



celt

CENTRE FOR ENGLISH LANGUAGE TEACHING

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Guidelines for Young Learners 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.

Your Welcome Pack

In your welcome pack, you have:

Welcome letter

Hello from CELT

Student Charter

Your rights and responsibilities

Map of Cardiff

Where are you right now?

Celt ID card and wristband

Keep them safe and always have them with you



Timetable and Social

Programme Your class times and activities information

The Timetable

You have 3 hours of class every day. For the first two hours, you study with your main teacher (T1). For the third hour, you have a different teacher (T2) in the same classroom. Most courses follow this timetable but yours might be different...check on your Social Programme!

	Monday	Tuesday	Wednesday	Thursday	Friday
9.15 – 10.15	CLASS (T1)	CLASS (T1)	CLASS (T1)	CLASS (T1)	CLASS (T1)
10.15 – 10.30	Break	Break	Break	Break	Break
10.30 – 11.30	CLASS (T1)	CLASS (T1)	CLASS (T1)	CLASS (T1)	CLASS (T1)
11.30 – 11.45	Break	Break	Break	Break	Break
11.45 – 12.45	CLASS (T2)	CLASS (T2)	CLASS (T2)	CLASS (T2)	CLASS (T2)

To study English, you need:

- pens/pencils



- a notebook



Classroom Rules

DO



- be on time.



- be active in class and work together



- be kind and respect people

Speak

English

- speak English!

DON'T



- be late. **If you are late, you MUST contact CELT or your group leader**



- 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)

Lunchtime

At school you can eat lunch in the Castle room or the Reception area. If you want to go to Bute Park, you **MUST** use the pedestrian crossings. There is a Lidl within 10 minutes' walk (CF24 4HQ) which is on your map and a coffee shop 'Hoffi Coffi' nearby (CF10 3EG).

Lateness

If you are late, you must contact CELT (+44 29 2034 1210) or your Group Leader immediately.

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 on or offline, or is stopping other students from learning, CELT will ask the student to leave without any refund.

If you are concerned about anyone's behaviour, please speak to a CELT staff member.



Social Programme

The social programme is part of your English course and a great way to find out more about British people and culture. We hope it will be fun and interesting! We also want you to be safe. Here's how...

DO



- You must always carry your CELT ID card and wear your wristband



- You must go to all activities



- Stay in groups of 3+ friends



- If you are lost, worried, or late, call the 'Social Programme' mobile phone: **+44 7591 489 680**

DON'T



- Be late – if you are going to be late, you **MUST** contact CELT or your group leader immediately



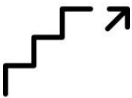




- Miss the coach - if you are going to be late, you **MUST** contact CELT or your group leader immediately



- Be alone – always be with 2+ people from our group

Young Learner Centre and Facilities

CELT has two teaching centres in Cardiff: the Adult Centre at 6-8 Salisbury Road and the Young Learners Centre at 20-22 North Road. Most young learner courses are in North Road.

North Road Centre	
Upstairs 	Classrooms: Greenhouse, Dragon's Den, Parkview Teachers' Room
Downstairs 	Classrooms: Castle, Chapel Reception IT Room Mike's office Snack and drink machine WC   

DO



- Use **pedestrian crossings** when coming to school, going home, or having lunch in Bute Park



- Keep the school clean and tidy



- Feel free to eat/drink in the CASTLE room or Reception in breaks/lunch. Please use the bin



- There is free Wi-Fi. The network and password are available in Reception

DON'T



- Cross the road unsafely



- Run in the school or sit on the stairs



- Forget your bag/wallet/phone etc. CELT is not responsible for anything you lose. Please report any lost property immediately.



- Do NOT access any adult, violent or racist material. CELT reserves the right to monitor the sites accessed.

Accommodation

Your host family is an important part of your experience in Cardiff. Please remember that it is not a hotel but you should feel at home and part of the family.

DO 



- Swap phone numbers with your host family – you must be able to contact each other



- Talk with your family and spend time together



- Tell your family if you are late – they need to know you are safe



- Tell your family who you are with



- Travel together on buses – never travel alone



- Tell your host family if you feel sick



- tell CELT/your group leader/your family if there is an accident or you break or damage anything



- ask before you take food or drinks



- ask before you invite friends to the house



- Keep your room clean and tidy – **no smoking**



- Try the food! Meals and meal times may be different from home



- be home on time in the evenings
Under 16s = 10.00pm
16-17 year olds = 10.30pm

If you have any questions or problems, please speak to Mike, your group leader, or any CELT staff member. If you are not in school, please call **+44 7585 047 817** to speak to the Accommodation Officer or **+44 7486 888 641** if there is an emergency.

Student Welfare

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

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. **Grace** and **Mike** are the main safeguarding people, but you can always talk to any CELT staff member if you have concerns.

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**, and **Chen** are first aid trained.



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. Your parents should arrange this in your own country or from a UK insurance company like Endsleigh

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

Fire

If you find a fire you should:

- Sound the alarm
- Call the fire brigade on **999** and tell a staff member
- Attack the fire **ONLY** if it is safe to do so.



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 back of the school car park

Emergencies

If there is an emergency situation in or outside the school, follow the instructions of your teacher/Mike without questions. You may have to change room or even exit the building. This is done for your own safety.

Life in the U.K.

Cardiff

Cardiff is quite 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 and stay in areas with light.

Health

Doctor (G.P.) – If you are unwell, please tell CELT and/or your group leader via phone or message. Also tell your host family, who will take you to their G.P. if necessary.



NHS Direct – you can call the National Health Service (NHS) on 0845 46 47 at any time for help and advice regarding health or out-of-hours service. For more information: www.wales.nhs.uk

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.**



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 money. About £20 per day is enough.

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.



UK Law

If you are under 18, it is against the law to...

Buy or drink alcohol

Gamble



Buy or smoke cigarettes or tobacco

Get a tattoo anywhere or a piercing in a private place

Buying, selling or taking drugs is illegal for everyone. Please tell CELT, your group leader, or host family immediately if anybody offers you drugs.



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).

The CELT Team

			
Greg Principal	Grace Academic Director	Mike Director of Studies	Neil Academic Projects Development Manager
			
Alyssia Accommodation Organiser/Teacher	Chen Admin Assistant	Molly Admin Assistant	James Teacher
			
Deb Teacher	Mike Teacher		

Contact CELT

When you need to contact us, we are here.

CELT Phone Numbers



Young Learners Centre

8.45 – 14.00

+44 29 2034 1210



Social Programme 1

+44 7591 489 680



Social Programme 2

+44 7570 723 591



24-hour Emergency

+44 7486 888 641



Adult Centre

8.45 – 17.00

+44 29 2033 9290

Other Useful Phone Numbers



Emergency Services

999 or 112



**NHS Direct
24hr doctor**

+44 845 46 47



**Dragon taxis
(or download app)**

+44 29 2033 3333

Useful Apps to Download



**Cardiff Bus
Bus times,
bus stops, map**



**Moovit
Guide to public
transport**



**Uber
Order a taxi**

CELT Online



english
@celt.co.uk



celt.co.uk



celtcardiff



celt_cardiff