

## Information for Students



*Address:* Glasgow School of English, 2<sup>nd</sup> Floor,  
180 Hope Street, Glasgow, G2 2UE  
*Office telephone:* +44 (0) 141 353 0033 (8.30am-5pm)  
***Emergency telephone:* +44 (0) 776 388 7151**  
*Email address:* info@glasgowschoolofenglish.com

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## Your First Day at School

Please report to the reception office.

Please bring:

- Pens, pencils and a notebook
- your passport or ID card
- your payment (cash or credit card)
- a photograph for your student card

We will take you to your classroom and tell you your teacher's name.

**Morning classes-** Please arrive at the school at **8.45am**:

Your class starts at 9.00. There is a 15 minute break between 10.30 and 11.00. Your class finishes at 12.15.

**Afternoon classes-** Please arrive at the school at **13.00**:

Your class starts at 13.15. Your class finishes at 14.45.

**Summer Timetable-** Please note in the summer months (July and August) timetables may change. You will be informed of this at the time of booking.

After class, please come to the reception office. We will take you and all new students to a classroom where we will:

- finish paperwork
- take a photocopy of your ID/passport
- tell you about the school
- show you the school
- answer any questions you may have

The reception office is open from 8:30 and closes at 17.00. If you have any questions you can come and see us in the reception.

The people who work in the Reception staff are:

- **Sherisse MacIntosh** – School Manager & Welfare Officer
- **Jessica Cleary** – Student services
- **Ricky Kemp** – Student Services

In the teacher's room you will find:

- **Vicki Craig-Ariyo** - Director of Studies
- **Kay Clark** – Senior Teacher

## Arriving in the UK

Make sure you have your **student entry clearance BEFORE** you travel to the UK.

Please see: <http://www.ukcisa.org.uk/International-Students/Preparing--planning/Visas-and-immigration/>

If you are unsure about what you can bring into the UK you should check with your local British Embassy or High Commission, **before you begin your journey.**

You can also find information about UK Customs and Excise on their website: <http://www.hmrc.gov.uk/customs/banned-restricted.htm>

## Arriving in Glasgow

If you arrive at an **airport**, you pass through **immigration control** first. There are usually two main queues: one for EU and one for everyone else.

Make sure you join the correct queue.

After passing through immigration control, you will be able to collect your **luggage.**

- At most airports baggage is unloaded on to one of a number of carousels in the baggage collection area.
- Look for your flight number and the place where you departed from above one of the carousels and wait for each item of your baggage to appear.
- If any item does not come through, find a representative of the airline you travelled with and fill in a lost baggage form.

When you have collected your luggage you must pass through **customs control.**

You will have to join queues:

- the **green** channel if you have **nothing to declare**
- the **red** channel if you have **goods to declare**

Use the **blue** channel if you have arrived from an airport within the European Economic Area where you have already cleared your **entire** luggage through customs control.

If you need to find a place to pray, there is a prayer room on the right as soon as you come into the international arrivals lounge.

## Costs

Your initial expenses may include:

- transport
- a hotel (£40 or more per night)
- food
- deposit for accommodation
- warm clothing

For these expenses bring approximately **£250** in British currency with you, together with a credit card.

**Try to avoid carrying too much cash in case it is lost or stolen.**

Please note that the following is a rough guide to **costs per month** for a single student in self-catering accommodation.

Expenses	Cost GBP (£) per month
Accommodation (in self-catered halls including bills other than laundry and telephone)	590
Laundry	15-18
Telephone	20-40 (depends on usage)
Food	230-275
Travel (buses, trains)	50-100
Books, supplies, stationery	40-70
Clothing	35-55
Personal expenses	20-35 (inc toiletries)
Miscellaneous	40-70 (entertainment)
<b>TOTAL</b>	<b>£1,000+ per month</b>

British currency is **pound (£)** sterling made up of **100 pence (p)**.

**Paper notes:** £100, £50, £20, £10, £5.

**Coins:** £2, £1, 50p, 20p 10p, 5p, 2p and 1p

There is no limit to the amount of money you can bring into the UK, but your own country may operate controls. If so you must start making arrangements for transferring money **before** your course is to begin.

If you are travelling to the UK from a country **outside** the European Union and are carrying more than **10,000 Euros** with you in cash, cheques or a banker's draft you will need to **declare** this to customs.

Forms to make the declaration will be available when you arrive. You will be given a copy of the completed form, which you should keep safely as evidence that you have made a declaration. A penalty of up to £5,000 can be imposed if you do not make this declaration or provide incorrect information.

## Weather

Glasgow has a fairly stable climate with warm summers and mild winters. Glasgow is cloudier and wetter but warmer than other parts of Scotland. Periods of extreme heat or cold are unusual and usually of short duration. Rainfall may occur during all seasons and rapid weather changes may take place over a period of a few hours. You will need warm, waterproof clothes and shoes for the winter.

### Average temperature

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year
°C	3.5	3.8	5.0	7.3	10.3	13.3	14.6	14.2	12.0	8.9	5.6	4.1	8.5
°F	38.3	38.8	41.0	45.1	50.5	55.9	58.3	57.6	53.6	48.0	42.1	39.4	47.3

### Average rainfall

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year
mm	111.1	78.2	71.0	60.2	65.7	73.0	94.7	108.0	103.7	115.7	106.2	116.7	1104.8
inches	4.4	3.1	2.8	2.4	2.6	2.9	3.7	4.3	4.1	4.6	4.2	4.6	43.5

Source: [www.worldclimate.com](http://www.worldclimate.com)

## Medical services

### Doctor

If you are a full-time student in Scotland studying more than 6 months, you will not have to pay NHS (National Health Service) medical charges. However, Glasgow School of English recommends that all students take out a health insurance policy before they arrive in the UK.

This means that consultations with a doctor and hospital treatment **will not cost you anything**. This also applies to your spouse and family here with you in Glasgow.

If your income is very low, it may be possible to get help with health costs. You should complete a HC1 form which can be obtained from your GP.

Chemists' shops are open during the normal business hours (09:00 to 17:00), but they also operate a rota system to cover late opening, Sundays and public holidays.

Shortly after you arrive in Glasgow you must register with a GP near your home - Please do not wait until you are ill!

**How to register** – The school will write you a letter to take to the doctor and give you a map so you can find it.

The National Health Service has a policy of immunising against Meningitis 'C' and we recommend that all students who have not been vaccinated have this done before leaving home.

If you feel unwell and can't wait until your GP surgery opens you can call **NHS 24** on **08454 24 24 24**.

### Dental treatment

When making your first appointment with a dentist, you should first of all check that he/she will accept you as a patient under the National Health Service.

If not you may be treated as a private patient which will cost much more than the National Health Service charge.

**Please note that you must be registered with a doctor to be entitled to treatment from a dentist under the National Health Service.**

### Eye treatment

If you want to have your eyesight tested, make an appointment for a test with any qualified optician. This is a free service. If they are required, spectacles will be supplied by the optician, but the cost will depend on the type of frame and lenses you choose.

## Transport

For information visit: [www.travelinescotland.com](http://www.travelinescotland.com) or call Traveline on **0870 608 2608**.

Buses are usually cheaper than trains but you can get special prices on trains if you book in advance.

**We recommend that you bring a passport sized photograph to the UK so that you can buy a travel pass quickly and easily.**

### Buses

The main bus station is Buchanan Street Bus Station.

You can get bus information there, from Strathclyde Passenger Transport (SPT), and libraries.

Buses only stop at bus stops.

- **To stop a bus and get on it:** Put your hand out to stop the bus.
- Have plenty of loose coins because you need to have the **exact money** as drivers do not give change. Fares vary according to the distance or stages travelled. The bus driver will tell you how much the journey will cost.
- Keep your ticket during the journey as sometimes Inspectors carry out checks.
- Children pay approximately half the adult fare.
- **To get off a bus:** When you are near your destination press the bell and move towards the door near the driver. Use the same door for ascending and descending.

If you have to travel on the bus often it may be cheaper to buy a weekly or monthly travel card. You can get these at any SPT travel centre, R S McColl newsagents and many other shops.

### Trains

There are two main train stations – **Glasgow Central** and **Glasgow Queen Street**. There are ticket and information offices in both stations.

- Glasgow Central has trains to England, the south and the west of Glasgow.
- Glasgow Queen Street station has trains to Scotland, the east and the west of Glasgow.

Further information on train times from 0845 748 4950 (24 hours) or visit [www.thetrainline.com](http://www.thetrainline.com)

### Underground

In Glasgow the underground is called the **Subway**. It provides a circular service which links 15 stations.

The **Outer Circle** runs in a clockwise direction and the **Inner Circle** in an anti-clockwise direction.

**Monday to Saturday** trains run from 6:30 to 23.30 and **Sunday** from 11:00 to 18:00

You can buy tickets from the ticket office or from an automatic ticket machine. 1 journey costs £1.20.

An all day ticket (1 day unlimited travel) costs £2.60.

The closest Subway station to Glasgow School of English is Buchanan Street.

## Police

- The police in Glasgow are part of Police Scotland.
- There are police stations in all areas of Glasgow.
- Their job is to prevent and investigate crime and to protect life and property.
- The police are not a military organisation and are not part of the armed forces.

## Police Registration

If your UK visa states that you must “register with the police” you must do this within **7 days**.

The office will give you a letter to take and a map so that you can find the police station (it is close to the school).

You will need to take:

- your passport
- one recent passport-sized photograph
- your letter from the school
- £34 registration fee

## The UK Law

The laws in the UK may be different from those in your home country. This especially applies to the use of tobacco, alcohol and self-defence sprays:

### Drugs

- You must not carry drugs with you of any kind (unless prescribed by a doctor), or use any illegal drugs including cannabis, ecstasy, LSD or amphetamines.

### Weapons

- It is illegal to carry any sort of weapon including knives, self-defense CS gas sprays, guns or stun guns.

### Smoking

- It is against the law to smoke in virtually all 'enclosed' and 'substantially enclosed' public places and workplaces in the UK.
- If you don't comply with the smokefree law, you will be committing a criminal offence and will be fined if caught.
- In Scotland the minimum age for sale, purchase, and possession in a public place is 18.



## **Drinking**

It is against the law:

- To sell alcohol to someone under 18, anywhere.
- For an adult to buy or attempt to buy alcohol on behalf of someone under 18
- For someone under 18 to buy alcohol, attempt to buy alcohol or to be sold alcohol in any circumstances.
- In the Strathclyde region that includes Glasgow, the consumption of alcohol in public places has been illegal since 1996. Breaking this law can mean a fine. This ban was enforced due to the increase in drink-related violent crime
- ScotRail – it is prohibited to carry and consume alcohol on its services between 21:00 and 10:00.

## **Shoplifting**

You must always pay for anything you want from a shop. Shoplifting is considered a form of theft and is subject to prosecution.

## **Theft**

Theft is the taking and appropriating of property without the consent of its rightful owner or other lawful authority. This could result in your arrest.

## **Gambling**

It is illegal to gamble if you are under 18.

# **The UK Law for International Students**

The laws and regulations in the UK may also be different from those in your home country with regards to littering, driving, sexual relations and theft and stolen property:

## **Littering**

- Make sure you use a litter bin and if there aren't any litter bins, take your litter home with you and dispose of it properly!
- Dog owners have a responsibility to clean up after their pets.

- Dog Fouling and dropping litter are criminal offences in the UK and you could be fined if caught.

### Driving

- Do not drink and drive as it will seriously affect your judgment and abilities.
- You **MUST NOT** drive under the influence of drugs or medicine. Check the instructions or ask your doctor or pharmacist. Using illegal drugs is highly dangerous.
- The British drive **on the left** hand side of the road, all overtaking is therefore **on the right**.
- Following vehicles are obliged to keep a set distance from those in front and drivers must give way, generally speaking, to vehicles on the right.
- Seat belts must be worn at all times in both the front and back seats.
- Speed limits are rigorously enforced, and special cameras are in use.
- Visitors to the United Kingdom may drive rental cars using their national licence, provided it is in a language which uses Roman letters and numbers.

### Sexual Relations

In Scotland the age of consent to any form of sexual activity is 16 for both men and women, so that any sexual activity between an adult and someone under 16 is a criminal offence.

All legislation can be accessed at [www.legislation.gov.uk](http://www.legislation.gov.uk)

### Emergency

- In an emergency you will need the **police, ambulance or fire department**.
- **Call 999** and tell the operator who you need.
- You will need to give your address.

If you have problems that are **not emergencies** but you need **immediate help** with outside of school, call: **0776 388 7151**.

### Banks

Open 09:00- 17:00.

Glasgow School of English recommends that all students go to **HSBC** bank for a **Passport Account**.

See: [www.hsbc.co.uk/1/2/personal/current-accounts/passport](http://www.hsbc.co.uk/1/2/personal/current-accounts/passport)

**If you would like to open an account with another bank, you will need to provide the bank with proof of your address.**

## Other useful information

### Electricity

In the UK standard voltage is 240V AC, 50Hz. You will need an adaptor if you are bringing electrical items from your own country.

If you rent or buy a home in the UK, there are different energy companies who will sell you gas and electricity. You can choose which company you like.

For information about each company visit [www.uswitch.com/Energy](http://www.uswitch.com/Energy)

In some homes you pay for energy before you use it with a card. In other homes you pay after by cash or Direct Debit.

### Post Offices

Open **Monday to Friday** 9am-5.30pm and **Saturday** 9am-12.30pm (the main post office in St Vincent Place is open till 5.30pm on Saturdays). Post Offices are closed on Sundays.

You can buy stamps and phone cards here.

### Telephones

- Most public telephones take coins (10p, 20p, 50p, £1) with a minimum charge of 20p.
- Many also take cards and have email and internet access.
- 0800 numbers and 999 (emergency number) are free from public telephones.

### Mobile phones

There are several companies that provide **mobile phones such as** 3, EE, O2, Vodafone, and Tesco. There are a choice of packages and prices.

- It is best to look and compare.
- In some packages you will be contracted to the same company for a set time.
- Other packages you will buy your phone and will 'top up' your credit.

### Time

- The UK uses Greenwich Mean Time.
- AM means morning and PM means afternoon.
- From late March British Summer time starts and clocks are put forward 1 hour.
- Most public transport timetables use the 24-hour clock.

### Weights and measures

The **metric** system is used but non metric system is also common.

Distances are shown in miles. Food, drink and petrol are sold in metric measures.