



MACKENZIE
School of English

**PRE-ARRIVAL
INFO!**

SCHOOL OPENING HOURS

Monday to Friday: 08:30 – 17:30 & 19:30 – 22:00

CLASSROOM GUIDELINES



You will need to be on time for your lessons. If you are going to be late, you will need to inform a group leader or a member of staff.



Mobile phones will be turned to silent before class starts. You will not be allowed to use your mobile during lessons.



Get ready to speak English as much as possible!



Food and drink is not allowed during class but you will be able to have water; there is a bottled water dispenser in the dining area.



Be prepared; make sure you bring a notebook and have something to write with.

ABSENCES

If you cannot attend class for any reason, you will need to contact the school immediately. You can phone the office on 0044 131 555 5315 or text one of the emergency mobile numbers. You must inform us if you are going to be absent or late. You should also inform Reception if you are leaving School during school hours.

ACCOMMODATION

Our hosts enjoy having students stay with them. Here is some advice to help you enjoy your time with your hosts...



Your host is not telepathic! Your host won't know how you are feeling, what you like to eat, or whether you are happy unless you

communicate.



Be adaptable. Remember, it's not a hotel... be ready for some cultural differences; pets in the house, carpets, shared rooms and British food.

Find out what time **meals** are served so you don't miss them!



Ask what day your **laundry** is done.



When you arrive, save your host's **phone number** on your mobile so you can contact them when necessary.

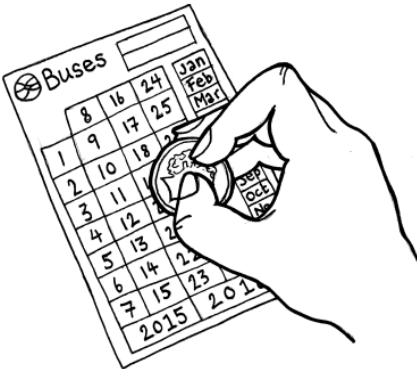


Going out with friends? The school will need to tell the hosts in advance. Make sure you are home **on time** in the evenings.



TRAVEL

The buses you will use during your stay are Lothian buses. There is **free Wi-Fi** on these buses.

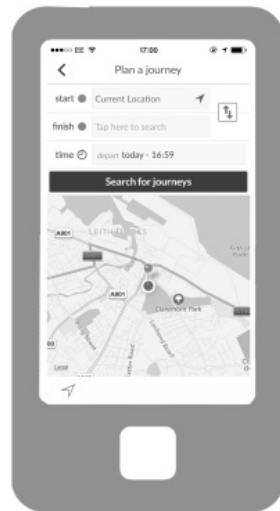


The travel cards allow you to travel freely on these buses anywhere in Edinburgh. You need a new card every day. In the morning before getting on the bus, scratch off the day, date and year. Show this card to the driver every time you get on the bus.

Don't lose them!

Why not download the fantastic **free Bus App** in advance to help you get around Edinburgh?

This app is really useful and will help you move around the city independently. You can download the **'Transport for Edinburgh'** app for android and IOS and the best thing is that it's free!



SMOKING

Smoking is not allowed in the school building. If you are 18 years old or over and you are a smoker please use the front garden where ashtrays are provided. You will not be allowed to smoke while you are on activities

ZERO TOLERANCE TO ALCOHOL & DRUGS

Drinking is not allowed while you are with us. We are school for Young Learners and even if you are 18, you will not be allowed to drink

ILLEGAL

If you break the law the police will be contacted and you will be sent home at your parents/guardians' expense.

THE WEATHER

Be prepared... Scottish weather changes day to day and you should definitely bring a jacket, warm clothes and waterproofs just in case!

EVENINGS

If your parents have given permission, you will be allowed in school in the evenings to socialise with other students.

Remember:

- Sign in and out
- Tell your host that you are coming to school
- Travel in pairs or groups
- Don't be home late

*You are **not** allowed to go to the city centre without a teacher*

ENGLISH

You will have the opportunity to speak so much English! Get ready to make the most of it. You have a short time with us make the most of it and speak in English every chance you get.

KEEPING YOU SAFE

While you are with us we will treat you with respect and make sure you are safe. To help us keep you safe please remember to do the following:

- Treat each other with **respect**
- **Talk to us** if you have any problems
- If you see an **adult** in the school **without a lanyard** (a name badge) please tell the office
- Don't forget to **sign in and out** in the evenings
- **Respect other** students' cultures and differences
- Be **sensible** when you are travelling
- **Listen to your teachers'** instructions when you are in the city centre – they want to keep you safe
- Don't visit **inappropriate websites**
- And of course... **Follow the rules!**