

# The Burlington School of English

*Accredited by The British Council*

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# Student Handbook

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London SW6 5AA*

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*Isabella Anders, Principal*



# Welcome to The Burlington School!

## Useful Information for Students Visiting England and The Burlington School For the First Time

### **Who to contact**

The School's office is open from 8.30 a.m. to 6.00 p.m. on Monday and Friday and 8.45 a.m. to 6.30 p.m. on Tuesday, Wednesday and Thursday. If you need to talk to anyone from Burlington School about your homestay or classes, you can come and talk to us in the office. We are here to help. We will be happy to give advice or information about anything you are interested in.

### **When can I start classes?**

For most students, classes begin each Monday. If there is a Bank Holiday on Monday, classes will start the following day. Beginner English classes start at different dates. Ask in the office for details.

### **When is the School closed?**

Burlington School is closed for bank holidays (usually 8 every year), one week at Easter and two weeks at Christmas.

### **What do I do when I come to School?**

First, you must come to the office: it is on the ground floor, on the left from the main entrance. Then you will do a written test. This takes about 20 minutes. After that a teacher will give you a speaking test. Then we can find the best class for you. We will also give you a student card with the details of your course and your classroom number.

### **What study times are there?**

*For GE-15 students (General English lessons, 15 hours per week):* you can start at 9 a.m. and finish at 11.50 a.m. or you can start at 12.30 p.m. and finish at 3.20 pm or you can start at 3.40 pm and finish at 6.30 pm.

*For GE-20 students (General English lessons, 20 hours per week):* you will start your first class at 9.00 a.m. and finish at 11.50 a.m. Then you will have your fluency or grammar class, either from 12:30 to 13:20(fluency) or from 13:30-14:20(grammar).

*For GE-25 students (General English lessons, 25 hours per week):* you will start at 9:00 a.m. and finish at 11:50 a.m. You will then have a short lunch break and continue your studies from 12:30 p.m. to 13:20 p.m. (fluency class) and from 13:30 p.m. to 14:20 p.m. (grammar class).

### **Are there any breaks?**

There is a 10 minute break during the morning and the afternoon sessions. During the break, you are invited to come to the School's student lounge/coffee bar to meet with other Burlington students and maybe have some tea or coffee and a snack.

### **What if my class is too easy (or too difficult)?**

If your class seems either too easy or too difficult for you, please speak to your teacher immediately who will be able to advise. Do not worry. It is important for you to tell us if there are any problems with your class so that we can help you.

### **Is it necessary to buy books?**

Yes, we feel that students learn better if they buy the course book. You can consolidate what you learn at school with what you learn at home. You can buy books from the School office at break times or after classes. We also have books available to rent from the Library.

### **How many students will there be in my class?**

The maximum number of students in each class is 18 for the morning session, 12 for fluency and grammar classes and 22 for the afternoon sessions. There may be smaller classes, depending on the type of the course and the time of day, and sometimes the season in which the course is offered. Business English and special topic classes are smaller than Burlington General English courses.

### **Are Burlington's teachers fully trained?**

Yes. Burlington School teachers are university trained graduates who have the RSA Certificate or Diploma to teach English as a foreign language. They also have a lot of experience, frequently from teaching in other countries.

### **What types of English language classes can I take?**

Most of our courses are **GENERAL ENGLISH** courses. All courses normally follow a 12-week syllabus which is planned by Burlington School's Director of Studies. Some summer courses are based on shorter syllabuses of 4 or 5 weeks. In class, you will practise all areas of the English language: grammar, vocabulary, speaking and pronunciation. You will also develop your skills (listening, reading, speaking and writing). Our classes emphasise communication. You will have plenty of opportunity to speak and practice 'functional' English.

## What levels of English can I study?

Students are placed into one of the following classes after they take their test at The Burlington School: Beginners, Elementary, Pre Intermediate, Intermediate, Upper Intermediate, First Certificate, Advanced or Proficiency if available.

## Can I prepare at Burlington School for exams?

Burlington School prepares students for the following exams offered by Cambridge:

**First Certificate (FCE).** This is the most well-known exam, recognised internationally (level E).

**Advanced (CAE).** This is higher than FCE and a very popular exam (level P1).

**Proficiency (CPE).** This is the most difficult exam (level P2).

**FCE, CAE and CPE** can be taken in June and December. Enrolment is three months in advance. **FCE** can also be taken in March.

Burlington students can also study for **IELTS** or **TOEFL**, which are required for university entrance. We also offer **TOEIC** which is useful for employment.

## Are other classes available?

Yes. The School offers special summer sessions, Business English, and special topic English Language courses (for example, Tourist Industry English, Medical English or English for Teachers). All of these courses are available normally one-to-one.

## What can I do after classes?

After your class is finished for the day, you are welcome to spend time in **the coffee bar**, or to use the student **self-study centre in the library**.

## Is there an activities programme at Burlington?

Yes. The Burlington School has a very exciting leisure programme for its students. Most activities involve a small cost but they are a fun way to meet new friends, find out more about England and practise English. We can also help you organise weekend trips; please speak to a member of staff in the office.

## Is there a student welfare programme?

Yes. We have an Accommodation & Welfare Officer whose job it is to help you with any problems you may have - personal, academic or other. Please note that the accommodation and welfare duties are carried out by the same person.

# Living in London

## Tourist attractions

Main tourist attractions include **Buckingham Palace**, **Tower of London**, **Houses of Parliament**, **London Eye**, **Piccadilly Circus**, **Westminster Abbey** (across from Parliament), and **St. Paul's Cathedral**. Popular tour guides contain information about many other attractions.

## Museums

In London they usually do not charge for admission except for special exhibitions. At some museums it is necessary to show a student identity card (ISIC card) to obtain free admission. The **National Gallery** is located in Trafalgar Square. The **Victoria & Albert Museum (V&A)** and the **Science, Natural History and Geological Museum** are located virtually next to each other on Brompton / Exhibition Road near to the South Kensington / Knightsbridge Tube Stations (Piccadilly / District Lines). The **British Museum** is located very near to Tottenham Court Road station. The **Tate Gallery** is on the Thames River Embankment (Station: Temple). The **Royal Academy of Arts** is on the Piccadilly (Green Park or Piccadilly stations, Piccadilly Line).

## Shopping areas

Popular shopping areas include Oxford Street; the **Burlington Arcade** in Piccadilly; **Knightsbridge**, particularly **Harrods**; and **High Street Kensington**. **Covent Garden** has pleasant indoors and outdoors shopping. **Portobello Market** and **Camden Town** are popular flea markets with many old and new things.

Supermarkets are the most convenient places to buy food; the nearest (and most popular) ones are: Waitrose in Fulham, Sainsbury's in Fulham Broadway and Marks and Spencer's also located in Fulham. However, if you would like to buy oriental food the best place to go is China Town in the centre of London. The nearest underground station is Leicester Square and the shops are based in and around Gerrard Street.

## Entertainment

**Leicester Square** and **Piccadilly Circus** are the centre of London night life with clubs, dancing and bars. Normal precautions are advisable. The West End is home to London's theatres and plays.

There are many **cinemas** throughout the city and particularly in the Piccadilly Square area. But local cinemas are cheaper:

The **UGC Cinemas** are located at the junction of Fulham Road and Beaufort Street; the Number 14 bus stops right outside the cinema on Fulham Road. The **Riverside Studios** in Hammersmith are located off Fulham Palace Road. There is also a nice cinema in Putney High

Street on the other side of the river. The **Vue Cinema** is located in Fulham Broadway centre.

For up-to-date information on what's on at the cinemas, theatres etc. just have a look in the weekly **TIME OUT** magazine. It is full of details on what is worth seeing plus lots of helpful suggestions. There is usually a fresh copy in the School library so you don't have to buy your own - come and borrow ours!

## Your Homestay Accommodation

### **When you book your accommodation:**

#### **Tell us of any special requirements you have.**

For example: Do you need a special diet? Do you want a Homestay with or without children? Do you want a Homestay with or without pets? Are you a smoker who wants to smoke in your Homestay? Tell us exactly what you want and we will try our best to find the perfect Homestay host for you.

### **Before you leave your country:**

#### **Tell us or your Homestay host of your arrival time!**

If you would like us to meet you at the airport and take you to your Homestay, you must book an airport pick up with the school (£55 - £85 depending on arrival airport).

**If you will travel to the Homestay by yourself we still need to know your arrival time so we can tell your Homestay host.**

#### **Organise your travel insurance.**

**We recommend that students have travel insurance, health insurance and insurance against theft or loss. Ask in the office if you would like to take up the schools travel insurance.**

#### **Prepare yourself for a change in culture.**

English weather, food and customs will all be very new to you. This may sound obvious, but it is very important to prepare yourself and be patient when you arrive - it will take some time to get used to the English way of life.

#### **Some students also like to write to their Homestay hosts before they arrive.**

This is a good way to introduce yourself (and also to practise writing in English!).

### **Check-list, what to bring with you:**

#### **ALL STUDENTS SHOULD BRING:**

- ◇ **passport**
- ◇ **invoice** from the Burlington School (copy or original)
- ◇ **bank transfer order** showing what you have paid (copy or original)
- ◇ **Certificate of Enrolment** from the Burlington School (copy or original)
- ◇ **your Homestay details**

**STUDENTS WHO ARE NOT EU RESIDENTS**, must also bring

- ◇ **visa**
- ◇ **bank statements and / or money** showing that you have enough money to live in England
- ◇ **return trip ticket** back to your home country

**Burlington School's 24 hour emergency number: 07956 528 631**

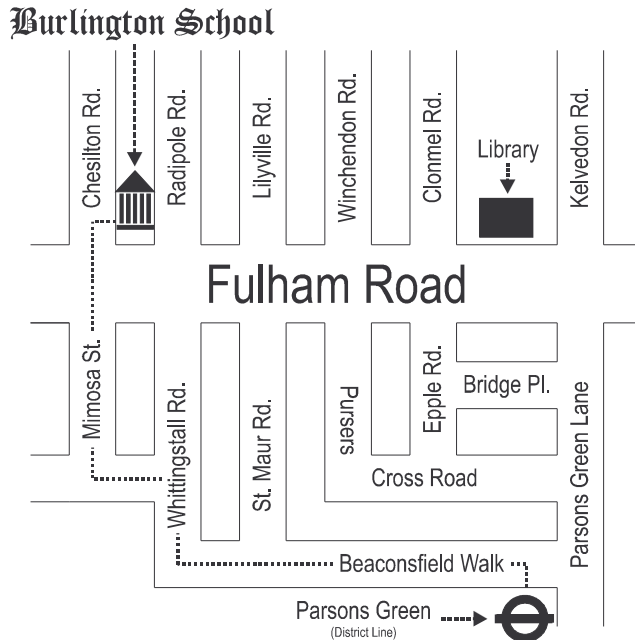
### How to find the school:

Parsons Green is the nearest underground station. To get to Parsons Green you need to get on the District line. It is important to remember that Parsons Green is located on the Wimbledon part of the District Line. If you are heading from central London, take any west-bound District line train, if it goes to Wimbledon then just stay on the train until you reach Parsons Green otherwise change at Earls Court for the Wimbledon service. It takes about 30 minutes to reach Parsons Green from Victoria station.

The quickest route to the school is shown by the dotted line. This route begins at the Underground station using the left hand exit out of the station. Alternatively, by taking the main exit, you can walk down Parsons Green Lane to the main road (Fulham road) and turn left, the school is just on the right hand side, approximately 10 minutes walk from the station

### Getting to school by bus

The school is also easily accessible by number 14 or 414 bus. Frequently operated red traditional-style buses stop on the Fulham road just outside the school. The 14 and 414 travel all the way from Putney to central London (Tottenham Court Road Underground station). Please check in the office for current transport information.





# The Burlington School Accommodation Register

## **Introduction**

We hope that you enjoy your time here. **Staying in a homestay is an excellent way to improve your English.** Make the most of this opportunity. Don't be shy! Talk to your homestay host/s and ask questions when you do not understand.

If you have any problems or questions about your accommodation, talk to the school accommodation officer immediately.

**This is the Burlington's Accommodation Register. It is full of useful information about your homestay accommodation. Subjects are listed in alphabetical order (A-Z).**

## **Arrival**

You will be tired from your flight. Take some time to sleep and relax, then ask your homestay host about the rules of the house.

## **Bathroom and toilet**

You should be allowed to have a bath or shower every day. Ask your homestay if there is a special time to use the bathroom (sometimes homestay hosts make a bathroom roster if there are many people in the house). Always leave the bathroom clean and tidy after you use it.

## **Bath towels**

Your homestay host will give you a bath towel to use during your stay. The host will wash this for you each week.

## **Bed linen and blankets**

Your homestay host will give you bed sheets to use during your stay. The host will wash these for you each week. If you are cold at night, ask your host for more blankets - don't be shy! Your homestay host will be happy to help.

## Changing your homestay

If you want to change your homestay you must **tell the school's accommodation officer** and give one week's notice of the move. (However, if you have a serious problem with your homestay we can move you immediately).

## Cleaning

Your homestay host should keep the house clean and tidy. Your host will vacuum your room and wash your bed sheets and bath towel but you must keep your own room tidy.

## Conversation

Talking with your homestay host is a great way to practise your English so don't be embarrassed to make conversation with them. Your homestay host will be happy to talk with you. But remember that they will sometimes be tired or want their privacy.

## Culture shock

**British climate, food and culture will be very different for you.** Be patient, it will take a while to adjust. Your homestay host will be interested in your culture - tell them about life in your country, share your culture with them. If you have problems adjusting to life in England, talk to the school Welfare Officer - she can help and can also introduce you to other students from your country.

## Damage

If you break or damage anything in the house you must tell your homestay host. You will have to pay to fix or replace anything you have broken.

## Extending your stay

If you want to stay longer in your homestay you must **tell the school's accommodation officer**. Do not pay the homestay host for the extra time, pay the school and we will pay the family.

## Food

If you have booked breakfast only or breakfast and dinner accommodation you must:

- tell your host if you have a special diet
- be on time for meals. Do not make your host wait for you.
- tell your host if you will miss a meal (otherwise they will waste food cooking for you).

Your homestay host must:

- give you meals seven days a week. (Lunch is **not** included).
- give you a variety of food.
- feed you with the rest of the family. Your host should not ask you to eat in your bedroom.

If you have booked self-catering accommodation you must:

- ask your host when you can use the kitchen. You may have to wait until the homestay family has finished cooking their food
- buy all of your own food. Do not use your host's food - for example herbs and spices, cooking oil, etc.
- be tidy. Clean up after you have finished.
- take care of your host's kitchen utensils.

Your homestay must:

- let you use the kitchen and utensils every day.
- let you use the kitchen at a reasonable time

Do not store food in your bedroom. Ask your homestay host where you can keep your food.

Do not eat in your bedroom.

## Heating

**English people do not keep the central heating on all day.** This might be different from your own country but it is common in England. You will probably need to wear more clothes than you are used to. If you are very cold in your homestay, tell your host. Ask for extra blankets if you are cold at night and ask for a heater for your room if it does not have central heating.

## Keys

Your homestay host will give you a key to the house. **DO NOT LOSE IT!** Some keys can be difficult and expensive to replace. If you lose it you may have to pay to replace it. Ask your homestay host to explain to you how to lock and unlock the house. Tell your host if you do not understand. Some homestays have alarm systems so this is very important.

## Laundry

Your homestay host will wash your bed sheets and bath towel. You must wash your own clothes. Ask your homestay where the nearest laundrette is.

## Leaving your homestay

If you want to leave your homestay you must tell the school accommodation officer and you must give one week's notice. If you cancel your homestay you can use your extra accommodation money to pay for more English classes or for new accommodation (of the same type) but you can not have cash refund.

## Payment

Do not pay your homestay host. **This is a school rule - always pay the school for your accommodation.** We will then pay your homestay host. This rule is to protect students - if you pay your homestay directly we can not help you if you have problems with your homestay in the future.

## Problems

If you have any problems with your homestay or any complaints, please tell the school accommodation officer. She can help you! It is very important to tell us if you are unhappy.

## Rules

Ask your homestay host about the house rules. For example you need to know:

Can you smoke in the house? Which rooms can you smoke in? Can you use the telephone? Can you use the washing machine? Can you bring friends home? Are there any rooms in the house that you can not go into? (For example, the host's bedroom).

Find out the house rules when you arrive. Your host will be happy that you have asked and this will avoid problems later on.

## Staying out late

You will have your own key but if you will be home late please tell you homestay host. They will worry about you if they do not know where you are!

## Study space

Your room should have a desk with a lamp for studying. Ask your homestay host for a desk, chair and lamp if your room does not have this already.

## Telephone

You can receive personal calls only. Ask your friends and family to call at a convenient time. Your homestay host does not want to be woken up at night by international telephone calls. Never advertise your host's telephone number - for example if you are looking for a job. Your host might allow you to make out-going calls. Remember that all calls - even local calls - cost money. Always ask your homestay before you use the telephone. You might have to use a public pay phone or a card phone instead. Your host can tell you where the nearest one is and there are pay phones outside the school. You can also send and receive faxes from the school office - this is a cheap way to keep in contact with your relatives and friends. There is also a FREE Internet service which students can use, located in the library.

## Television

Watching television can be a good way to improve your English. Your host should let you watch television with the rest of the family. Ask your homestay host if they have Teletext - Teletext provides written subtitles to programmes which can help you understand.

## Transport

Ask your homestay host to show you the way to the nearest bus-stop or tube station. They will be happy to give you advice on the best way to travel. Please ask in the office about student discount forms for London Transport.

## **Visitors**

Always ask before you bring friends home. Do not expect your homestay host to provide accommodation for your relatives if they visit England.

# The Burlington School

## Welfare Register

### Important telephone numbers

Burlington School Office:	(0)20 7736 9621 or (0)20 7610 9662
Burlington's 24 hour emergency number:	07956 528 631
E-mail:	<a href="mailto:marketing@burlingtonschool.co.uk">marketing@burlingtonschool.co.uk</a>
Emergency services	999
(Police, Fire Brigade, Ambulance):	
Telephone Operator:	100
International Telephone Operator:	155
Telephone Directory Enquiries: (UK)	11 88 88
Hammersmith and Fulham Local Council:	(0)20 8748 3020
London Travel Information:	(0)20 7222 1234

### Attendance

Students should come to classes every day, on time. It is important to attend the classes that you are enrolled for. If you miss classes, you are wasting money and missing an opportunity. Immigration authorities may also ask us about your attendance record, and we must give them this information. For this reason it is very important that you tell us if you have to miss classes and that any changes in the class are made through the office, otherwise you may be marked as absent.

### Banks

Do not carry a lot of money around. **We suggest that you open a bank account as soon as you arrive in London, especially if you are going to stay in England for more than six months.** It can sometimes be very difficult to open a bank account in England, and banks often change their requirements.

To open an account you will need your passport and a school letter. You will also have to fill in a special application form. The addresses of 5 local banks are:

Halifax Unit 1 Fulham Broadway Retail Centre London SW6 1BW Telephone: 08457 20 30 40
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Nat West Bank plc 831 Fulham Road Fulham London SW6 5HH Telephone: 0845 610 1202
HSBC Bank plc 799 Fulham Road Fulham London SW6 5HH Telephone: 0845 7404 404
Lloyds TSB Bank plc 417 North End Road Fulham London SW6 1NY Telephone: 0845 072 3333
Halifax 171/173 Putney High Street Putney London SW15 1TE

The account you can open with a bank is a savings account. You may get a cheque book and a Debit card but normally not a credit card. If you want to have a cash card account, you will have to show the bank another document with your name and address on it, such as a phone bill, gas bill or lease agreement. Alternatively, you can ask somebody or the bank in your country to give you a reference. Sometimes it is necessary to go to many banks but usually eventually you will open a bank account. Don't be discouraged, keep trying.

## **Buses**

Buses are a convenient and cheap way to travel. If you buy a daily/weekly/monthly Travel Pass, you can use it for the bus, Tube and British Rail.

**Night buses** are also available. They have different schedules from the daytime bus services. The routes between the centre of London and the Fulham and Putney areas of London are relatively safe at all times, but precautions should be taken.

## **Change of address**

If you change your address in London please give your new address and telephone number to a registrar in the office.

## Changing classes

Great care is taken to assign you to the correct class, and the class that you are in is usually appropriate for you. However, sometimes a change should occur to help the student to learn better and faster. If this is the case, follow this procedure:

1. First, speak to your teacher who will be able to advise.
2. Second, speak to the office and collect a class transfer slip which must be filled in by a registrar. This is to ensure that you are properly enrolled in your new class and are on the register.

You **cannot** change your class unless these things are done. You may only transfer to the class recommended for you, not to any other. The office must be informed or you will be counted as absent.

## Coffee bar

The School has a Coffee Bar and Lounge for students. The Coffee Bar sells food and drinks and is open during all breaks. There is a notice board opposite the library where leisure programme information can be found. Other notice boards have announcements about welfare, leisure programme events and other matters.

## Other Useful Telephone Numbers

AIDS and HIV Helpline:	0800 567 123 (Freephone)
Druglink:	(0)20 8749 6799
Drug Dependency Unit, Charing Cross Hospital:	(0)20 8846 1234
Family Planning information Eileen Lecky Centre:	(0)20 8788 2236
Rape Crisis Centre:	(0)20 7837 1600 (24 hour line)
Sexually Transmitted Diseases Clinic, Charing Cross Hospital:	(0)20 8846 1577
The Samaritans:	(0)20 8427 7777

Contraception and birth control advice are free for students entitled to free NHS treatment. Advice about pregnancy, abortion and contraception can also be obtained from private agencies registered with the Department of Health. One such service is:

The Pregnancy Advisory Service  
121-13 Charlotte Street  
London W1. Tel.: (0)20 7637 8962



## Emergencies

Phone "999" if you have any problem that requires police, fire brigade, or an ambulance (doctor or hospital). This is a free call, and you do not need to pay.

If you need to contact somebody from the School outside office hours, there is a 24-hour emergency phone number: **07956 528 631**.

## Extension of courses

You may add to your course at any time by coming to the School Office and paying for additional sessions. Speak to one of the Registrars. However, you **cannot** simply decide to miss classes and then extend your course completion date to make up for the days you missed. You will lose the days that you are absent. The School will not extend your course once you have started your programme of instruction.

## Fax

You can send faxes from the school's office. An international fax costs £3 for each page. You can receive faxes from your family and friends, free of charge, on the School's fax machine. The number is (0)20 7371 8131. Check in the Office if you are expecting fax messages.

## Fire drills

The fire alarm is a loud continuous bell. If it rings, either a fire drill is taking place, or there is a fire and you should follow the instructions on the fire notices immediately. There is a fire notice in each room: you should read this sign and know where to go in case of fire.

## Holidays

The school is closed for two weeks at Christmas. Personal holidays of two weeks (from Monday to Friday) are given on courses of 15 weeks or more. You must notify the School Office at least the Friday before you want to take your holiday. If you plan to leave the country and want to know what you need to do to make sure that there are no problems with returning to England, come to the office. You should bring your passport so that we can look at the type of visa that you have. European Community students may come and go as they please. Other students will need a Certificate of Enrolment. Some students should not leave the UK because they may not be admitted back in.

## Hospital

The nearest hospital to the School is the Charing Cross Hospital (address below). The entrance for emergencies is on St. Dunstan's Road.

Charing Cross Hospital,  
Fulham Palace Road,  
London W6.  
Telephone: (0)20 8846 1234.

## Insurance

The Burlington School does provide insurance for illness, theft or other problems. We suggest that you take up insurance before arriving in England. Ask in the office for more details.

## Jobs

If you have a student visa you are permitted to do part-time work (20 hours per week) and full time during your holidays. You may need to show a school letter to your employer and a copy of your Visa.

European Community students are permitted to work without any documentation requirements. Addresses of local Job Centres:

**Merroe Language Recruitment**  
London House  
100 Kings Road  
London  
SW6 4LX  
Tel: 0845 226 4748

**Key Employment Ltd**  
581 Fulham Road  
London  
SW6 5UA  
Tel: (0)20 7381 0351

**Jobcentre Plus**  
Waterford House  
Waterford Road  
Fulham  
London SW6 2DL  
Tel: 0845 377 6001

## Leisure centres

The two nearest leisure centres to school are in Putney and Fulham. Both centres have swimming pools (telephone for times), a gym, sunbeds, saunas and fitness classes. They will also be able to give you details of other sports clubs. The addresses are as follows:

Putney Leisure Centre  
Dryburgh Road  
Putney  
London  
SW15 1BL  
Tel: (0)20 8785 0388

Lillie Road Fitness Centre  
Lillie Road  
Fulham  
London  
SW6 7PA  
Tel: (0)20 7381 2183

## Legal Issues

The law is designed to protect you and others. Very few students ever have any difficulties with the law in the United Kingdom unless they are doing something which would also be considered to be very wrong in their country as well. Certain crimes, such as theft, fraud, assault, involvement with illegal drugs, or damage may result in immediate deportation.

If you do need legal advice, we suggest that you go to a Citizens Advice Bureau (CAB). They do not charge for their service. An address of local CAB is:

Wandsworth Citizens Advice Bureau  
Bedford House  
215 Balham High Road  
London  
SW17 7BQ  
Phone: (0)20 8333 6960

## Letters

You may direct letters to the School's Office if you wish. Letters to students are placed in a special box in the office. You can check every day if there is post for you.

## School Letters

The School can issue an official letter for a student for free. It usually takes one day to prepare a letter. You will need a letter for the following purposes:

- to open a bank account
- to extend your visa
- to claim a council tax discount
- to get back into the UK if you are going on holiday abroad
- to join a public library
- for your job

## Library and self-study facilities

Burlington School has its own library with self-study facilities. The School will issue your library card for you and then you may work with course and practice books in the library. The self-study facility has over four hundred self-study worksheets covering grammar, vocabulary and practice of reading and writing for all levels, from Beginner to Proficiency. If you need any help with this, please speak to the Director of Studies. The nearest public libraries to The Burlington School are as follows:

### **Fulham Road Library**

598 Fulham Road  
London SW6  
Telephone: (0)20 8576 5251  
Nearest Tube station: Parsons Green

### **Hammersmith Reference Library**

Shepherds Bush Road  
London, W6 7AT  
Tel: (0)20 8576 5050  
Nearest Tube station: Hammersmith  
Broadway

### **Putney District Library**

Disraeli Road  
London SW15 2DR  
Telephone: (0)20 8871 7090  
Nearest Tube Station: East Putney

## Police

The Police can be contacted by dialling "999" on the phone. This is also the telephone number for calling the fire brigade or an ambulance. The addresses of the nearest police stations are:

Metropolitan Police- Fulham  
Heckfield Place  
Fulham, London SW6  
Tel. (0)20 7385 1212

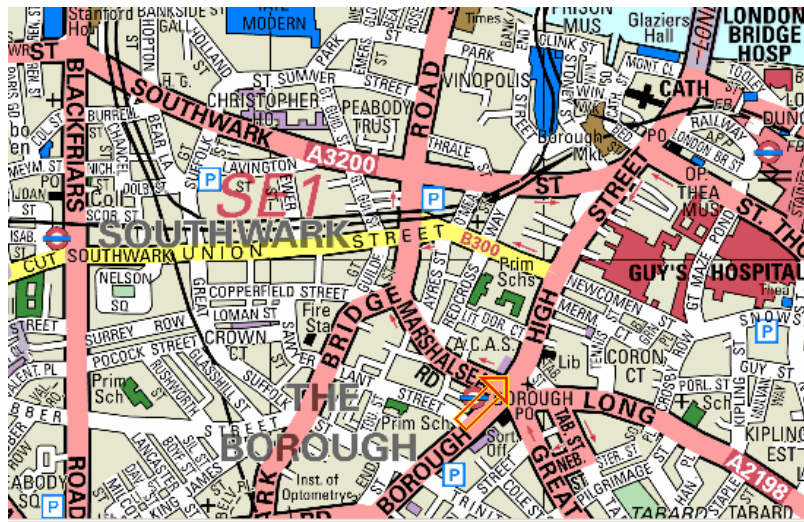
Metropolitan Police- Putney  
215 Upper Richmond Road  
Putney, London SW15  
Tel. (0)20 8870 9011

## Police Registration as Alien

Often when you arrive in Britain or when you extend your visa the immigration authorities will ask you to register as an alien. To do this you must take £34, 2 identical passport photographs of yourself and your passport to the following address:

The Aliens Registration Office  
Brandon House  
180 Borough High Street  
London SE1 1LH  
Tube: London Bridge  
Tel: (0)20 7230 1208

Nearest underground station in The Borough which is on the Northern Line. (See map below)



The Aliens Registration Office is open Monday to Friday, from 9 to 4.00 p.m.. Ask in the office for a map on how to get there.

## Phone calls

## General

Ask in the office for instructions on calling your home country. The international operator number is 155. Phone cards are available from the office. They are a convenient way to make calls without requiring coins.

The **cheapest time** to make a phone call is between 6 p.m. and 8 a.m., plus all day Saturday and all day Sunday.

### **From Your Homestay Accommodation**

Outgoing telephone calls are usually not possible in student accommodation / homestays. Ask your host family about their policy regarding incoming calls. We suggest that you keep your conversations brief so that your host families are more likely to welcome such calls.

### **From The Burlington School Office**

It is not possible for students to send or receive phone calls at the School's Office. There are however two public phones outside the school, just on the left from the main entrance.

### **Post Office**

The details of the two nearest post offices to the school are as follows:

Fulham Road Post Office  
815 Fulham Road  
London, SW6 5HG  
Tel: 0845 722 3344

Fulham Post Office  
14 Farm Lane  
London, SW6 1PT  
Tel: 0845 722 3344

### **Refunds**

The School's policy for refunds of tuition fees is described in Burlington School's Conditions of Enrolment (there is a copy at the back of every School brochure, and there are copies in the School office). The circumstances for refunds are limited and specific.

After reading the school's policy ask one of the Registrars for a Refund Application Form. Enclose all required documents including the original form, showing refused entry into the UK by immigration authorities. A response will usually take four weeks.

### **Smoking**

There is no smoking in classrooms, library or hallways. Smoking is permitted **only** outside the coffee bar in the school yard.

### **Transport**

**Airport Transport** - to and from London Heathrow Airport is available at a cost of £55 each way for individuals. For groups travelling at the same time or for other airports and railway stations you should ask in the School Office.

**Tube/ Underground** - See the information booth at the Parsons Green Tube Station for a map and for information about fares and train times. Maps are also available in the School Office. The least expensive way to use the Tube if you travel extensively is to buy a weekly pass. This requires 1 passport size photograph. The nearest photo booth is in Parsons Green Station.

Students can apply for transport **discount** if they are older than 18 and if the course lasts at least 14 weeks, please ask in the office for more information and for an application form.

**At night**, be extra cautious. Be careful of pickpockets at all times and do guard your belongings carefully

**Taxi** - If you take a taxi, it is safest to take a London Black Taxi as these are licensed and regulated.

**REMEMBER Never get into a stranger's car. This is one rule which must always be followed in London and other large cities.**

## Visas

Students apply to the Home Office to extend their visas (address below). You should apply for an extension about one month before your current visa expires. You can go to the Home Office to make your application (directions available in the office); however, generally we recommend that you post your application.

**Your application should include:** your passport, a detailed bank statement for the last three months or a sponsor's letter and bank balance, a school letter, (available from the school's office), a progress report from your teacher and your alien registration card if you have one. The school will also fill in the section on the application form about your attendance since your last visa and stamp the form if this is applicable.

If you have any questions or problems concerning your visa we will be happy to call or write to the Home Office or other relevant parties on your behalf. Just ask in the office or check the notice board.

Initial Consideration Unit - FLR(S)  
Immigration and Nationality Directorate  
PO Box 3615  
Walsall Road  
Cannock  
WS11 OWS

## Worship

There are many places of prayer and religious worship within easy reach of the School. On the notice boards there are full lists of places of worship in the local area and we will be pleased to provide such details to students prior to arrival.

# Contents

Useful Information for Students Visiting England and The Burlington School for the First Time .....	1
Living in London .....	4
Your Homestay Accommodation.....	6
Finding the School .....	7
The Burlington School Accommodation Register.....	8
The Burlington School Welfare Register.....	13