Guidelines for Students in the Adult Centre

Welcome to Wales! We hope you will enjoy your language course. These guidelines have advice and information to make your stay as safe and fun as possible.

How to contact CELT

Adult Centre Office *8.45 - 17.00*	**Online**
+44 29 2033 9290 +44 7920 698012 *(WhatsApp)*	english@celt.co.uk x.com/celt_cardiff
24-hour Emergency Line +44 7776 258 781	facebook.com/celt.co.uk instagram.com/celtcardiff

Your Classes

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, giving you lots of opportunities to practise your English.

In the mornings (AM Class), you will study General English with the same teacher every day. There is a **coursebook**, which we buy with the materials fee. The materials fee includes 1 coursebook every 12 weeks. Your teacher will use the coursebook in your lessons but will also use other materials.

In the afternoons (PM Class), you can study either skills-focused General English or IELTS preparation courses. There are no afternoon classes on Fridays.

If you would like CELT to book an IELTS exam for you, please ask in Reception. There is a £15 admin fee.

To study English, you need:

- *a coursebook*

- pens/pencils
- a notebook

Accredited by the BRITISH COUNCIL for the teaching of English in the UK
WALES ENGLISH UK
Quality English
MEMBER ENGLISH UK
Learn English in Wales

Your Class Times

	Monday	Tuesday	Wednesday	Thursday	Friday
9.30 – 10.30	**AM Class**	**AM Class**	**AM Class**	**AM Class**	**AM Class**
10.30 – 10.45	Break	Break	Break	Break	Break
10.45 – 11.45	**AM Class**	**AM Class**	**AM Class**	**AM Class**	**AM Class**
11.45 – 12.00	Break	Break	Break	Break	Break
12.00 – 13.00	**AM Class**	**AM Class**	**AM Class**	**AM Class**	**AM Class**
13.00 – 13.45	Lunch	Lunch	Lunch	Lunch	**Free Afternoon**
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**	

During breaks and lunchtime, you are welcome to stay in your classroom, use one of the student lounges, or go to the garden. Please do not eat in the classrooms.

Lateness

If you are late, please contact CELT; +44 29 2033 9290 (phone) or +44 7920 698 012 (WhatsApp). If you are more than 10 minutes late, you cannot enter class. You must wait for the next break. You will be marked absent for that lesson.

Attendance

Students must attend **80%+** of the course to receive a **certificate** at the end. If your attendance falls 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 written on a poster in every classroom. If your attendance is still under 80% at the end of this process, you may be asked to leave the school.

Classroom Rules

DO

- be on time.

- be active in class and work together.

- be kind and respect other people.

- always speak English!

DON'T

- be late or miss class. You need 80% attendance to get a certificate.

- have hot drinks, food, or chewing gum in class – only water or drinks in closed bottles, please!

- text or speak on your mobile phone (we sometimes use phones to help learning)

Tutorials

Students studying 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 set your learning goals.

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 the school without a refund.

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

Adult Teaching Centre and Facilities

The Adult Centre is 2 houses together: no. 6 and no. 8. Please enter and exit through no.6 only.

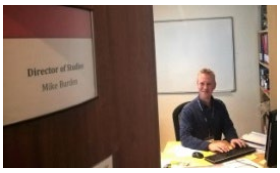
	No. 6		No. 8
Upstairs	Classrooms 61, 62, and 63 Assistant Director of Studies' office WC		Classrooms 83, 84 and 85 Neil's office (Room 86)
Downstairs	Reception Staff room WC	Student Kitchen Student Lounge	Classrooms 81 and 82 Student Lounge and Computer Area WC

Reception (no.6)

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

Assistant Director of Studies' Office (no.6)

If you have any questions about your class or learning English, please ask Chen in Reception to make an appointment for a chat.



Self-access resources (no.6 – Classroom 61)

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

Student Kitchen (no.6)

There is a kitchen for students to use with a fridge, and a microwave. **Be careful** using the microwave – always stay in the room if you are using the microwave. Always **wash your hands for 20 seconds** before and after using the kitchen.

Student Lounges (no.6 & 8)

The lounges are a good place to eat, relax, and talk to other people! Please clear your table after eating and put any rubbish in the bins.

Wi-Fi

It is free to connect to our Wi-Fi network (CELTNET). The password is in Reception.

Prayer Room

Everyone is welcome to use the prayer room before or after school, at break time, or at lunch time. Please do not use the prayer room during class time.

Rubbish Bins

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

Garden (between no.6 and no.8)

The garden is a good place to enjoy lunch! Smoking and vaping are allowed here. Please put your rubbish in the bin when you have finished eating and drinking.

Smoking

Smoking is only allowed in the garden and always use an ashtray. Please do not drop your cigarettes on the floor.

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 is a small supermarket (Tesco) and several cafés on Salisbury Road. There is another small supermarket (Co-op) and some more cafés in the Students Union building on Senghenydd Road.

Suggestion Box (no.6)

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.6.

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. The accommodation officer will be able to help you.

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 or ask to speak to Greg (Principal).

Social Programme

The Social Programme is a great way to see Cardiff and make new friends. Events are usually held every week and posters are displayed in Reception and the Student Lounge. There will also be announcements in your class, including any costs (entry fees, transport, etc.). If you have any ideas for the Social Programme, please tell us!

Previous social programme events include:

- bowling
- visits to local attractions
- go-karting
- mini-golf
- coffee afternoons
- ice-skating

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. **Neil** is responsible for safeguarding with help from **Grace**. You can see them if you have concerns, but feel free to talk to any CELT staff member (see poster in every classroom for more details).

Prevent

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

Fire

If you find a fire in the school you should:

- Sound the alarm
- Tell a staff member immediately
-

If you hear the fire alarm, you should:

- Follow your teacher's instructions, leave your belongings, and exit the nearest door. Do NOT run.
- Close all doors to stop fire and smoke
- Go to the assembly point and register your name. The assembly point is:

  The traffic island between Salisbury Road and Senghenydd 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 Guard.me through the school. Please ask in Reception for more information.

Emergency Services

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

Your Contact Details

We might need to contact you while you are here. You **must** give the school your telephone number and Cardiff address (if this has been arranged by you). You must also tell us if you change your address or phone number during your stay. You must also provide an **emergency contact** (a friend or family member who 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 but we are here to help you if something happens.

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 always listen and try to find a solution for you.

If you have a problem or question about 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 either **Grace** or **Ben**. Tell Chen that you would like to see Grace or Ben.

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

If the problem cannot be solved by us, you can write to English UK 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 and always 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 exchange money at M&S department store or the Post Office on Queen Street. Do not carry lots of cash. You can also use credit/debit cards in almost every shop even for small amounts.

I.D. / Passport

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

Your Visa

Different UK visas have different rules. Some students can study English for up to of 6 months without a visa and some will need a visitor visa. Students who want to study up to 11 months need a short-term study visa and they cannot change school.

Bank

If you need to open a UK bank account, please ask in Reception for a student letter. There are several main banks to choose from as well as online-only banks.

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, WhatsApp, or email. If you go to the G.P. or hospital, please get a doctor's note and bring it to Reception. Pharmacies can help you with basic medication for common illness, like colds and sore throats.

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. Dental treatment is not free of charge.

NHS Direct – you can call the NHS on 111 at any time for health advice or check their website https://111.wales.nhs.uk/ which contains lots of useful information.

If you think you might have Covid19, call 111. Antigen tests / lateral flow tests (LFT) can be bought at any local pharmacy.

Cardiff Bus

If you take the bus to come to school, it is cheaper to get a weekly or monthly bus pass. You can find more information by downloading the Cardiff Bus app for the latest bus timetables and to buy tickets online.

Taxi

Veezu taxis on +44 29 2033 3333 or download their app (this is better). Always order a taxi online or call a taxi for safety. You can also use Uber to order a taxi.

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 things that you see outside the school. Then ask your teacher about it!

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

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

read websites, books, articles, and magazines that interest you. This will expand your vocabulary and help with writing.

find a language exchange partner. This is a good way to improve your English while helping someone else learn your language!

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

***Greg & Grace** – 2024*

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 call the office; +44 29 2033 9290 or send a WhatsApp message to let us know where you are

use the register in <u>Reception</u> to sign in when you arrive and sign out when you leave

always have your CELT I.D. card with you

always wear your wristband

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

speak to us if you are feeling sad or missing home

have a good time!

DON'T

be late or miss class. If you are not in class, CELT will contact you immediately

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

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

arrive home after **21:00**. If you are late, you **MUST** contact your homestay provider so they know you are safe

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