyone must make this effort - if you do not practise you will not improve! If you do not understand something, ASK!
- That you tell your teacher if you have any thoughts about your studies, if you have any requests for areas of the language you would like to study.
- That you do your homework! It causes problems if some students have done their homework and others have not.
- Please telephone the school if for any reason you are unable to attend classes.

FURTHER INFORMATION

- A meeting will be held every Monday morning at 09.00am for new students to the College.
- If you have any questions about immigration / visas please see the office staff for help.
- Please remember to check in your passport to see if you need to register at the Police station. If you are unsure see the office staff.
- The office staff will be pleased to help you with ANY questions or problems you may have during your stay. Please see the office staff for advice on health problems, travel, entertainment or any other subject.
- Please read the fire notices displayed in each classroom.

You will have the opportunity of excursions/activities on Saturdays. If you would like to go, you should add your name to the list displayed in the coffee room. Other activities are also organised by staff and students and will be advertised in the coffee room.

HOST FAMILY ACCOMMODATION



The Mayflower College agrees:

- To provide you with a friendly, welcoming and helpful host family.
- That you should have a single room and be the only student speaking your native language in the family (unless you have requested to stay with a friend).
- That there should be no more than 3 international students in the host family.
- That the host family should provide you with breakfast, packed lunch and an evening meal each day.
- That the house should be clean and comfortable.
- That the host family should give you the opportunity to practise English as much as possible.

In return, the family expects that:

- You respect your accommodation as a family home.
- You inform them, in advance, if you are not able to eat with them or that you are going to be home later than expected.
- You ask to use the telephone each time you wish to use it, and reverse the charges (for international calls) or use a phonecard.

CANCELLATION POLICY

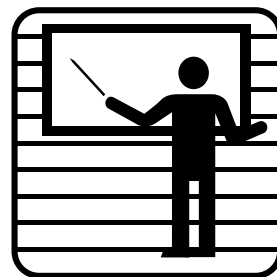
If a student wishes to make a change to their course, they must inform the office 3 weeks before the change is due to be made. Please read the following details carefully.

- If a student wishes to shorten the length of their course, they must inform the office three weeks in advance. Students will receive 75% cash refund or 100% credits for a future course.
- If a student wishes to take a holiday, they must inform the office three weeks in advance. Students will receive 75% cash refund or 100% credits for a future course.
- If a student wishes to reduce the number of hours tuition, they must inform the office three weeks in advance. Students will receive 75% cash refund or 100% credits for a future course.
- If a student does not attend the course or is absent due to illness, there will be no refund.

Host family retainer fee

A 'retainer fee' is payable to host families if a student vacates their accommodation for a temporary period. Please ask the office for more details.

TUTORS



Short Term Students (1-7 weeks)

- If you are studying for 1-7 weeks you will be assigned a tutor.
- New short term students will meet their tutor at 12.30 on the first Monday of the course, in the tutorial room.
- You will meet your tutor informally in a small group every Tuesday at 12.30pm in the tutorial room. This will give you an opportunity to discuss your work, your short-term goals, your progress and any other ideas you wish to share with your fellow students.

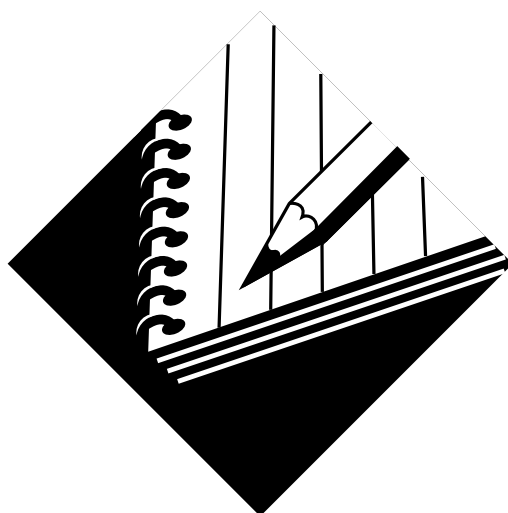
Long Term Students (8 weeks and over)

Welcome to the Mayflower College!

I hope that as well as improving your English you will have fun and be happy here. While you are here you will have a personal tutor who will help you with any problems and plan your learning with you. I look forward to seeing you soon.

Best wishes,

J A M Laughlin
Joann McLaughlin





USEFUL TELEPHONE NUMBERS

The Mayflower College	Tel: (01752) 673784
	Fax: (01752) 671537
Opening Hours	Monday - Friday 8:30am - 5:30pm
International Operator	155
Emergency - Police, Ambulance, Fire Brigade	999
Taxis	(01752) 606060 (01752) 222222
Tourist information	(01752) 304849
Mayflower Sports Centre	(01752) 564564
Plymouth Pavilions	(01752) 222220

Your Name: _____

Your host family name & address: _____

Your host family telephone number: _____