

Your name: _____

Welcome to Margate Language Centre. We are sure that you will enjoy your stay with us and hope that you will find the following information useful.

How to contact us

If you have any problems with your accommodation which require urgent attention, you can contact:

+44 (0)1843 227711

This is a 24-hour mobile number

If you are going to be absent from class, or if you need to talk to someone at the school, our number is:

+44 (0)1843 227700

The offices are open from 09.00 to 13.00 and 14.00 to 17.00

If you would like to talk to any member of staff during the day, please speak to the person at reception who will help you.

School Facilities

The Hawley Club

The club is open between 09.00 and 17.00 Monday to Friday and some evenings (please check the noticeboards for details).

The computers in the Hawley Club provide free internet access and e-mail facilities for student use. There is also free wireless internet access for students who bring their own notebook computer.

You can buy hot and cold drinks and snacks in the club. If you would like to buy something and there is nobody behind the bar, please call 23 and ask for assistance.

Self-Study Multimedia Centre (Cobb)

You may use our self-study room as part of your normal morning classes. It is also open for self-study each afternoon, Monday to Friday, from 14.00 to 16.45.

The room has computers with CD-ROMs (there is no internet access) to improve your listening, speaking, reading and writing skills.

You will also find a selection of readers, which you may borrow. Videos and DVDs are also available on request to watch using the headphones provided.

Classes at Margate Language Centre

Classrooms

To find your classroom, you should look at the alphabetical list on the Academic Noticeboard in reception. There are 6 classrooms in the main building and during peak periods we also have classrooms at the Adult Education Centre (AEC) just across the square from Margate Language Centre.

Class times

Students on all our courses have morning classes Monday to Friday between 09.30 and 13.00 (there is a 30 minute break at 11.00).

For the Intensive Course there are afternoon classes on Monday, Tuesday, Wednesday and Thursday afternoons. The classes from 14.00 to 16.30, with a 15 minute break at 15.15.

For Individual Classes please look on the academic noticeboard for lesson times.

Lesson materials

In our morning classes we use course books. You will be asked to pay a deposit of £20 for this on the first Tuesday of your course at reception. When you have paid your deposit, your teacher will give you a book which you may take home each day. Please do not write in this book. If you would like to have a copy to keep and write in, you can buy one. Otherwise, you should return your book on the last day of your course and we will refund your money if it is clean and in good condition.

Guidelines

For the benefit of other students and our staff, please try to observe the following guidelines:

Absence from class

If you are going to be absent for any reason, please call the school and inform the School or Academic Manager. Students who are in the UK on a student visa should note that a minimum of 90% attendance is required.

Lateness

Our teaching staff will be in their classrooms ready to start their classes on time. Late arrivals make it difficult to continue the class and are annoying to other students. If you are regularly late, the teacher will issue you with a warning and make a note in the register. If you continue to be late, a second warning will be given. After this, you may be told that you cannot join the class until after the break.

Smoking

Margate Language Centre is a non-smoking school. An area of the courtyard is reserved for smokers, but there is no smoking anywhere within the school building.

Mobile phones

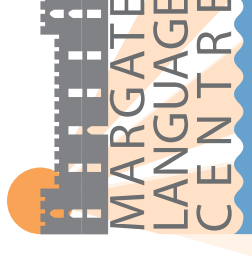
Please switch off your mobile phone during lesson times.

Coats and Umbrellas

Please hang your coat on one of the hooks provided in the corridor leading to reception. We advise you to remove all valuables from your pockets. Wet umbrellas should be left in the stand near the front door.

Food and Drink

Please do not take any food or drink into the classrooms. We would also appreciate it if you did not chew gum during classes.



MARGATE LANGUAGE CENTRE

Student Information and Map

The Towers, Hawley Square, Margate, Kent CT9 1PH

Telephone: +44 (0)1843 227700

E-mail: info@mlcengland.com

Web: www.mlcengland.com



Accredited by the



Additional maps available at a cost of £1

Your Health and Safety

Please take the following simple steps to ensure your safety:

- try not to walk alone after dark. If you do have to, stay on well-lit main roads as much as possible. Please do not take shortcuts which will take you down alleyways or across churchyards.
- licensed minicabs are not permitted to stop and pick you up on the street. For your safety, you should always book a taxi with a local company. It can be difficult to get a taxi late at night during the weekends so we would advise you to book your return taxi in plenty of time.
- try not to use your mobile phone where you can be easily seen. It is better to go to a quieter place and use your phone discreetly.
- we would advise you to avoid carrying large sums of cash and ensure that your keys and credit cards are in a safe place.
- do not carry your national identity card and/or passport around with you, carrying your Margate Language Centre identity card is sufficient.
- remember that we drive on the left in Britain; take care when you are crossing the road.

Health Advice

Doctors and Hospitals

- for minor illnesses, you should go to a chemist and ask the pharmacist for advice.
- if you are an EU citizen, you are entitled to medical treatment under the National Health Service. You should present your EU Health Insurance Card when you ask for treatment.
- if you are not an EU citizen and are here for less than 6 months, you will have to pay for medical care.
- students with visas for 6 months or more are also entitled to use the National Health Service. You will need to register with a GP (General Practitioner). We would advise that you ask your homestay hosts for the details of their GP. Any medicines which are prescribed by a doctor must be collected from a chemist (Boots in Margate). There is a charge of around £7 per item.
- in an emergency, please go to the Accident and Emergency Department of the hospital in Margate. Cases are seen in order of how urgent they are, so you may have a long wait for a minor injury or illness.

Dentists

In an emergency, please ask your homestay hosts to help you to make an appointment with their dentist. You will have to pay for dental care.

