

International Language College



Student Handbook

Welcome to ILC Newcastle!

ILC Newcastle is here for you; we will help you reach your language goals. Fully accredited by the British Council, we aim to provide you with a personal, flexible and effective approach to your learning. Thank you for choosing the ILC and welcome to the family!



Introduction to the ILC

Opened in December 2019, located in the fashionable suburb of Jesmond, Newcastle-Upon-Tyne, our cosy school provides high-quality English language lessons to students from abroad and locally. The information in this handbook is designed to help you settle in and enjoy your studies with us. If you have any questions at any point, please ask us – we are here to help!

Our Values

At the ILC we value the education and well-being of our students. We aim to be open, honest, and professional. It is our belief that a dedicated teacher, motivated students, and a comfortable learning environment, can help anyone from anywhere learn English.

The ILC understands that people from all over the world, from different backgrounds, want to learn English. We believe it is our responsibility to help those wanting to learn; just because someone has childcare responsibilities, works unsociable hours or lives in a different country, does not mean they can't learn English with us.

To ensure lessons are effective, we value personalised learning as a key part of our course design. Teachers do continual needs assessment and base all lessons on identified student needs. In this way, whether you attend for 6 or for 20 hours each week, we will help you reach your goals.

Teachers are all fully qualified and have shown a clear passion for teaching. The school believes that no teacher is ever finished with their own education and continual professional development is an important consideration. Through formal, and informal, support, the school makes sure all of our teachers are there and ready to help you when you need them.



Finally, the ILC promotes the British values of democracy, individual liberty, tolerance, and respect for the rules of the law.

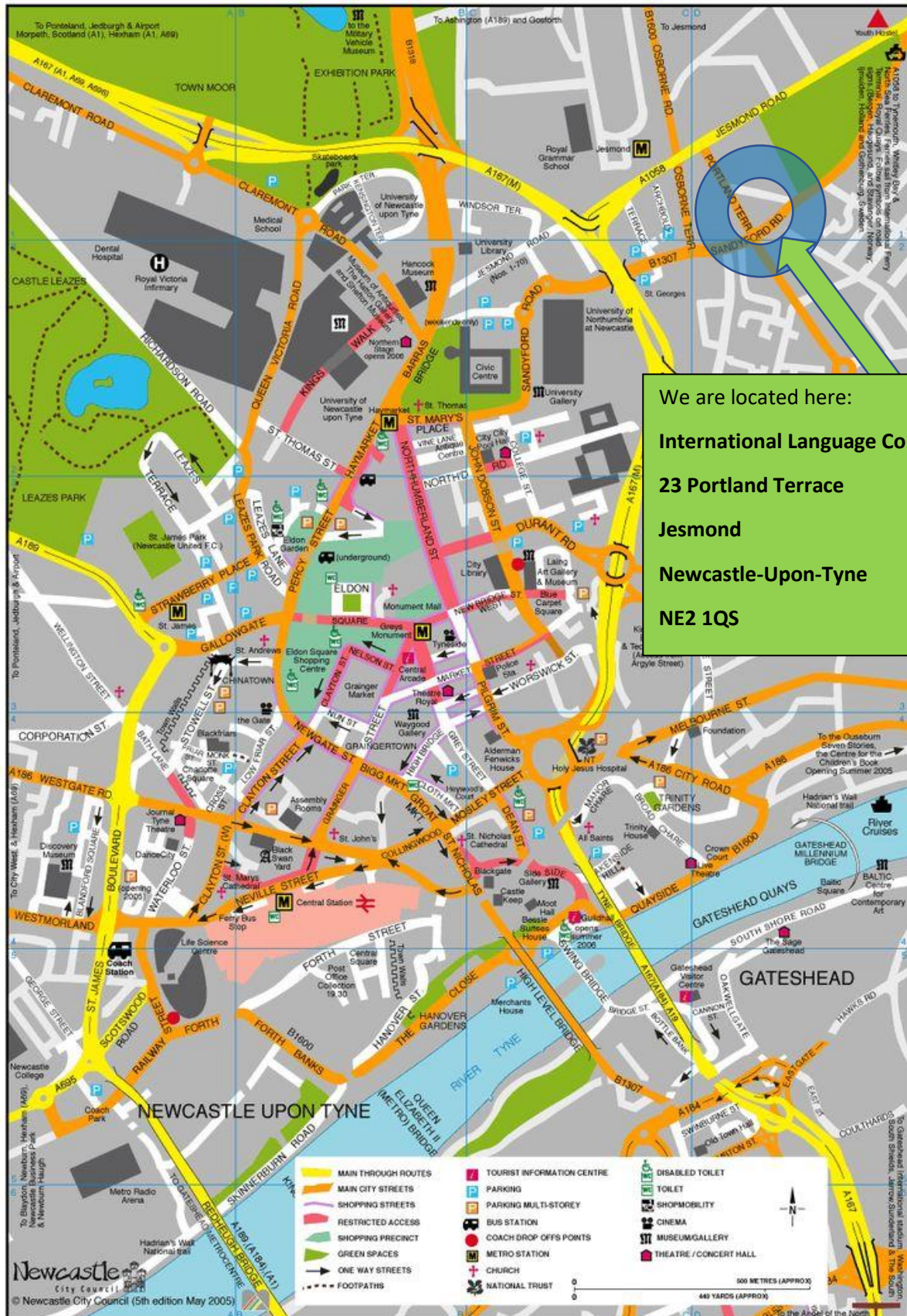
Our Goals

The main goal of the ILC is to provide high-quality English lessons to international students and those living in the local community. We want to create a multicultural learning environment, that is flexible and personalised to student's

needs, as we believe this is the best way to learn a new language. We want to help our students to reach the level of communication in English they desire.

With a current focus on adult learning, we offer General English courses from A1 to C2, as well as IELTS and OET exam preparation classes, that can help fulfil our students personal and professional objectives. Courses operate under a continuous enrolment and assessment policy, ensuring each lesson is focused maximally on students' needs. Class sizes are no larger than 12 to help provide a personal touch to each lesson and to help teachers monitor and track student progress.

We also provide an exciting social program that helps students explore their English and grow in confidence whilst having a lot of fun.



If you want to view the school, or explore the location in more detail, please visit <https://www.google.com/maps>

Contact Details

Address: **23 Portland Terrace, Jesmond, Newcastle-Upon-Tyne, NE2 1QS**

Telephone: **0191 245 5196 / 07458 300 626 (UK Country code +44)**

Email: admin@il-centre.co.uk

Enrolment

To enrol, please go to our website <https://il-centre.co.uk/> .

Here you can **Enrol** to begin your studies with us.

You can also complete our **Free Online Test** to help us place you in the level that best suits your needs.

Before You Arrive

After you have enrolled and completed your placement test, please make sure you have completed the various tasks below before arriving:

Checklist:

1. Make sure you have paid for your course / paid the deposit as per your booking confirmation and invoice.
2. Ensure all documentation required by the school is complete (e.g., medical consent form).
3. Make sure you have applied for and received your **Visa**. For further information please visit <https://www.gov.uk/check-uk-visa> .
4. Plan your journey. Whether you are arriving at Newcastle Airport, Central (train) Station, or simply by car, make sure you have planned your journey. If you would like help with this, please refer to the Travel section below:
PAGE???
5. Make sure you have packed all the essentials – passport, documents, certificates, financial guarantees, proof of address, a warm coat!).
6. Read the following safety guidance to ensure your stay is comfortable and healthy <https://www.englishuk.com/en/students/your-stay-in-the-uk/student-health-and-travel-insurance>.
7. Organise travel insurance. We strongly recommend that you are insured during your studies with us. Accidents can happen that are beyond your control, and you may need cover for a number of reasons. For further information, why not look at <https://www.endsleigh.co.uk/personal/travel-insurance/>.

What to pack:

Passport & Visa – this is essential, you will not be allowed into the country without them.

Clothing for all seasons.

Universal power adapters.

All school documents – your booking confirmation, accommodation letter and any other documentation you may need for your studies.

Evidence of funding, if required.

Enough money – we recommend bringing enough cash for your first few weeks of school and evidence of access to sufficient 'living costs' during your stay.

Health documents – including vaccination records, medication prescriptions, any reports necessary.

Medication – as required.

Insurance documents.

What not to pack:

Food – you may miss your mum's home cooking, but be careful not to break the following rules <https://www.gov.uk/bringing-food-into-great-britain> .

Some useful information

We strongly recommend that you DO NOT carry large amounts of cash. We recommend bringing some cash and a credit/debit card whilst in the UK; VISA and Mastercard are accepted in most places.

If you need any help with money whilst here, for example opening a bank account, please ask at the school; we're happy to help!

If you are studying with us long-term, we recommend registering with a local GP (doctor). The school will be able to assist you with this.

For other non-emergency health problems you can call the National Health Service on 111, visit NHS online <https://111.nhs.uk/> or see your doctor (GP).

If you have a serious accident or emergency, contact the Emergency Services on 999.

For more information on life in the UK as an international student, please visit <https://www.ukcisa.org.uk/> .

For students at ILC for less than six months:

- Initial emergency healthcare services at a hospital accident and emergency department will be free, but you will need to pay for any further treatment or services.
- If your home country has a reciprocal health agreement with the UK, some costs may be covered, or you may be able to reclaim some healthcare costs. If you are from an EEA country, you will need to get a European Health Insurance Card (EHIC) before travelling. Please check the [UKCISA website](#) section for a full list of entitlements to National Health Service (NHS) treatment.
- If your country does not have a reciprocal health agreement with the UK, you should buy health insurance before you travel to cover the cost of using medical services while you are in the UK.

For students at ILC for more than six months:

- You (and your dependants) pay an immigration health surcharge during your visa application. The fee is £470 per person, per year of your visa. This fee will allow you and your dependants free NHS health services. Further information is available on the [gov.uk website](#).
- This does not include dental care or non-necessary treatment.
- You may need to buy health insurance to cover any treatment which is not covered by the NHS, or for private, non-emergency medical treatment. You can find more information about healthcare charges and services on the [gov.uk website](#).

Your First Day at the ILC

Here, you can find helpful information on making your first day with us easy, enjoyable and safe.

Students may start on different days, and may have special arrangements with the school, but the standard Monday first day timetable looks like this:

Example First Day Timetable	
Welcome Oral Interview Look Around the School, meet students and staff.	09:00-09:30
First Lesson part 1	09:30-11:00
Breaktime – coffee and biscuits	11:00-11:15
First Lesson part 2	11:15-12:30
Free Speaking Club	12:30-13:30
Finish Enrolment Any Questions?	13:30 +

Fees and Refund Policy

Cancellation Policy – before the course start date

Written notice must be given at least four weeks in advance to qualify for a full refund excluding the administration fee.

1-week accommodation booking payment is non-refundable.

- If written notice is not received within 4 weeks then we reserve the right to deduct from the full amount two weeks' course fees plus the admin fee.
- If a student cancels a booking with less than 4 weeks' notice, the ILC will give the student a credit note equal to the paid fees (deducted 2 weeks' course fees)
- If a student cancels a booking with less than 2 weeks' notice, the ILC will give the student a credit note of 50% of the paid fees. (deducted 2 weeks' course fees)

**In case of extenuating circumstances, we will consider the full refund.*

Cancellation due to Student Visitor Visa refusal:

In the case where a student is unable to attend a paid for course:

- The student will need to provide documentary evidence from the relevant embassy before any refund can be considered.
- If a visa application is rejected and we receive written evidence at least 7 days prior to arrival, we will refund the fees received in full, less the administrative fee. Where evidence is received, the refund will be paid back to you within 4 weeks of your providing us with accurate bank details and signed authorisation for payment into that account. If evidence of rejection is not received on time, the refund will be paid less the admin fee and 2 weeks of course fees.
- If ILC receives the original form given by the embassy less than 7 days before the start date, a cancellation charge equivalent to 1-week course fees and accommodation will be deducted from the refund.

Cancellation Policy – after course confirmation and start date

In any situation where a student has been granted a visa for entry to the U.K by the Home Office or British Consulate on the basis, that the student studies here at ILC we will only refund the already paid fees on the receipt of written confirmation of visa refusal by the Home Office or British Consulate.

Tuition fees for early departures, absences, misconduct or illness once the course has started are not refundable.

All students should take out their own insurance to cover any unforeseen circumstances.

Insurance

Students and their possessions are not insured by ILC. We will not be held responsible or accept liability whatsoever for any accidents, loss, or damage to their belongings however they are caused or sustained during the course. Therefore, personal insurance cover is strongly recommended.

<https://www.endsleigh.co.uk/personal/travel-insurance/>.

<https://www.comparethemarket.com/travel-insurance/content/student-travel-insurance/>

Bank Charges

Please ensure that all money transferred to ILC includes all Bank transfer charges in your own country and the U.K. We do not pay bank charges, if there are any charges made to ILC during the transfer process, this will be charged to the individual on arrival at the school. Transfers can only be accepted in Pounds Sterling (GBP).

Getting To Us / Travel Options

The ILC is located in **Newcastle-Upon-Tyne**, a lively university city located in the North East of England. You have made an excellent choice to come here!

There are a number of options for travelling to Newcastle.

Newcastle International Airport

Newcastle International Airport is the closest airport to Newcastle, only 7 miles North West of the City Centre.

There is direct access by rail from the airport to the City Centre by the local Metro System.

<https://www.nexus.org.uk/metro>

Tickets can easily be bought at the airport station. If you require help booking tickets for the Metro, please contact the school.

Taking a taxi from the airport is another option. There are always a number of taxi services operating at the airport. You can expect your journey to take around 20 minutes and it may cost £20-30 depending on the time you arrive. Alternatively, you could book a taxi service in advance with one of the following local companies:

<https://arrowcars.co.uk/>

<https://www.phoenixtaxi.net/airport-taxis/>

<https://www.budget-taxi-newcastle.co.uk/>

Other Airports

The ILC understand that, depending on the place you are coming from, you may land at a different airport. Common alternatives include Edinburgh Airport, Manchester Airport and various London Airports.

If you are landing at an alternative airports, we recommend travelling to Newcastle by train or bus.



By train

Many train routes run through Newcastle.

For Edinburgh, please visit <https://www.lner.co.uk/our-destinations/popular-routes/edinburgh-to-newcastle-trains/>

For Manchester, please visit <https://www.tpexpress.co.uk/travelling-with-us/routes/trains-from-manchester-airport-to-newcastle>

For London, please visit <https://www.lner.co.uk/our-destinations/popular-destinations/trains-to-newcastle/>

For National Rail services, including possible disruptions to services and customer assistance, you can visit the National Rail website at <https://www.nationalrail.co.uk/>

Finally, please note that travelling by train in the UK can be expensive. The following website provides cheaper options for train services across the country <https://trainsplit.com/>

By bus

Much like the train, many national bus routes run through Newcastle. Please visit one of the following services to find options that can work for you:

<https://uk.megabus.com/>

<https://www.nationalexpress.com/en>

PLEASE LET THE SCHOOL KNOW IF YOU REQUIRE ANY HELP WITH ARRANGING YOUR TRAVEL TO THE ILC – WE ARE HERE TO HELP

Accommodation in Newcastle

There are three main options when considering where to stay when studying at the ILC

- Homestay – living with a local family, renting a room, is an excellent way to practice your English. Comes in self-catering, full-board and half-board options and all offer a weekly laundry service.
- Student Accommodation – living with other students, from different institutions, with your own bedroom and shared kitchen and laundry facilities.
- Privately Arranges Accommodation – privately renting your own place or staying with a friend or family member.

Family Homestay

This option is best suited for students who are looking to learn by living in an environment which will allow them to be immersed in the language. Its available in two options; Self-Catering, & Half Board (meals provided).

Self-catering from £140.00 per week.

Half-board from £160.00 per week.

Full-board from £180 per week.

Every homestay provider we work with is regularly inspected and vetted to ensure that the home you will be living in is up to ILC standards. What you can expect:

- Welcoming hosts and a communicative family environment.
- Unless otherwise requested, you will have your own bedroom and will not be housed with someone who speaks your native language.
- Bedding and towels are provided, and the hosts will be happy to include your laundry in their wash at least once a week.
- All properties are required to have a gas safety certificate to ensure student safety.
- Food options available, depending on your preferences and requirements*
- All Homestays are located around Newcastle, with easy and convenient access to transport to and from the school.

*if you have any medical dietary requirements, please inform us when you book.

Payment is made to the school before any residence begins, and the school pays the homestay provider on your behalf. Please do not pay your homestay provider directly unless otherwise agreed.

Student Accommodation

As a university city, with no less than two major universities, Newcastle has many options available in terms of quality student accommodation. Feel free to contact the school to explore options. Alternatively, please explore any of the following options:

<https://www.unitestudents.com/newcastle>

<https://amberstudent.com/places/search/newcastle-upon-tyne-1811022588361>

<https://www.unihomes.co.uk/student-accommodation/newcastle>

<https://www.accommodationforstudents.com/newcastle>

<https://www.iqstudentaccommodation.com/newcastle?year=2023-24&sorting=featuredBuilding>

Private Rent

If you would like any help or information regarding to privately renting properties in Newcastle, please contact the school.

Travelling to School

Please note that all homestay providers and student accommodation are located within 10 miles from the school. The school is close to bus and metro routes that can bring you here quickly and conveniently:

By Bus

- There are a number of bus stops within a 3-minute walk to the school.
- Newcastle operates a number of bus services that can bring you from your accommodation to school in 15-30 minutes.
- Once you enrol with us, we can provide you with the relevant bus timetable for your accommodation choice.

By Metro

- Newcastle operates a regular and convenient metro service across the North East of England. Jesmond Metro station is located a 3-minute walk from the school.
- You can expect the journey from your accommodation to school via metro to take 20-30 minutes.
- Once you enrol with us, we can provide you with the Newcastle Metro timetable and advice on getting to us from your accommodation choice.

Holidays, Absence and Lateness

The ILC is committed to providing a flexible and effective learning environment, we recognise different students have different needs, and we will do our best to help.

Whether you are busy, sick, or just need a break, we are here to listen and to try to accommodate you.

We are also committed to our teachers and helping them plan effective lessons that meet your needs. Key to this is knowing when and where students will be in attendance.

In an effort to balance student and teacher needs, the ILC requires the following from teachers and students to ensure fairness and the best English lessons for all.

Holidays

The ILC encourages MAXIMUM attendance.

However, if you need a break:

1. Please let us know before your course start date, if possible.
2. Otherwise, please let us know not later than 1 full week before your holiday is due to start.

Please note, if you fail to let the school know about a holiday in time, the ILC cannot guarantee recovery of missed days or a refund of study fees.

Absence

Full attendance is encouraged at the ILC. Attendance is key to your successful English studies.

Students are expected to

1. Attend 100% of lessons;
2. Maintain no less than 80% attendance, where 100% is not possible.
3. Follow the ILC's Absence Procedure

ILC's Absence Procedure

1. Contact the school as soon as any absence can be anticipated.
2. Contact via telephone or mobile is appropriate.
 - a. Call the school on 0191 245 5196.
 - b. Text the emergency phone on 07458300626
3. If notice is provided more than 24 hours before your lesson, you may recover that lesson.
4. If notice is provided within 24 hours of your lesson, you may not recover that lesson.
5. All absences will be recorded on the ILC School Management System.

6. If your attendance falls below 80%, you will be invited to a meeting with ILC academic management.

The ILC will always try to be considerate and understanding towards our students, giving them the opportunity to discuss any concerns or problems with us.

7. If attendance falls below 70%, a further meeting will be arranged. No certificate will be provided to a student with less than 70% attendance.

Lateness

Punctuality is considered equally important to attendance.

Students are expected to always be on time and to follow the lateness procedure below.

ILC's Lateness Procedure

To encourage full attendance, the ILC has a 'Traffic Light' system:

- All students will be allowed to go to class if they arrive within 15 minutes of their lesson starting.
- **GREEN** A student with more than 90% attendance will be allowed to go to class if they arrive more than 15 minutes late.
- **AMBER** A student with between 80-90% attendance will be allowed to go to class if they arrive more than 15 minutes late IF their teacher agrees it is appropriate and acceptable for them to do so.
- **RED** A student with below 80% attendance will not be allowed to go to class if they arrive more than 15 minutes late.
- Where a student is not allowed to go to class, they must wait until break time to join.
- Where lateness is going to occur, students must contact the school as soon as possible by:
 - Calling the school on 0191 245 5196.
 - Texting the emergency phone on 07458300626

The ILC will always try to be considerate and understanding towards our students, giving them the opportunity to discuss any concerns or problems with us.

How Learning Happens at the ILC

At the ILC we use continuous enrolment; this means **students can start any Monday**, from one week to the next. We also offer **different course lengths**, from 6 hours per week to 20 hours per week. You can attend on **any day** and **any number of days**. So, how can you be sure you don't miss anything?

Teachers at the ILC conduct **constant needs assessments** on all students. From this, they use ILC's 'Open Syllabus' (based on the Common European Framework of Reference – CEFR - for Language A1-C1) to plan self-contained, effective, and engaging lessons that **always meet our students' needs**.

ILC Course Design is based on the following concepts:

An **Open Syllabus** provides teachers and students with a guide to what needs to be learned, but avoids strict, linear progression. This provides flexibility, ensuring the teacher is able to address students' language needs each lesson and every week.

Emergent Language Needs are continuously assessed by your teacher, who will keep a record and use this to plan future lessons. This means each lesson should be useful for you.

Self-Contained Lessons include language and skills practice that is started and completed in the given lesson time, meaning if you miss a lesson one day you won't need to catch up the next day.

Each teacher practices **Differentiation**, ensuring that different students, with different needs, will still get something out of every lesson.

The ILC encourages, and provides instruction on, using **Language Learning Strategies** to boost your learning. Studying at home is so important and these strategies can help!

Length Of Study

How long it takes to learn English can be different. This depends on your first language, your current English level and, importantly, your levels of motivation. How much work you do in and out of the classroom is really important!

In general, progressing through English CEFR levels can take the following length of time:

Level	Total Study Hours
A1 (Beginner)	70 - 100 Hours
A2 (Elementary)	150 - 200 Hours
A2+ (Pre-Intermediate)	150 - 200 Hours
B1 (Intermediate)	200 Hours
B2 (Upper-Intermediate)	200 Hours
C1 (Advanced)	200 Hours
C2 (Proficient)	200 Hours

What to Expect at each CEFR level:

The CEFR helps organise students into language levels based on their Language (grammar and vocabulary) and Skills (reading, writing, listening, speaking). These levels help the ILC ensure that you are in the right level and learning the appropriate language and skills to improve your education.

There are 6 CEFR levels and level objectives are detailed below:

Type of User	Level	Level Objectives
Basic User	A1	Get a basic understanding of everyday language. Learn how to introduce themselves and ask or answer personal questions. Learn how to interact in clear, slower conversations.
	A2	Learn how to understand language at the sentence-level. Learn how to provide a simple and direct exchange of information. Learn how to things describe in simple terms in relevant topic area.
Independent User	B1	Learn how to understand the main points of regular topics. Learn how to deal with most situations that arise fluently, but with some errors. Learn how to describe experiences, events and dreams providing reasons and explanations.
	B2	Learn how to understand the main ideas of more complex language. Learn how to interact fluently and spontaneously during regularly conversations. Learn how to produce detailed texts on a wider variety of topics.
Proficient User	C1	Learn to understand a wide range of complex language. Learn to use language flexibly and effectively in most social situations. Learn how to produce clear, detailed texts on complex topics.
	C2	Learn to understand virtually everything with ease. Learn summarise information well, both in written and oral form. Learn to express themselves fluently and spontaneously even in complex situations.

When you start with us, you will receive a Student Syllabus providing more details on the language and skill objectives at your level.

Progression and Level Changes

Your progress is our primary goal. Progress at the ILC depends on several important factors:

- Your motivation.
- Your language abilities.
- Your first language.
- Your current level of English.
- Classroom study.
- Personal study at home.
- Engagement and immersion in Newcastle.

Most students take about 150-200 hours to complete one level of the CEFR. To monitor your progress, the ILC assesses your English level in the following ways:

ILC Assessment

You will be continually assessed by your teacher during your studies. Therefore, it is your teachers decision as to when you are ready to change levels.

Teachers monitor your progress each lesson. They produce an end-of-week report detailing successes and areas of improvement. All progress is correlated with the ILC's Open Syllabus.

Whilst your level is the teacher's decision, the ILC encourages you to take ownership of your own learning – evaluate your work, engage in studies at home, practice, practice, practice!

When your teacher feels you are ready to move, they will discuss it with you:

- If you both agree, you will move up the following week.
- If you disagree, your teacher may offer you an end-of-level test to help determine your progress

End-of-Level Tests

The decision to take a test is up to your teacher.

Level tests are available at all levels (A1-C1) and are based on the Open Syllabus.

All results will be discussed with you.

If you fail a level test, you must wait two full study weeks to take another (40 hours of classroom study).

Social Life at the ILC

Studying with the ILC is not all about classroom-based course design! Lessons are the key component of your learning English, but so is enjoying yourself and having a great time whilst visiting England (as well as having the chance to practice what you have been learning!)

The ILC offers regular, exciting social activities. These primarily take place on Fridays after class or over the weekend. We try to offer a variety of activities, so prices can range from £5.00-£50.00.

All activities are attended by a member of staff.



Friday After Class

Examples of what we like to do on a Friday include:

- Going to the beach.
- Having a party.
- Going to the cinema.
- Going bowling.
- Exploring local museums.
- Having a BBQ in the park.
- Playing crazy golf.
- Going rock climbing.



Weekend Activities

Examples of weekend activities include:

- Exploring the city and surrounding areas.
- Visiting Edinburgh, York or the Lakes.
- Exploring ancient castles.



Life in Newcastle

Many students want to explore Newcastle, and England, independently. Making friends outside of the school, visiting places on your own itinerary and finding adventures off the beaten path. The ILC strongly encourages exploring the social life available in Newcastle and beyond.

Lot's To See

Discover a city bursting with things to do, top-notch food, bags of personality and a famously warm welcome.



Take a walk along Newcastle's famous **Quayside**, stroll along the river Tyne and visit one of the many fantastic pubs and restaurants. Crossed by 7 iconic bridges, the Quayside provides as much of an opportunity to take a beautiful selfie as it does to sample delicious local food.

Visit one of the many shopping areas in town, from the modern and fashion-focused **Eldon Square** to the antique and historical **Central Arcade**, there is something to buy for everyone!



Why not take the chance to visit some of the many historical sites in the city, from the 1000 year old **Blackfriars** to the ancient **Castle Keep**, don't forget to explore the hidden world of the **Victoria Tunnels** beneath the city.

British Values & Customs

The ILC encourages all its students to engage with and immerse themselves in British Culture during their stay with us. Not only is this a great way to practice your English, but you may learn something new and even become culturally enriched.

To do this successfully, and to get the most out of your stay, please note some important **values and customs** below:

- Britain is a democracy; every British citizen can influence the political process and each individual is respected as sovereign.
- The rule-of-law is paramount and protects everyone's wellbeing and safety, always follow the rules!
- Freedom to choose a religion and practice that religion is everyone's right. British citizens, and people visiting the country, are expected to respect religious choice.
- Discrimination of any kind, based on faith, sex and gender, age, class or any other personal criteria is not acceptable.
- Queues – the great British tradition. Whether you are in a shop, waiting for a bus, or standing in line at reception, you must stand in the queue and wait your turn.
- Escalators and stairs – please try to stand to the right of the escalators when using them and allow people to pass if they need to.
- Friendliness – British people, especially in Newcastle, are famous for being polite and friendly; they may even start a conversation with you and ask you how you are. However, please do not give out your telephone number or address or accept invitations.
- Please and Thank You – the British are famously polite and we expect the same courtesy from visitors to our beautiful island. Please use them if you ask someone to do something for you, or if they provide help in any other way.



Important Information

Important Telephone Numbers

School Telephone	0191 245 5196
School Emergency Telephone	07458300626
Emergency; police, fire, ambulance	999
NHS Direct (non-emergency health issues)	111
The Home Office	020 7035 4848
Some local taxi services	LA Taxis – 0191 287 7777 Blueline Taxis – 0191 262 6666 Budget Taxis – 0191 298 5050

Crime

Britain is largely a very safe country. However, crime can still happen and the ILC encourages all students to take their safety, wellbeing and protection seriously.

- Do not leave the house with your passport; make a copy and take that with you instead.
- Do not carry very large sums of money on you if you can avoid it.
- Keep your wallet and purse on you at all times.
- If you go out late at night, tell someone that you are going, where you are going and when to expect you back.
- Never leave your drink unattended in bars or clubs.

Important laws you should be aware of:

- The minimum age to buy or drink alcohol is 18. You may be asked to show photo ID if you go to a bar, pub, or nightclub, or buy alcohol in a supermarket.
- It is illegal to smoke in all public places.
- Possession and/or use of all illegal drugs is a criminal offence.
- Stealing from shops ("shoplifting") is a serious offence and shoplifters are prosecuted.
- It is illegal to carry a knife, CS gas or any other offensive weapon.
- You must have a valid ticket, validated Oyster card or contactless bank card to travel on any public transport. You will have to pay a penalty fare if you do not have one.
- There is a fine for dropping litter and cigarette ends. Please put litter in the bin.

If you are arrested

1. Contact the school emergency number.
2. If the police wish to search you intimately, this should be done by a police officer of the same sex and your consent must be given.
3. If the police question you, you have a right to have a solicitor present. You do not have to answer any questions and can remain silent if you wish.

Your rights in police custody:

- Legal representation, free if you are unable to afford it.
- A translator.
- A phone call.
- Food and exercise.
- A warm, clean cell with bedding.
- 8-hours rest in a 24-hour period.

You can only be held for 24 hours without being charged. This may be extended to 36 hours by a police superintendent and 96 hours by a magistrate. Under the Terrorism Act the police can detain you for 14 days.

Where you are charged, bail may be granted, allowing you to leave police custody but under severely limited restrictions, e.g., you cannot travel.

If you have any complaints about how the police have treated you, please discuss these with the school's Designated Safeguarding Lead.

Health

If you need to see a doctor or dentist please speak to the school reception – we will put you in contact with a local GP (doctor) who can assist you near where you live. If the issue is a non-emergency, you will need to make an appointment with your healthcare professional as soon as possible.

For non-serious illnesses, you should attend a pharmacy. The closest pharmacy to the school is:

Boots

150 Northumberland Street

Newcastle

NE1 7DQ

For accidents and medical emergencies please call the Emergency Services on 999. There are a number of excellent hospitals in the local area:

The Royal Victoria Infirmary (city centre)

Queen Victoria Road

Newcastle

NE1 4LP

Tel: 0191 233 6161

Newcastle Freeman Hospital

Freeman Road

High Heaton

Newcastle

NE7 7DN

The ILC strongly recommend that all students take our **medical insurance** for their stay in the UK – this is essential to ensuring the costs of any medical treatment are covered. If you would like more information on medical insurance options, please contact the school.

Fire

In the event of the fire, please follow the signs to the nearest exit and assemble at the following location:

- The main assembly point is **approx.150m from the school, on the corner of Portland Terrace and Hutton Terrace.**

The school has a comprehensive Emergency Plan available on the Student Noticeboard or by asking at reception.