



celt

CENTRE FOR ENGLISH
LANGUAGE TEACHING

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Guidelines for Students (Adult Centre) 2019

Welcome to Wales! We at CELT hope that you will enjoy your language course. This welcome pack contains advice and information to make your stay as enjoyable as possible.

The Tuition Programme

At CELT, you will study grammar, vocabulary, and pronunciation along with the 4 skills of reading, writing, listening, and speaking. We follow the communicative method of teaching, so there will be lots of opportunities to practise your English.

In the mornings (AM CLASS), you study General English with the same teacher every day. You need a **coursebook**, which you can buy (£30 - £35) or borrow (£10 deposit) in Reception. Your teacher will use the coursebook in your lessons, but will also use other materials.

In the afternoons (PM CLASS), you can study skills-focused General English or IELTS/examination courses. You have different teachers and you do not need a coursebook. There are no Friday PM classes. If you are taking IELTS and would like CELT to book an exam for you, please ask in Reception. There is a £15 admin fee.

Weekly Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
9.15 – 10.15	AM CLASS	AM CLASS	AM CLASS	AM CLASS	AM CLASS
10.15 – 10.30	Break	Break	Break	Break	Break
10.30 – 11.30	AM CLASS	AM CLASS	AM CLASS	AM CLASS	AM CLASS
11.30 – 11.45	Break	Break	Break	Break	Break
11.45 – 12.45	AM CLASS	AM CLASS	AM CLASS	AM CLASS	AM CLASS
12.45 – 13.45	Lunch	Lunch	Lunch	Lunch	Free time
13.45 – 14.45	PM CLASS	PM CLASS	PM CLASS	PM CLASS	
14.45 – 15.00	Break	Break	Break	Break	
15.00 – 16.00	PM CLASS	PM CLASS	PM CLASS	PM CLASS	

To study English, you need:

- a coursebook



- pens/pencils



- a notebook



Classroom Rules

DO



- be on time



- be active in class and work together



- be kind and respect people



- speak English!

DON'T



- be late or miss class – **you must have 80% attendance to get a certificate**



- have coffee, food or chewing gum in class – only water please!



- text or speak on your mobile phone (phones are sometimes used in class to help learning)

Tutorials

Students at CELT for 8+ weeks have a **tutorial** with their teacher. The tutorial is a meeting to review what you have studied, ask questions, and to set your learning goals.



Attendance

Students must attend **80%+** of the course to receive a **certificate** at the end. If you go under 80%, the Director of Studies will offer support. Your sponsor/agent/parents will be informed. There is a 5-step process to improve attendance which is explained on a poster in every classroom. If your attendance still remains under 80% at the end of this process, you may be asked to leave the school.



Lateness

You must contact CELT if you are late by email or phone; +44 2920 339290. If the door is closed, you cannot enter the class. You must wait for the next break.

Behaviour

If someone causes offence or risk to another person or property, the teacher can ask a student to leave the classroom. If a student breaks the law, shows repeated disrespect, abuses or bullies someone, or is stopping other students from learning, CELT will ask the student to leave without any refunds. If you are concerned about anyone's behaviour, please speak to a CELT staff member.



Contact CELT

If you need to contact us, we are here.

Adult Centre Office



8.45 – 17.00

+44 2920 339 290



24-hour Emergency

+44 7486 888 641



english@celt.co.uk



facebook.com/celt.co.uk

Online











twitter.com/celt_cardiff





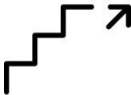





instagram.com/celtcardiff

Meet the Team

			
Greg Principal	Grace Academic Director	Mike Director of Studies	Neil Academic Projects Development Manager
			
Alyssia Accommodation Organiser/Teacher	Chen Admin Assistant	Sally Teacher	Rachael Teacher
			
Simon Teacher	Andrew Teacher	James Teacher	

Adult Teaching Centre and Facilities

The CELT Adult Centre is 2 houses together; no. 6 and no. 8. Everyone must enter and exit through no.6.

	 No. 6	 No. 8
Upstairs 	Mike's office (Director of Studies) WC  Classrooms 61 (Library), 62, and 63	Classrooms 84 and 85 Prayer Room Neil's office (Room 83)
Downstairs 	Reception Staff room Computer Room WC  Kitchen	Student Lounge Computer Room WC   Classrooms 81 and 82

Reception (no.6)

Come and say hello! If you have any questions about welfare or accommodation, you can ask them here.



Director of Studies' office (no.6)

The door is always open! If you have any questions about your class or learning English, please see **Mike**.



Library (no.6 – Classroom 61)

For a £10 deposit, you can borrow books, DVDs, old coursebooks, grammar books, and graded readers. Please ask in Reception.



Kitchen (no.6)

There is a coffee machine, fridge, and a microwave. **Be careful** when using the microwave. Please help us keep the kitchen clean and wash what you use.



Computer Rooms (no. 6 and 8)

The computers and printer are free. Login and password are above the computers. Please do not eat or drink near the computers. Do not access or download any adult, violent or racist material. CELT reserves the right to monitor internet access. Students found accessing these sites may be expelled.

Student Lounge (no.8)

The lounge is a good place to eat, relax, and talk to other people! Please clear your table after eating and put rubbish in the bin.



Prayer Room (no.8 – Room 86)

There are prayer mats in the room.

Wi-fi

It is free to connect to any CELT network. The password is in Reception.



Rubbish Bins

Please help us keep the school clean and tidy. When you have finished your lessons, please clear your desk and always put litter in the bin.



Garden (between no.6 and no.8)

The garden is a good place to enjoy lunch on a sunny day! Smoking is allowed here.



Smoking

Please smoke only in the garden and use the ashtray.



Lunch

Buying lunch everyday can be expensive so, if you make lunch at home, you can keep it in the fridge in the student kitchen. If you want to buy lunch, there are options on Salisbury Road. The first café outside of CELT on the right is called 'Dough'...show your CELT I.D. card to get a 10% discount on the meal deal or anything more than £4!

Suggestion Box

If you have an idea to help us improve our school, you can write a note and leave it in the Suggestion Box in the Student Lounge in No.8.



The CELT Social Programme

The social programme is a great way to see Cardiff and make new friends. Events are usually every 2 weeks. Future social programme events are on the students' boards in no.6 and no.8. There will also be announcements in your class, including the prices. Past social programme events include;

- bowling
- dinner
- go-karting
- mini-golf
- paintball
- ice-skating

Accommodation

Homestay

Each homestay provider is carefully chosen by CELT. Although you are a paying guest, you will be treated as a family member and should feel at home. If you have any questions, please ask in Reception.

DO



- talk with your family – it is great English practice!



- keep your room clean and tidy



- tell your family if you will be late home or will miss dinner



- Smoke outside, unless the family say it's ok



- tell CELT/your family if there is an accident or you break / damage anything in the house



- spend time together!

CELT Residence

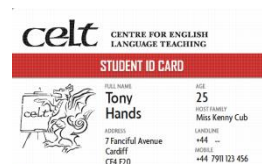
Please read the **welcome pack**, which is in your room. If you have any questions, please ask in Reception.

Student Welfare

It is important that you feel happy and safe during your stay at CELT. Here's how...

Your CELT I.D. Card

In your welcome pack, you have a CELT I.D. card.



British Values

In the UK, it is important to have respect for democracy, the rule of law, individual freedom, and mutual respect for people with different beliefs/faith or no faith.



Safeguarding

Safeguarding is about protecting people from abuse and respecting everyone regardless of nationality, gender, age, and beliefs. **Mike** and **Grace** are responsible for safeguarding with help from **Neil** so please see them if you have concerns, but you can always talk to any CELT staff member.

Prevent

Prevent is UK law. It is about protecting people from terrorism. If you have any information or concerns about this, please talk to a CELT staff member immediately.

First Aid

If you hurt yourself or feel sick at the school, please go to Reception. Basic first aid can be given or an ambulance will be called. **Grace, Mike, Neil** and **Chen** are first aid trained.



Fire

If you find a fire you should:

- Sound the alarm
- Call the fire brigade on **999** and tell a staff member



If you hear the fire alarm you should:

- Follow your teacher's instructions, leave your belongings and exit the nearest door calmly
- Close all doors to stop fire and smoke
- Go to the assembly point and register your name. The assembly point is:

The island between Salisbury Road and Senghennydd Road (opposite CELT)

Personal and Medical Insurance

We strongly recommend you have health and personal insurance in case you have a medical problem or your possessions are lost, damaged or stolen during your trip. You can arrange this in your own country or from a UK insurance company like Endsleigh

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

Emergency Services

For the police, fire, or ambulance, call **999** or **112**.

Your Contact Details

We might need to contact you. You **must** tell the school if you change your address or phone number. You must also provide an **emergency contact** (a friend / family member we can call in an emergency).

Lost Property

Please report any lost property to Reception. Always keep your wallet, phone, etc. safe. CELT is not responsible for anything you lose through theft or otherwise.



Gifts

If you want to give your teacher a gift, that is ok but please only give something small and not expensive.



Complaints Procedure

If you are not happy with anything at CELT (course, level, teachers, other students, accommodation, etc.), please tell us. We will listen and try to find a solution with you.



If you have a problem / question with your course, you should speak to your teacher first.

If you are not happy with your teacher's answer or if your complaint is about your teacher, you can speak to **Mike** or **Grace** at any time.

If you have a problem / question with your accommodation, you can speak to **Alyssia** or **Chen**. If you are not happy with the answer, you can speak with **Greg** or **Grace**.

If the problem cannot be solved, you can write to EnglishUK where an independent person will help you (www.englishuk.com/en/students/complaints-procedure).

Life in the U.K.

Cardiff

Cardiff is known as a safe city. However, always be careful and keep your personal belongings safe. If you lose anything outside the school, please tell CELT immediately.

Always use buses or taxis to go home late at night. Do not take shortcuts through parks or alleyways. Stay in areas with light.

Obey the Law

Do not break the law. For example, buying or taking drugs. If you are not sure, please ask.



Traffic



People drive on the left in Britain! You should look right, left, and right again to make sure the road is clear before you cross. Always use pedestrian crossings (see picture).

Money

In the UK, we use pounds - £. You can change money at M&S on Queen Street or the Post Office. Do not carry lots of cash.

I.D. / Passport

It is not necessary to carry I.D. in Britain, so keep it at home. You will need ID to change money or open a bank account. On your first day, CELT must take a colour photocopy of your passport/national ID card and your visa/British Residence Permit (BRP) if applicable.



Police Registration (11-month visa nationals only)

You **must** register with the Police within **7 days** of arriving in the UK. Make an appointment online with South Wales Police here: www.south-wales.police.uk/en/police-registration-for-foreign-nationals.

The appointment will be at Rumney Police Station, 713 Newport Road, CF3 4FD.



You will need your passport and BRP card/letter, 2 passport-sized photos, a CELT student letter, and it costs £34. You **must** tell the Police if you change address.

Bank

If you need a UK bank account, Santander is a popular choice for students. There is an office in Cardiff Student Union on Senghennydd Road. Please ask in Reception for a student letter.

Council Tax

If you live in private accommodation, you **must** register with Cardiff County Council and may need to pay council tax. Contact Cardiff County Council online (www.cardiff.gov.uk) or register at Cardiff Central library. If you live alone, you will get 25% discount. Full-time students on long-term courses (6+ months) may not have to pay but you will need to send a letter, available in Reception.

Health

Doctor (G.P.) – If you are in a homestay, your provider should help you to register you with their G.P. If you are in private accommodation, you should register yourself. Find a G.P. here: www.wales.nhs.uk. If you are unwell and cannot come to school, please tell us via phone, message, or email. If you go to the G.P./hospital, please get a doctor's note and bring it to school.



Dentist – if you have problems with your teeth, you will need a dentist. Find a dentist here: www.wales.nhs.uk or ask in reception.

NHS Direct – you can call the NHS on 0845 46 47 or 111 at any time for advice about health.

Cardiff Bus

If you take the bus, it is cheaper to get an 'iff' card. You can do this at Cardiff Central library or online here: topup.cardiffbus.com. Download the Cardiff bus app for the latest bus information and to buy tickets online. Also download the 'Moovit' app to help you make travel arrangements in Cardiff.

Taxi/Uber

Always order a taxi/uber online or call a taxi for safety.

Dragon taxis: +44 2920 333 333 / download the app. Premier taxis: +44 2920 555 555

TOTUM Student Discount Card

If you are here for longer than 12 weeks and studying more than 10 hours per week, you qualify for this discount card. Details in the computer room (no.6) and the student lounge (no.8) or ask in Reception.

Finally...

"The secret of your success on your visit to Britain is to be interested and be interesting. Being interested means listening to and trying to understand other people's ideas (even if you do not agree with them), and adapting yourself to different customs while you are away from home. Being interesting is being friendly yourself, and to play your part in the conversation and social life around you. If you make good friends while you are here, your friendship could last a lifetime."

"Your Stay in Britain" – ENGLISHUK

Extra Advice for Learning English

Learning English does not just happen inside the classroom. Here is some advice on how to help yourself improve your English outside the classroom and after your course.

DO



- talk with your homestay if you have one – it is great English practice!



- take a photo of new vocabulary that you see when you are walking around or on the bus. Then ask your teacher about it!



- use apps. There are good apps for pronunciation, vocabulary, and grammar. For more information, ask Mike or your teacher.



- join Cardiff library. After you join, you can use all the English language learning materials that are on the library website, including IELTS!



- read websites, books, magazines that interest you in your own language. This will help you expand your vocabulary and help with writing.



- find a language exchange partner. This is a good way to keep practising and improving your English while helping someone else learn your language!

Students Under 18 Years Old

CELT accepts students from the age 17+ in the Adult centre. CELT has an extra responsibility to take care of students under 18, so here is some extra help and advice to make sure you feel safe and happy.

DO



- be on time. If you are late, you **MUST** email us or call the office; +44 2920 339 290



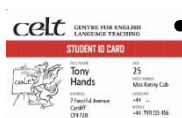
DON'T



- use the register in Reception to sign in when you arrive and sign out when you leave



- buy/smoke cigarettes or tobacco, buy/drink alcohol, gamble, get a piercing in a private place or a tattoo



- always have your CELT I.D. card with you



- buy or take drugs. If anybody offers you drugs, please inform CELT immediately

- always wear your wristband



- arrive home after 10:30. If you are late, you **MUST** contact your homestay provider so they know you are safe



- tell CELT immediately if an adult/student/teacher acts badly towards you or another student



- stay at another house without permission. If you want to stay somewhere else, please tell us 3 days before so we can check it is safe



- speak to us if you are feeling sad or missing home



- have a good time!

The Super Awesome Guidelines Quiz!

1. What is the phone number for the office in the Adult centre?
2. What is the emergency number and when should you use it?
3. What is CELT's email address? Why do you need it?
4. What time does morning class start?
5. What time does afternoon class start?
6. Who can you see for questions/problems about your class or learning English?
7. Where is Mike's office?
8. Where do you go for questions/problems about welfare and/or accommodation?
9. Who works in Reception?
10. Why is Safeguarding important?
11. Who can help you with Safeguarding questions/problems?
12. Who can you see for First Aid?
13. Name one activity which is illegal for you to do in the UK?
14. What are 2 of the British values you need to respect when you are in the UK?