



EC Brighton Student Handbook



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Welcome to EC Brighton!

Thank you for choosing to study at EC Brighton. Brighton is a wonderful city and we will make sure that your stay here is both a productive and a memorable one.

We have prepared this handbook for you to carry with you during your stay.

It contains most of the information that you will find useful when you arrive here. If there is anything else you would like more information about we will be delighted to help, so make sure to contact a member of staff. We will always be there for you.



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A Final Note

1. About Us

OUR MISSION

To be the language school of choice for agents and students in all our destinations.

OUR CORE VALUES

- We love what we do
- We go the extra mile
- We promise what we deliver and we deliver what we promise
- We embrace cultural diversity
- We have a “can do” mentality
- We strive for excellence
- We develop leadership at every level

OUR STUDENT CHARTER

The Student Charter gives information about our commitment to you and how we aim to meet these commitments, it also gives information about what we at EC Brighton expect from you, the student.

Our Commitment to You:

To provide an appropriate learning environment

EC Schools aim to provide an environment suitable for learning, appropriate course materials, professionally qualified teachers and relevant resources for all its clients.

To provide a useful and informative introduction to the school

EC Schools aim to give our clients as much information as is required in order for you to gain the maximum benefit from your time here. Noticeboards around the school are kept up to date and staff are always available to assist if necessary.

Classes and Timetables

EC Schools deliver classes as scheduled. In the event of the teacher being absent, EC will provide a suitable cover teacher. If a suitable replacement teacher cannot be found then EC will provide an alternative time for the lesson at the earliest opportunity.

Accommodation

EC Schools aim to provide accommodation of a high standard. All host families and residences have been selected by the Accommodation Office in order to assure quality of service. Those clients who choose to stay in hotels which are suggested by the school will receive the support of the Accommodation Office.

Comments and Complaints

EC Schools provide regular opportunities for you to comment on all areas of our performance. During your time here, you will be given at least two questionnaires so that you may comment on your tuition, accommodation and any other information you wish to bring to our attention. We will respond immediately to any problems as soon as they are brought to our attention and aim to arrive at a mutually acceptable solution.

Your Commitment to us:

100% attendance

EC recommends that you attend all your classes in order to gain the maximum benefit from your course. For students under the age of 18, 100% attendance is required. Lack of attendance could result in disciplinary procedures.

Attendance is taken by all teachers at the beginning of each module. It is important that students inform Reception when they will be missing school for valid reasons (sickness or attendance at visa immigration offices). Students registering less than 80% attendance will not receive a certificate. Moreover, throughout their stay, students are given a warning if they miss more than 3 modules per week or 10 modules per month. After two warnings, students who persistently miss their lessons will be given a final warning after which they may be expelled from the school. If the student is attending a course at EC under visa conditions, the Visa Immigration office will be informed that the student is no longer following such a course at the school. Students who are expelled are not given a refund or credit.

Your Learning Programme

Teachers will deliver a learning programme appropriate to student needs. We believe in a student-centred approach to learning and encourage all students to take a positive and active approach to their studies.

General Conduct

As an international language school we expect all our students to show consideration for others during their time here in order to promote a positive learning environment for all. Please treat all property with respect and report any damage you may find. We also ask that you familiarise yourself with the fire procedure. (See Fire notices.)

Comments and Complaints

Please inform us immediately of any concerns you may have during your stay either via the questionnaires or by speaking to a member of staff directly.

By following these simple guidelines we hope that your time with EC will be pleasant and memorable.

WHO'S WHO AT EC BRIGHTON

Who everybody is to help you enjoy your stay at EC Cambridge



Stephenie Collins (Receptionist/ Customer Care Officer)

Reception (No. 24 Ground Floor Entrance)

General enquiries, questionnaires, bank and visa letters, bus passes, phone cards, excursions, school facilities, airport transfers, flights and complaints.



Ingmar Albig (Operations Manager)

Operations Manager Office (No. 23 Ground Floor above Cafeteria)

General enquiries, questionnaires, bank and visa letters, bus passes, phone cards, excursions, school facilities, airport transfers, flights and complaints.



Karen Hoyle (Welfare and Accommodation Manager)

Welfare and Accommodation Office (No. 23 Ground Floor above Cafeteria)

Host families, residences, hotels, private accommodation, doctor or dentist, personal problems and pastoral care.



Matthew Ashby (Accommodation Assistant)

Welfare and Accommodation Office (No. 23 Ground Floor above Cafeteria)

Host families, residences, hotels, private accommodation, doctor or dentist, personal problems and pastoral care.



Helen Richardson (School Administrator)

School Administrator's Office (No. 23 Ground Floor)

Bookings, extensions of your stay, deposits and payments.



Caron Broadbent (Academic Manager/ DOS)

Director of Studies Office (No. 24 Ground Floor next to reception)

Courses, lessons, timetable, teaching material, library facilities and first aid.



Dan Steward (Assistant Director of Studies)

Director of Studies Office (No. 24 Ground Floor next to reception)

Courses, lessons, timetable, teaching material, library facilities and first aid.



Timothy Cooke (Academic Coordinator)

Academic Year Office (No. 24 Ground Floor)

AY programme, library facilities and student academic assistance.



James Phillips (Academic Coordinator/Summer Camp Manager)

Academic Year Office (No. 24 Ground Floor)

AY programme, library facilities and student academic assistance.



Jes Camilleri (General Manager/ Principal)

Principal/General Manager's Office (No. 24 1st Floor next to library)

General matters and school policy.

Please do not hesitate to contact any of the above people, at any time, if there is anything you wish to discuss. Make sure that any appointments with staff are scheduled after your class or during break time.

OUR CONTACT DETAILS

Telephone: 01273 694618 Fax: 01273 674775

24-hour Emergency Number: 077144 59205

Postal Address: 24 Portland Place Brighton BN2 1DH

Email: brighton@ecenglish.com

Website: www.ecenglish.com/brighton

2. About the School

LOCATION

EC Brighton is located in 3 buildings at Nos. 23, 24 and No. 5 Portland Place in the heart of the area known as Kemp Town. Nos. 23 and 24 are interconnected and so are generally referred to as No. 24. The school buildings are a few metres away from the elegant Brighton Seafront and only a 20 minute walk along the seafront from the world-famous Brighton landmarks – Brighton Pier and the Royal Pavillion.



SCHOOL FACILITIES

Cafeteria (Lower ground floor No 23 Portland Place):

- Serves snacks, hot and cold drinks and hot lunches
- Well-priced and varied menu catering for a wide variety of tastes
- Take away is also available
- Daily national and local newspapers available for students to read
- If you are having lunch at the cafeteria please place your order during the morning break to avoid queues at lunchtime
- If you are bringing your own packed lunch please do not eat this in the cafeteria. You may eat your own packed lunch in the Conference Room during break (no hot or smelly food please). Kindly clear up after you finish as other students will be using the Conference Room in the afternoon for class.



Library (1st floor No. 24 Portland Place):

- Library contains various books and audio visual material graded according to the different levels for you to use:

RED	= ELEMENTARY
GREEN	= LOWER INTERMEDIATE
YELLOW	= INTERMEDIATE
ORANGE	= UPPER INTERMEDIATE
BLUE	= ADVANCED

- You are encouraged to use it for reading, listening to language tapes and doing your homework.
- You can find general course books, short stories, graded readers, dictionaries, reference grammars and business English books.
- There are student cassettes or CD-ROMS to accompany many of the course books, graded readers and other material available in the library.
- There are also video cassettes or DVDs which accompany video courses.
- Ask your lead teacher or a member of the academic staff if you need help with choosing material.
- Material may also be borrowed to take out of the school against a deposit which will be given back to you on its return.



Computer Room (2nd floor No. 24 Portland Place):

- Open during school hours.
- 20 computers with free email and internet access.
- Wireless internet access is available throughout the building at 23/24 Portland Place. If you have your own laptop that is Wifi enabled you can navigate the internet free of charge on any floor and in any room of this building including the cafeteria.
- You can also use the facilities to practise language skills and advice may be obtained from a member of the academic team.
- Headsets with a built in microphone may be borrowed from Reception against a deposit. The deposit will be given back to you once you have returned the headset.
- If there are other students waiting to use the computers please limit your use of the computers to 15 minutes and please **do NOT download or install any programs** on the computers.



BUS STOPS CLOSE TO THE SCHOOL

The school is located very close to a number of bus stops serviced by some of the more frequent bus routes. The map shows the name of the bus stops and the numbers of the bus routes that stop there. Most buses display the name of the next bus stop they are stopping at, but bus drivers will also be happy to let you know when you need to get off the bus. If you have any queries about which stop to get off at please ask Reception.

AMENITIES CLOSE TO THE SCHOOL

The streets around EC Brighton contain a number of shops and local amenities that students will find useful during their stay. The map shows the most useful of these amenities located close to the school. If you would like information on the location of any amenities not shown on the map please ask Reception.





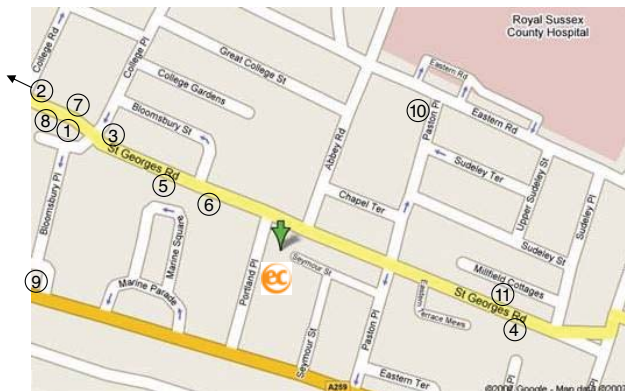
Closest bus-stops to EC Brighton



- a) **Paston Place** (Bus nos. 37, 37A, 37B, 47, 52, 52A)
- b) **Paston Place** (Bus nos. 37, 37A, 47, 52)
- c) **Paston Place** (Bus nos. 12, 12A, 14, 27, 27A, 27B, 27C)
- d) **Paston Place** (Bus nos. 12, 12A, 14, 27, 27A, 27B, 27C)
- e) **Burlington Street** (Bus nos. 12, 12A, 12B, 14, 14A, 27, 27A)
- f) **Kemptown Shops** (Bus nos. 37, 37A, 47, 52)
- g) **College Place** (Bus nos. 1, 1A, 1B, 1C, 7, 14C, 25C, 71, 86, 90)
- h) **College Place** (Bus nos. 1, 1A, 1B, 1C, 7, 14C, 25C, 71, 86, 90)
- i) **County Hospital** (Bus nos. 1, 1A, 1B, 1C, 7, 14C, 25C, 37A, 37B, 47, 52, 52A, 71, 86, 90)
- j) **County Hospital** (Bus nos. 1, 1A, 1B, 1C, 7, 14C, 25C, 37A, 37B, 47, 52, 52A, 71, 86, 90)



Amenities close to the school



1. Pharmacy (Alliance Pharmacy)
2. Post Office
3. Groceries (Co-Op)
4. Newsagent (BTC News)
5. Bookshop (Kempton Bookshop)
6. Hairdressers (Gingko)
7. Bank and ATMs (Lloyds TSB)
8. Dentist (St. George's Dental Practice)
9. Public Payphones (Coins and Cards)
10. Taxi Stand
11. Launderette

A number of other shops and catering establishments can be found along St. George's Road. For more information please contact reception.

ABOUT YOUR COURSE

YOUR FIRST DAY

On your first day at school you will take a placement test and be given a welcome talk by a member of staff. The test allows us to find out which is the right class for you according to your current level of English. The test takes about 45 mins/1 hour. You can then return to your test. After the test you will be placed in the correct class according to your level.

For students coming in on a Cambridge Exam start date, you will be taken to a separate classroom to take a mini FCE exam so that we can predict your placement. The test lasts 3 hours and information about the exam dates ect. will be given to you by your lead teacher. On the Tuesday morning the groups are divided and results and options are talked through with each candidate.



COURSES

- GE20 – 20 lessons of 45 minutes per week = 15 hours
- GE30 (Intensive) – 30 lessons of 45 minutes per week = 22.5 hours
- 1 to 1 (PP) lessons
- Exam Preparation Courses – same as GE20

EXAM PREPARATION COURSES

At EC Brighton we offer Exam preparation Courses for a number of University of Cambridge Exams.

If you wish to take a Cambridge Exam Preparation Course please speak to the Director of Studies and your teacher about the most appropriate one for you. You will then need to pay the School Administrator for your exam in full before the deadline for registration. Exam dates and registration deadlines will be posted on the academic noticeboard in the hallway of No. 24.

You can also take the IELTS and TOEFL exams and details about registering for these exams can also be found on the academic notice board.

COURSE STRUCTURE AND TEACHERS

- You will have 2 teachers during your course.
- You will see Teacher A for 70% (this is your lead teacher) and Teacher B for 30% of your course.
- Teacher A will monitor your progress, give you tutorials (an informal chat about you, where you are with your English and what you need to do to improve) and they will use the course book.
- Teacher B is your skills teacher and you will see them for 30% of your course. Teacher B will not use the course book.
- If you have intensive class or 1 to 1 add-ons, you will have further opportunities to activate your language with the focus on speaking, writing, listening and reading skills with teacher C.
- Everyone will be given homework at least 3 times a week of which one task will be a writing task. Please do your homework.



	Mon	Tue	Wed	Thu	Fri
9:00 - 10:30 (GE20 & GE30)	A	A	A	A	A
11:00 - 12:30 (GE20 & GE30)	A	B	B	B	A
12:30 - 13:30	BREAK	BREAK	BREAK	BREAK	BREAK
13:30 - 15:00 (GE30 only)	C	C	C	C	C

NB This timetable only shows a morning bank. In high season EC Brighton switches to a double-banking timetable (See below). Time of classes may also vary.

TIMETABLE AND CLASSROOMS

- A daily timetable is found on the noticeboard in the entrance hall of 24 Portland Place. All classes are 90 minutes long (2 of 45 minutes each).
- The timetable shows the class level, the teachers, the classroom and the names of the students attending that class.
- All the classrooms are numbered and your timetable will indicate the location of the classroom by the number of the building followed by the number of the classroom (e.g. 24/10 refers to classroom 10 in No. 24 Portland Place).
- The location of classrooms is indicated by signs and also on building plans found on the walls in the public areas.
- Location of classes may change from day to day so please check the timetable noticeboard daily before going to class.
- **In high season EC Brighton switches to a double banking timetable which means that students will alternate between morning and afternoon lessons on a weekly basis.**



ATTENDANCE

- You should attend all lessons during your course.
- If you can't attend class call the school before 8:30am and tell us why. We might be able to help.
- If you arrive later than 15 minutes to class without a valid reason you will be marked as absent and may be refused entry into the classroom.
- No certificate will be awarded if attendance is less than 80%.
- Students with a student visa risk losing their visas if attendance falls below 80%.
- If you keep missing class your course will be terminated at your expense and you will not be allowed to stay in EC accommodation, use the school facilities or attend any EC activities. You will not be refunded for the remainder of your course or accommodation. See our terms and conditions at booking stage.

LEVELS

We have different classes according to the different levels of English of the students attending them. The levels are as follows:

- **ELEMENTARY**
- **PRE-INTERMEDIATE**
- **INTERMEDIATE**
- **UPPER INTERMEDIATE**
- **ADVANCED**

Your level is initially determined by the result of your placement test. It is then regularly assessed by your teacher according to the length of your course. On average students should expect to move up by one level after approximately 12 weeks. Should you wish to discuss your level or have any queries regarding your course then please speak to your lead teacher or the Director of Studies.

COURSE CERTIFICATE

EC awards a course certificate to students on completion of their course. Certificates will be given to you on the last day of your course and you must have attended at least 80% of the course modules. If you are leaving your course earlier than expected then please inform the Academic Department so that they can arrange for you to collect your certificate earlier.

TEACHING APPROACH AND COURSE MATERIALS

The course book is based on a lexical approach; that means you will learn grammar at the same time as vocabulary. Some students are here for a long time and some for a short time. We want all students to improve their English. All learners will have some 'passive' English, which is knowledge of English that they know but can't always activate quickly enough. On a short course we will try to make your 'passive' knowledge 'active' and also work on some new structures and language. For long-term students we will do the same and also put in lots of new language. We anticipate people here for more than 12 weeks should move up a level.



SELF-STUDY

- Self-study facilities are found in our Self-Access Centres (SAC's) and consist of the library and the computer room.
- Ask your teacher A what you can do for self-study. If you want extra materials to borrow please go to the academic office.
- The library is a quiet area to study so no speaking or eating please. Mobile phones should be switched off.
- At certain times of the week a teacher will be here to give extra help with the library and IT.
- The library is also a place where you can borrow books to read in your free time or consult dictionaries and other educational material for your homework and your self studies. In order to listen to the tapes and CDs on display or borrow any of the books please speak to a member of the academic staff.

FREE EXTRA LESSONS

Where you see the orange sign (*classes for free@EC*) we advertise classes for free! These usually include classes on pronunciation, films with English subtitles followed by a discussion and some other classes we think you might find useful. Check the academic noticeboard every week for details.

SOME IMPORTANT RULES

- No smoking anywhere in the school. There is a smoking area outside of the cafeteria (not on the street!).
- No alcohol allowed in the school. No illegal drugs allowed anywhere.
- Attend all your lessons and be on time for class.
- Switch off all mobile phones in class.
- Speak only in English at school.
- No food or drink in class.
- Please be respectful of our neighbours. Do not sit on their door steps, their cars, gather outside their houses or litter the pavement.

ABOUT OUR LEISURE & CUSTOMER SERVICES

ACTIVITY PROGRAMME



EC Brighton organises a variety of social and fun activities during the week. Most of these are free and they provide an excellent opportunity to meet other students in a fun and relaxed atmosphere. In your first week we offer all new students a **welcome event** with members of staff. A very popular evening with students is our **pub night** where each week we organise a visit to a different pub with one of our teachers. Details of the other social activities will be communicated to you during the welcome talk on your first day and information may be found on the noticeboards around the school.

For the weekend you might wish to book tickets for one of the many **cultural and entertainment events** happening in Brighton. There are many theatres, concert halls and clubs to suit everyone's tastes in culture and entertainment and the staff at Reception will be very happy to advise and help you to book for any events. The leisure noticeboards at ground floor level of No. 24 are updated daily with all the major events happening in Brighton.

Alternatively you might wish to visit other UK and European destinations by going on one of the **excursions** run by our partners. Details regarding weekend excursions can be found on the noticeboards around the school. You can book these from Reception where staff will be very happy to offer advice. We strongly recommend that you book as early as possible as spaces on these tours are usually limited.

MONEY AND BANKING

The local currency is the Great British Pound (GBP) also referred to as sterling and 100 British pence make up 1 pound.

All major credit cards are widely accepted although some cards carry transaction charges. The main banks are Lloyds TSB, Barclays Bank, HSBC and Nat West. Banking hours are Mon-Fri 09:00 to 17:00 and Sat 09:00 to 15:00. The closest bank to the school is **Lloyds TSB** which is situated 5 minutes away at 10 St. George's Road and there are also cash machines (ATMs) for you to use.

If you are staying in the United Kingdom for a long period of time you might want to open a bank account. To open a bank account you will need a letter from the school confirming your address and length of stay. For further assistance please contact reception.



VISAS

If you have arrived on an entry visa you may need to extend your visa during your stay. To apply for a visa extension you must have a regular attendance record. Additionally, you need to book and pay for the entire extension of your stay.

If you wish to extend your stay, please contact Reception five working days before your visa expires. Reception staff will help you fill out a form enabling you to extend your stay. Please note that a visa extension can take up to 14 weeks. It is important for you to know the expiry date of your visa. If you attend lessons regularly, we will provide you with a letter confirming that you are an EC student who has a high level of attendance.



POLICE REGISTRATION

Students over 16 from the following countries studying in the UK may have to register with the police:

Afghanistan	Iran	Peru
Algeria	Iraq	Qatar
Argentina	Israel	Russia
Armenia	Jordan	Saudi Arabia
Azerbaijan	Kazakhstan	Sudan
Bahrain	Kirgizstan	Syria
Belarus	Kuwait	Tajikistan
Bolivia	Lebanon	Tunisia
Brazil	Libya	Turkey
China (Peoples Republic of)	Moldova	Turkmenistan
Colombia	Morocco	Ukraine
Cuba	North Korea	United Arab Emirates
Egypt	Oman	Uzbekistan
Georgia	Palestine	Yemen

If you fail to register with the police you can be fined up to £5,000 / or face six months in prison.

You will need your passport, two passport sized photos, £34 in cash and a letter of acceptance from the school. Please contact reception for your Police appointment.

FLIGHT CONFIRMATIONS

Please take your flight ticket to Reception five working days before your departure flight. A member of staff at Reception will help you confirm your flight and confirm the time of your return airport transfer (if required).

BUS PASSES AND PHONE CARDS

You may buy weekly bus passes from Reception. You can also buy phone cards that allow you to phone overseas from a telephone without incurring charges on that telephone line. This is particularly useful if you are staying at a host family; please ensure that you ask before using their telephone.

THE EC JOB CLUB

EC Brighton provides assistance to students looking for part-time evening and weekend work during their stay as long as they are eligible to work in the UK.

ABOUT YOUR WELFARE

FIRE SAFETY

If you detect a fire at school:

1. **Sound the alarm** by operating the nearest fire alarm call point or inform a member of staff

On hearing the fire alarm:

2. **Evacuate quickly and calmly** by the nearest safety route indicated, leaving all your possessions behind
3. **Close all doors behind you** to prevent smoke from spreading
4. **Proceed to assembly point** (which is at the bottom of Portland Place opposite the seafront) with your teacher if you have been attending class

Do not re-enter the building until you are told to do so by a member of staff or a fire brigade officer

FIRST AID

If you have an accident or injure yourself at school you can receive First Aid from one of our qualified staff members (check at Reception). Please report any accidents at school to Reception by filling in a report in the accident book.

MEDICAL ASSISTANCE

If you feel ill or are injured and you need to see a doctor, please contact Reception and we will call a doctor for you. If you do not have your Medical Card or are not an EU citizen there is a charge. You should pay the doctor directly and then claim a refund from your health insurance company (where applicable).

The nearest hospital is Royal Sussex Hospital, located at Eastern Road in Brighton. This hospital has an accident and emergency department where you can receive treatment.



MEDICAL AND PERSONAL INSURANCE

We recommend that you are covered by medical and personal insurance during your stay. For further assistance please contact Reception.

PERSONAL SAFETY

Although Brighton is generally a safe city with a low crime-rate we do not recommend that you walk alone at night in deserted places like the beach or around the Pier. Hitch-hiking is never a good idea and don't leave bags, mobile phones or any valuables unattended. You are also advised not to carry too much cash on you.

EMERGENCIES

If you are not at school and have any kind of emergency call **999**. You can use this number in an emergency, if you need

- the Police
- the Fire Service
- very urgent medical treatment. For example, if you or your friends have a serious accident and you need an ambulance. Do not call this number if you just have a cold!
- the Coast Guard, there are life guards on the beach but if you cannot find one and you can see someone in difficulty in the sea you will need a coast guard.

For all other emergencies call the school 24-hour emergency number **0044 7714459205**.

QUERIES AND COMPLAINTS

We want your experience at EC Brighton to be as rewarding and trouble free as possible, however we are aware that problems may occur. If you have any feedback or wish to make a complaint please come and discuss the issue with the staff at Reception immediately.

We value your opinions very highly and we will ask for yours during your stay with us. You will receive an Initial Evaluation Form during your first week and an End of Course Evaluation Form during your final week. Please complete the form and hand it back to Reception.

If you have any queries, feedback or complaints at any time during your stay you can always, talk to any member of staff.



PERSONAL DIFFICULTIES

We understand that being away from home might prove to be difficult for some. You may need help with a personal problem or simply someone to talk to about a personal situation. Please contact the Accommodation and Welfare Manager or any other member of staff you feel most comfortable with. If we can't help you ourselves we will put you in touch with someone who will.

3. About Living in Brighton

Brighton is an exciting city with many things to do and see, it is very cosmopolitan and there is something for everyone! Many people call it **London by the sea** as London is only about an hour away on the train. It has a population of about 300,000, which can nearly double in the summer months from all the visitors from other parts of the UK and all over the world. The city's full name is **Brighton and Hove**. Hove is the town next to Brighton to the west.

A VERY SHORT HISTORY

Brighton was a small fishing village until about 1750 when bathing in the sea, and even drinking the sea water, became popular. People thought that it would cure them of many illnesses, so a lot of rich people came to Brighton to get healthy. The Prince Regent, who was the son of King George III, came to Brighton and fell in love with the town. He liked it so much that he built a palace here; the **Royal Pavilion**. Brighton became even more popular and many new houses were built in the style typical of the late 18th century. This style is called *regency* and the words *regent* and *regency* are found in place and street names all over the city. The Prince Regent liked parties very much, and this has given Brighton its reputation as a party town!



CLIMATE

Being located on the south coast of the UK, Brighton enjoys some of the best weather in the UK. The UK has four main seasons and in each one Brighton looks beautiful. In spring the city is awash in colour with the flowers in full bloom, the trees blossoming and the city buzzing with the many festivals it hosts in May. Autumn is equally beautiful with the trees changing colour and the mornings crisp with frost. Winter does not normally bring snow but it does snow occasionally even in Brighton. Finally summer brings the city alive with so many flocking to it from all over the country to enjoy its great beaches and the breathtaking sunrises and sunsets over the horizon.

LOCAL CUSTOMS

Here are some things you should always remember to do in the UK:

- say *please* and *thank you*
- queue, for example, when waiting for a bus or taxi, or going to a disco or night-club
- offer your seat to an old or pregnant person when you are on the bus or train
- have your bus-pass ready when you get on the bus
- be aware of other people, make sure there is room for other people to pass when you are meeting friends on the pavements and anywhere outside
- try to smile when speaking to people you do not know, it takes little effort and can make a big difference!
- do not drop litter in the street
- do not drink alcohol on the street or beach

It is important to remember that it is illegal for anyone under the age of 18 to buy alcohol anywhere. Possessing and using illegal drugs is a very serious crime in the UK, as in most places in the world. **DO NOT DO IT!**

You are not allowed to buy cigarettes if you are under 18 years old either. No smoking is allowed in indoor public places anywhere in the UK!



GOING OUT

Brighton has something for everyone. There are discos, clubs, pubs and bars for all tastes. Brighton is very easy going and you may see some surprising things that you would not see in your own town.

The **King and Queen** pub is very popular with students and the beer is cheaper than other pubs! Many places have cheap nights for students and you can find details of these nights in the many free Brighton magazines. In the library there are some Brighton guides, have a look. Please note that the law requires you to be 18 years of age to drink alcohol. Please carry an identification document with you at all times. Moreover from July 2007 you will not be allowed to smoke in public places. Drugs are illegal everywhere in the UK.

For mainstream films there are the **Cineworld Cinemas** at Brighton Marina, and the **Odeon** complex at Kingswest. There is also The **Duke of York's Picturehouse**, which shows art-house films and world cinema.

How about a visit to the theatre! The **Theatre Royal** in New Road shows many productions before they appear in London. Some of the country's finest actors have appeared there.

If you like live music there are many places to go. **Concorde 2** in Madeira Drive, the **Komedia** in the North Laine and **The Albert** in Trafalgar Street are just a few of the popular places to visit if you want to see local bands. **The Brighton Centre** and **The Dome** regularly show concerts by the latest pop groups and international acts.

The popular Brighton festival is in May and you will find music, theatre and dance performances from all over the world.

EATING OUT

British food is not just fish and chips and mushy peas. But if you want to try it go to Brighton Pier, or to **Harry Ramsden's** restaurant just over the road from the Pier. Some of the best food is served in pubs, it is not expensive and you must try a traditional Sunday roast dinner!

The UK has embraced many different cultures when it comes to food, there are many restaurants and even supermarkets dedicated to various cuisines from all over the world.

If you are in a self-catering residence you might wish to cook your own food and the main supermarkets are **Sainsbury's**, **Tesco** and **Asda**. These superstores tend to be open from 8:00am until 22:00. Many though are 24 hours, except on Sundays and bank holiday when most stores are only open 9:00 until 16:00.

There are also various local shops where you can buy bread and milk that are located close to the school and on many streets throughout Brighton and these tend to be called **Co-Ops**. You may also buy some daily groceries from off-licence shops but these tend to be a more expensive.

PLACES OF WORSHIP

Brighton and Hove has places of worship for those of most World faiths. The following are the most popular but there are many others. Please ask Reception for more information:

ANGLICAN

ST PETER'S CHURCH, YORK PLACE, BRIGHTON – Sun 9.30am, 10am & 6pm

ALL SAINTS C OF E CHURCH, THE DRIVE, HOVE – Sun 8am & 10am

CATHOLIC

ST MARY MAGDALENE, UPPER NORTH STREET, BRIGHTON –
Sun 10.30am & 5pm (after the 5pm mass you are invited to get together and chat)

CHURCH OF THE SACRED HEART, NORTON ROAD, HOVE – Sat 6pm,
Sun 9.30am, 11.30am & 5.30pm

CHRISTIAN

CHRISTIAN OUTREACH CENTRE, NORTH STREET, PORTSLADE –
Sun 10am & 7pm

CONNAUGHT CHRISTIAN FELLOWSHIP, 131 LEWES ROAD, BRIGHTON

GREEK ORTHODOX

CHARLTON HILL, BRIGHTON

JEHOVAHS WITNESS

KINGDOM HALL OF JEHOVAH'S WITNESSES AT 180 WARREN ROAD,
WOODINGDEAN, BRIGHTON

JEWISH

BRIGHTON & HOVE HEBREW CONGREGATION, 31 NEW CHURCH
ROAD, HOVE – Sun 8.30am

BRIGHTON & HOVE PROGRESSIVE SYNAGOGUE, 6
LANSDOWNE ROAD, HOVE

MUSLIM

AL MEDINA MOSQUE, 24 BEDFORD PLACE, BRIGHTON

ISLAMIC CENTRE AND MOSQUE, 150 DYKE ROAD, BRIGHTON

BUDDHIST

THE BUDDHIST CENTRE, 17 TICHBORNE STREET, BRIGHTON

SIGHTSEEING

Well, where do we begin here? Starting with the city itself, there is Brighton Pier and of course the **Royal Pavilion**. The oldest part of the city, dating from the 17th century and earlier, is The **Lanes** which are a maze of tiny streets packed with antiques shops, bars and restaurants. The **North Laine** area is a little further to the north and again has many bars, restaurants and interesting shops. **Brighton Museum** near the Royal Pavilion is also very interesting, especially for those of you who are interested in style and fashion through the ages.

The Sussex countryside which surrounds Brighton and Hove is beautiful, and there are countless small towns and villages which are ideal places to get away from it all, sit in a pretty pub enjoying locally brewed beer or having a typically English cream tea! If you do not want to get away from it all but want to get right into where the action is, do not forget that London is only an hour away by train from Brighton Station. For all other trips to places like Oxford, Cambridge and beyond, these can be arranged through the school.



SHOPPING

As we mentioned in the sight-seeing part, the **Lanes and North Laine** area have some very interesting little shops, but if you want to go to one of the bigger shopping areas, you must visit Churchill Square, which is our shopping centre. Here you will find many popular high-street shops, some of which you will have in your own country. Western Road is also a very popular shopping street and you can find it in front of **Churchill Square** running west with many more famous British shops, like Marks and Spencer, Debenhams department store **Top Shop**, **Primark**, **Zara** and the very popular **Pound Land** where everything is only £1! Most shops are open all day from 9:00 to 17:30 Monday to Saturday. Many larger stores also open on Sunday from 12:00 to 17:30.



SPORT AND EXERCISE

There are many places to work off those extra calories gained by eating too many chips and drinking too much beer. Gyms such as **Riptide** situated on the beach at the bottom of West Street, **David Lloyd** at the marina, and **LA Fitness** near Brighton Station are very popular and some offer student discounts. There are also gyms and swimming pools in the many hotels. Two of the swimming pools are The King Alfred in Hove, and The Prince Regent (see, there he is again!) near the North Laine. But hang on a minute, there is an even bigger one just on the beach. Yes, the English Channel! A bit cold you might say but it certainly gets rid of any persistent hangovers! Be careful of the tides and under-sea currents though!

Alternatively you could go bowling at the **Bowlplex** located at Brighton Marina, a stone's throw away from the famous Brighton Pier. The centre is one of the largest Bowlplex sites with 26 computerised bowling lanes.

COST OF LIVING

You might find that things in England are more expensive than in your own country, so here is a little guide for you.

- bus fare- £1.80 one way, £3.60 return, anywhere in the city
- a loaf of bread- 80p-£1.50
- pint of beer in a pub- £3.20
- can of beer in a shop- £1.00
- bottle of wine in a shop- from £4.00
- glass of wine in a bar- £3.00
- glass of cola in a bar- £1.50
- can of cola in a shop- 60p
- packet of cigarettes- £5.40
- Chocolate Bar- 40p
- newspaper- 30p-60p
- large carton of yoghurt- £1.00
- 5 bananas, oranges or apples- £1.00-£1.50
- packet of cheese- £2.00

The prices are approximate and vary from place to place. But do not be alarmed at the prices, there are some shops where everything costs £1.00!

COMMUNICATION

Post



The closest post office is on St George's Road. At the post office you can purchase envelopes and stamps. Post offices are open from 9:00 to 17:30 Monday to Friday and 9:00 to 12:30 on Saturdays.

Should you wish to receive a parcel or mail while you are here, please have it sent to EC Brighton at our address which is 24 Portland Place, Brighton BN2 1DH, UK. Mail is delivered to our school in the morning. Please note however that the school cannot be liable for any letters or packages that are sent to EC Brighton. Any mail sent to the school for students is sent at the student's own risk. You can find letters on the "Student Post" board at reception.

You can send mail at the post office or at any of the public mailboxes which are coloured red. To ensure that you have placed the correct amount of stamps on your letter or parcel you should go to the post office where guaranteed delivery and registered post services are also available.

Telephone

BT (British Telecom) is the UK's major provider of telecommunications. There are many public telephone boxes around the school and are indicated in the map showing the amenities close to the school. Some telephone boxes are coin operated but the majority take both coins and phone cards. Phone cards may be purchased from Reception for £5 and may be also used to call from host family telephone lines without the host family incurring any charges.

There are many mobile phone companies to choose from in the UK. The largest operators are Orange, Vodafone, T-Mobile, Virgin and O2. There are many mobile phone shops located in the City Centre and if you intend to use your mobile phone frequently it is recommended that you purchase a UK sim card from one of the above operators who will be happy to help and advise.

Remember that the UK's country code is **0044**.



TRANSPORTATION



Bus Service

Brighton boasts an efficient and extensive bus service network. Some routes also operate night buses. Tickets for buses may be purchased from the bus drivers on boarding the bus or you may wish to purchase a pass in advance. Bus passes are available from Reception. Bus tickets are as follows:

- single tickets £1.80 before 9am on weekdays (from driver)
- day saver tickets £3.60 for unlimited journeys for 1 day (from driver)
- 7 day bus pass (1 week) £16 (available from reception)
- 4 x 7 day bus pass (4 weeks) £50 (from reception)
- 3 month bus pass £130 (from One Stop Travel. Ask at reception for directions)

Please note that these rates are subject to changes and not applicable to night buses so please consult Reception on arrival.

Bus route maps are available from Reception and there are various bus routes passing close to the school. The map opposite shows the location and the name of the closest bus stops. Many buses display the name of the next stop they are stopping at by means of an electronic board inside the bus. If in doubt ask the bus driver to tell you when the bus is about to arrive at the bus stop you wish to get off at.

Taxis

Taxi service is available throughout the city. If you need a taxi we recommend you call **City Cabs** on 01273 205205. Always take a taxi with a licence plate number located at the back of the taxi and if you are not sure do not use it.

Cycling

A cheap and eco-friendly alternative to get around Brighton is to cycle. Brighton has a number of roads with cycle lanes and many people cycle to work regularly. Should you wish to hire or even purchase a bike there are several cycle shops in Brighton. If you do hire or purchase a bike then make sure that you secure it with a bicycle lock. Also make sure you have lights on your bike as it is a finable offence if you are caught by the police cycling without lights.

Car Hire

Most rental companies require that you be at least 25 years old, have an international or European driving licence, a second form of identity and a major credit card. The price to rent a car varies according to the season. For more information contact Reception. There are a number of car parks in the city centre and you will need to pay for on street parking in most areas.

Traffic Regulations

In the UK we drive on the left and there is a speed limit of 70 miles per hour on motorways, 60 miles per hour on main roads and 30 miles per hour inside villages, towns and cities. Wearing of seatbelts at all times (even in back seats) is compulsory and there are strict laws and heavy penalties for drinking and driving.

Travel outside Brighton

Should you wish to travel outside Brighton you may either take a coach or a train. The best coach service is provided by National Express and tickets may be purchased from **One Stop Travel** at the Old Steine. Coaches depart and arrive at the Coach Station located just opposite the Brighton Pier on the Old Steine. We recommend that you book coach tickets in advance and please ensure that you wear your seat belt on the coach as this is compulsory.

Alternatively you may wish to catch a train to various parts of the UK from Brighton Station from where tickets may be bought in advance or ust before your journey. Remember London is only 55 minutes away by train!

If you would like coach and train information please contact Reception.



IMPORTANT TELEPHONE NUMBERS



EC Brighton Numbers:

EC School	01273 694 618
Emergency phone number	07714459205

United Kingdom Emergency Number:

Ambulance, Fire or Police	999
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Useful Numbers

Directory Enquiries	118118
Royal Sussex Hospital	01273 696 955
Hove Police Station	0845 60 70 999

Embassies and Consulates

Austria, Embassy of	0207 2403535
Belgium, Embassy of	0207 2403535
Brazil, Embassy of	0207 3999000
China, Embassy of the People's Republic of	0207 2994049
Colombia, Embassy of	0207 5894718
Cyprus, Embassy of	0207 4998272
Czech Republic, Embassy of	0207 2431115
Denmark, Embassy of	0207 3330200
Egypt, Embassy of	0207 4993304
Finland, Embassy of	0207 8386200

France, Embassy of	0207 0731000
Germany, Embassy of	0207 8241300
Greece, Embassy of	0207 2293850
Hungary, Embassy of the Republic of	0207 2355218
Italy, Embassy of	0207 4954171
Japan, Embassy of	0207 4656500
South Korea, Embassy of	0207 2275500
Libya, Embassy of	0207 5896120
Lithuania, Embassy of	0207 4866404
Luxembourg, Embassy of	0207 2356961
Mexico, Embassy of	0207 4998586
Morocco, Embassy of	0207 2253862
Netherlands, Embassy of	0207 5903200
Norway, Embassy of	0207 2456993
Poland, Embassy of	0207 2403535
Portugal, Embassy of	0207 2355331
Romania, Embassy of	0207 9379666
Russia, Embassy of	0207 2292666
Saudi Arabia, Embassy of	0207 9173000
Sweden, Embassy of	0207 9176400
Switzerland, Embassy of	0207 6166000
Tunisia, Embassy of the Republic of	0207 5848117
Turkey, Embassy of	0207 3930202
Ukraine, Embassy of	0207 7276312

4. About your EC Accommodation

Living with a host family

Staying with a host family is a fantastic way to learn about British culture. It also enables you to practise your English. It will help you to settle in if you ask your host family about their daily routine. The more you talk to your host family, the fewer problems you'll have. If you have any questions or if you are unhappy about your host family then contact the Accommodation office as soon as possible. Do not wait until the end of your stay.

Your host family will provide you with breakfast and an evening meal every day, which may be at set times. If you are going to eat elsewhere please let your family know beforehand. Also, be sure to tell your family if there is any food that you don't like or are allergic to. The food is likely to be different from what you are used to eating at home – a great opportunity to try new flavours.

Your host family will take care of washing your bed linen and towels once a week. You are also entitled to one free load of washing per week. Please note however that ironing is not included.



DO...

- practise English with your family.
- remember that you are living in somebody's house. Make your own bed and keep your room tidy.
- tell your host family if you expect to miss a meal.
- let them know if you expect to come home late.
- ask your host family before using the kitchen.
- ask before using the telephone and offer to pay the family for any calls you make.
- offer to pay if you break or damage something.

DON'T...

- give your front door key to anyone.
- invite friends home without asking your family first.
- treat your host family like employees!

Living in a residence

- Rooms are cleaned every second week.
- Bed linen and towels are provided. Bed linen is changed every second week but the towels are the student's responsibility to wash.
- Look after your keys. Don't give them to anyone, and if you lose them, please report this to the Accommodation office. You may be charged a replacement fee.
- If something is not working or broken in your residence, please inform the Accommodation office.
- For your own security do not bring other people into your residence. Make sure that valuables and expensive items are locked away.
- Be sensitive to other students in the residence and your neighbours especially late at night by keeping noise levels down to a minimum.
- Keep kitchens clean.
- Student parties are not allowed at any of the residences under any circumstances.
- No guest is permitted to stay over night. If you have a guest who would like to stay over night please contact the Accommodation Manager who may be able to suggest alternative accommodation.
- **If your accommodation has not been provided by EC please speak to the staff at the accommodation office to register your address on arrival. They will also be able to advise you on implications of living in bed-sits or flats in case of difficulties.**

AND FINALLY

We hope that this handbook will prove to be a useful guide during your stay at EC Brighton. We would like you to return home with a better knowledge of the English language and with many fond memories of a great time spent in the company of the new friends you've made during your stay. We hope to see you back shortly. Keep in touch!





CHEAP International Calls from your mobile

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Step 1

Text

ecbrighton

ecbrighton

Step 2

To

80041

80550

Step 3

**Receive a text with your access number.
Dial this access number followed
by your international number.**

Don't press the call button once you have entered your number, you will automatically be connected.



Charges are standard rate plus your network charge

**For calling rates or any other
info please ask at reception**

STUDENT DISCOUNT

SEE THE LATEST FILMS CHEAPER AT ODEON.

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*Prices correct at time of printing.

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