

# Student Handbook

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## Welcome to Oxford College of Education

Welcome to Oxford College of Education.

We offer a modern, attractive study site and facilities with friendly members of academic and non-academic staff that are here to help you reach your potential while being in a welcoming and supportive environment.

We have tailored a comprehensive website/portal for GCSE, IGCSE, A- LEVEL and CPD so that students/parents and schools are worry-free and have all the study content, whenever and wherever needed. Along with this, we provide communication with our expert tutors via email, where they will give students 24-hour support throughout their course duration. As well as being an online provider, we also have onsite study spaces, as we know the importance of environmental factors that contribute towards successful study sessions. If you are prepared to work hard and study conscientiously, our college will provide you with an invaluable education, helping you achieve the best results possible with our 100% pass guarantee.

### Our Location

Our college is in High Wycombe, Buckinghamshire HP11 2EL and is 25-minutes away from London by train and is a 25-minute drive from London Heathrow airport.

### Our Accreditation

Oxford College Education is Accredited by ASIC (ACCREDITATION SERVICE For INTERNATIONAL SCHOOLS, COLLEGES & UNIVERSITIES)

<https://www.asic.org.uk/>

ASIC accreditation is recognised by the UK Visas & Immigration (UKVI), part of the Home Office, as a qualifying requirement for UK institutions wishing to enrol international students (from outside the European Economic Area (EEA) and Switzerland) on the Short-term study visa and Standard Visitor visa.

Short-term study visa

<https://www.gov.uk/visa-to-study-english>

### Our Award-2021

You will be glad to know that on 31st March 2021, Oxford College of Education Wins the award for:

Inclusivity through information technology

<https://mailchi.mp/asic/international-education-conference-2021>

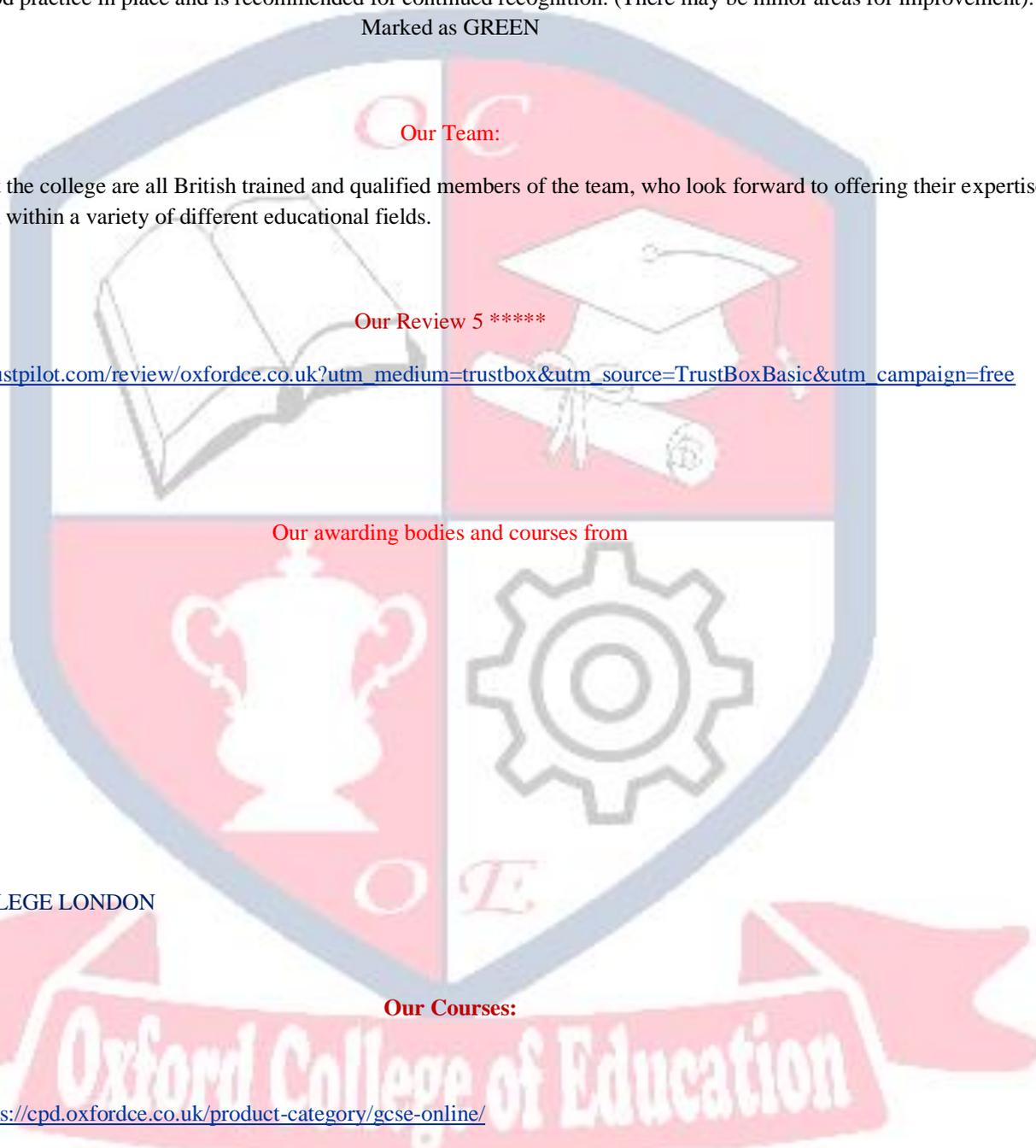
We are so very delighted to receive this award from ASIC. At a time like this, due to Covid-19, many educational institutions have had no other option but to shut down. However, Oxford College of Education continued to persevere through the hard struggle to remain open. We are extremely humbled that through this difficult time, we have not only managed to survive, but have also won this wonderful award! We cannot wait to continue this hard work and continue to strive!

**Our Awarding body inspection report -2021**

**Outcome of Monitoring and Development Visit Report**

Centre has good practice in place and is recommended for continued recognition. (There may be minor areas for improvement).

Marked as GREEN



**Our Team:**

Our staff here at the college are all British trained and qualified members of the team, who look forward to offering their expertise and advice from within a variety of different educational fields.

**Our Review 5 \*\*\*\*\***

[https://uk.trustpilot.com/review/oxfordce.co.uk?utm\\_medium=trustbox&utm\\_source=TrustBoxBasic&utm\\_campaign=free](https://uk.trustpilot.com/review/oxfordce.co.uk?utm_medium=trustbox&utm_source=TrustBoxBasic&utm_campaign=free)

**Our awarding bodies and courses from**

CIE  
Edexcel  
AQA  
ATHE  
TQUK  
OCR  
TRINITY COLLEGE LONDON  
QUALIFI

**Our Courses:**

10. IGCSE: <https://cpd.oxfordce.co.uk/product-category/gcse-online/>

11. A-LEVEL: <https://cpd.oxfordce.co.uk/product-category/a-level-online/>

12. DIPLOMA: <https://oxfordce.co.uk/dpm.php>

13. IELTS: [https://oxfordce.co.uk/c\\_e\\_main\\_1.php](https://oxfordce.co.uk/c_e_main_1.php)

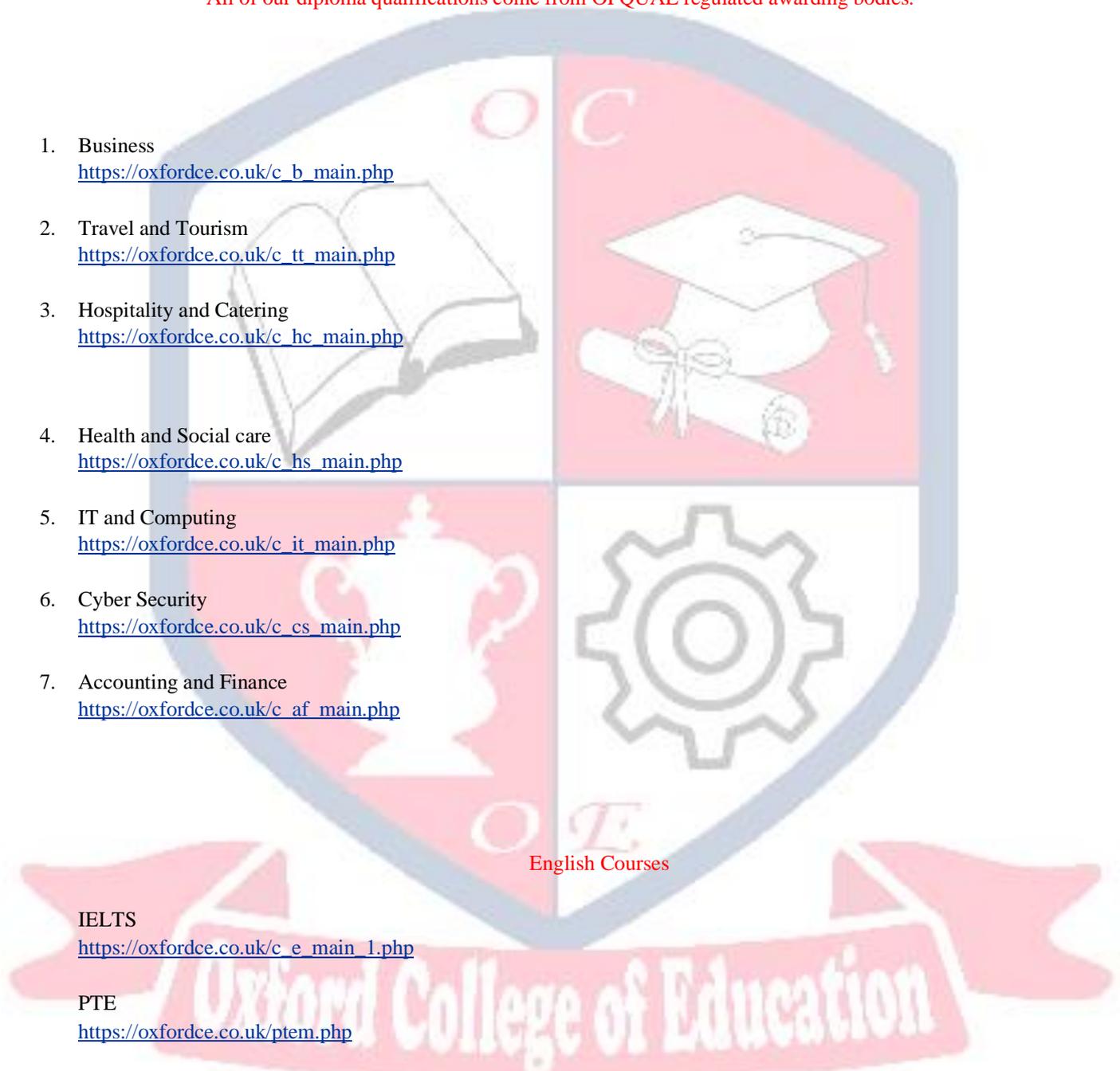
14. ELT/OIET: <https://oxfordce.co.uk/elt.php>

19. University Admissions: <https://oxfordce.co.uk/download/faua.pdf>

20. PhD Preparation Course: [https://oxfordce.co.uk/phd\\_co.php](https://oxfordce.co.uk/phd_co.php)

**Our Diploma Courses level 2 to 7-**

**All of our diploma qualifications come from OFQUAL regulated awarding bodies.**

- 
1. Business  
[https://oxfordce.co.uk/c\\_b\\_main.php](https://oxfordce.co.uk/c_b_main.php)
  2. Travel and Tourism  
[https://oxfordce.co.uk/c\\_tt\\_main.php](https://oxfordce.co.uk/c_tt_main.php)
  3. Hospitality and Catering  
[https://oxfordce.co.uk/c\\_hc\\_main.php](https://oxfordce.co.uk/c_hc_main.php)
  4. Health and Social care  
[https://oxfordce.co.uk/c\\_hs\\_main.php](https://oxfordce.co.uk/c_hs_main.php)
  5. IT and Computing  
[https://oxfordce.co.uk/c\\_it\\_main.php](https://oxfordce.co.uk/c_it_main.php)
  6. Cyber Security  
[https://oxfordce.co.uk/c\\_cs\\_main.php](https://oxfordce.co.uk/c_cs_main.php)
  7. Accounting and Finance  
[https://oxfordce.co.uk/c\\_af\\_main.php](https://oxfordce.co.uk/c_af_main.php)

**English Courses**

IELTS  
[https://oxfordce.co.uk/c\\_e\\_main\\_1.php](https://oxfordce.co.uk/c_e_main_1.php)

PTE  
<https://oxfordce.co.uk/ptem.php>

OTE  
<https://oxfordce.co.uk/oetm.php>

**Post Graduate Diploma**

Level 7 Diploma in Strategic Management and Leadership

Level 7 Diploma in Executive Management

Level 7 Diploma in Human Resource Management

Level 7 Diploma in Accounting and Finance

Level 7 Diploma in Hospitality and Tourism Management

[https://oxfordce.co.uk/c\\_b\\_main.php](https://oxfordce.co.uk/c_b_main.php)

LEVEL 8 - DIPLOMA IN STRATEGIC MANAGEMENT AND LEADERSHIP

[https://oxfordce.co.uk/c\\_b\\_main\\_11.php](https://oxfordce.co.uk/c_b_main_11.php)

Accredited CPD Courses

Professional qualifications

1. Career in Hospitality & Tourism Industry - British Qualification : £863

<https://cpd.oxfordce.co.uk/product/careers-in-hospitality-tourism-industry/>

2. Career in pharmacy - British Qualification : £ 420

<https://cpd.oxfordce.co.uk/product/careers-in-pharmacy-never-too-late/>

3. Career in Teaching and Education- British Qualification : £480

<https://cpd.oxfordce.co.uk/product/careers-in-teaching-and-education/>

4. CPD Level 4 Diploma in Skills Development- British Qualification : £585

<https://cpd.oxfordce.co.uk/product/cpd-level-4-diploma-in-skills-development/>

5. Diploma in Building and Construction Management – British Qualification : £600

<https://cpd.oxfordce.co.uk/product/diploma-in-construction-management-cpd-level-4/>

6. Just graduated ? Kickstart Your Career. British Qualification : £330

<https://cpd.oxfordce.co.uk/product/just-graduated-kickstart-your-career/>

7.The Care Certification and Health and Social Care Certification Level 3- British Qualification: £549

<https://cpd.oxfordce.co.uk/product/health-social-care-bundle/>

8.Careers in Fashion Design - British Qualification £ £315

<https://cpd.oxfordce.co.uk/product/careers-in-fashion-design/>

9. Diploma in Fraud Management and Anti Money Laundry. British Qualification £420

<https://cpd.oxfordce.co.uk/product/cpd-diploma-in-fraud-management/>

10. Visual Merchandising and Retail Management. British Qualification : £495

<https://cpd.oxfordce.co.uk/product/careers-in-visual-merchandising-and-retail-management/>

11.The Microsoft Office Diploma Course- British Qualification £609

<https://cpd.oxfordce.co.uk/product/the-microsoft-office-diploma-course/>

12.The Complete Beauty Diploma: - British Qualifications. £600

<https://cpd.oxfordce.co.uk/product/the-complete-beauty-diploma-british-qualifications/>

### University Partnerships

Oxford College of Education is affiliated and working closely with many universities, so that we can help our international students' progress on to the next level of their education.

Providing an option for students and supporting their next moves, Oxford College of Education helps students with direct entry to universities for their undergraduate, postgraduate and PHD studies. [https://oxfordce.co.uk/enq\\_form.php](https://oxfordce.co.uk/enq_form.php)

### External exam sitting

We are an authorised and approved exam centre for Pearson Vue and ACCA (CBE). Hundreds of candidates visit our centre physically for their exams each month.

### Why agents should join us

Regarding the nature of the relationship that we wish to establish with our associates, we at OCE see a partnership that goes beyond merely recruiting students for the College. We encourage our representatives to become participant stakeholders in OCE. Towards establishing this relationship, we make the following commitments to all our associates:

- ✓ We will be clear and transparent with you.
- ✓ We will respond to your queries within 24 hours.
- ✓ We will be efficient and not cause delays with student documentation (Documents will be issued within 5 working days of receiving fees).
- ✓ We will make commission payments on time.

- ✓ All your suggestions will be given due consideration and if suitable, will be implemented.
- ✓ We will provide details of the academic performance of your students.
- ✓ We will assist your students for progression.

Agent Application - <https://www.oxfordce.co.uk/download/aaf.pdf>

#### Why students should join us

- ✓ We have an experienced and qualified Academic & Non-Academic team.
- ✓ Our student can choose their study method either a self-paced online course and/or on campus.
- ✓ All teachers have got updated DBS checks.
- ✓ 1 to 1 facility available.
- ✓ Maximum 24 students in a class.
- ✓ Assistance to apply for further/ higher-level education.
- ✓ We are connected with top-ranked Universities.
- ✓ We are ASIC Approved Centre.
- ✓ We can issue a Visa letter for Short-Term study (6 or 11 months for our English course).
- ✓ We welcome students from all over the world.
- ✓ Fast-track education.
- ✓ OFQUAL regulated courses.
- ✓ Hundreds of students visit us every month for Pearson Vue and ACCA (CBE) exams.

International student application form - [https://www.oxfordce.co.uk/download/application\\_form.pdf](https://www.oxfordce.co.uk/download/application_form.pdf)

#### Our FAQs

International Student

<https://cpd.oxfordce.co.uk/intfaqs/>

GCSE/IGCSE and A-LEVEL students and Parents

<https://cpd.oxfordce.co.uk/gcse-igcse-alevel-faqs/>

Accredited CPD Courses

<https://cpd.oxfordce.co.uk/cpd-faqs/>

#### Follow us on our social media:

##### **YouTube**

[https://www.youtube.com/channel/UCu5mHtRxS2c35ha0X9\\_NtIw?view\\_as=subscriber](https://www.youtube.com/channel/UCu5mHtRxS2c35ha0X9_NtIw?view_as=subscriber)

##### **Instagram**

<https://www.instagram.com/oxfordcollegeofeducation/>

##### **Facebook**

<https://www.facebook.com/oxfordce2017/?ref=bookmarks>

## **LinkedIn**

<https://www.linkedin.com/in/oxford-college-of-education/>

## **PREFARING TO TRAVEL**

Being well prepared for your journey makes life a whole lot easier. So before you leave home, make sure you have got everything organised:

- Do you have permission to enter and remain in the UK and the required documentation to prove it?
- Have you bought travel tickets and travel insurance?
- Have you obtained a letter from your doctor for any prescribed drugs you may need to bring with you?
- Have you ordered British currency and travellers' cheques for your immediate arrival expenses?
- Have you checked with your bank how to access your money from the UK?
- Have you checked whether your own government has restrictions on the amount of money you can take out of your country?
- Is your accommodation arranged?
- Do you have a plan of how to get to High Wycombe from your arrival airport?
- Have you taken out personal possessions' insurance?
- Have you checked if you need medical insurance?
- Have you checked what you must declare at customs?
- Have you weighed your baggage to ensure that it is within your baggage allowance and is easily transportable for your onward journey?
- It is important to remember that living in the UK could be quite different to life in your home country. It is a good idea to read a little bit about the culture of the UK so you have a better understanding. But don't worry, we will help you when you arrive.

## **Payment, proof of scholarship or sponsor's letter**

- A copy of your VISA LETTER
- Original copies of any qualifications used to gain entry to the course

Certain countries also require you to have:

- Vaccination certificates
- A Tuberculosis Test Certificate

## **Letting us know**

Once you have received your visa you will need to let us know and send us a scanned copy.

Please also let us know:

- Date of travel
- Date of arrival
- Airline
- Flight number
- Arrival airport
- Whether you need onward travel support
- Where you will be staying on arrival

## **What to bring**

Everyone arriving in the UK must pass through Immigration Control.

Please make sure before you depart from your home country that you have the following documents and keep them on your person (not in your suitcase):

- A valid passport, with a valid visa
- An air ticket
- Your letter of acceptance from the college, with a start date in the future
- Evidence that you have enough money to pay your fees and accommodate yourself while studying (recent bank statements, proof of fees)

## **Insurance**

When travelling to a new country it is wise to have some back-up security in case something should go wrong.

**Travel Insurance** - Travel insurance is a comprehensive package that, depending on the specific policy covers most situations.

It can be as simple as covering lost items to comprehensive medical cover. Consider the length of your course as well. Most travel insurances are only for a few weeks, although there are some that cover you for up to a year.

**Personal Possessions Insurance** - Whatever you decide to bring with you to the UK, it is worth insuring it, especially such items as computers, MP3 players, etc. Lost luggage doesn't happen very often, but it can occur from time to time. If these belongings are already insured in your own country, check to see if the policy covers them abroad. If it doesn't, cover will have to be arranged for the UK.

**Medical Insurance** - It is very important that you take out medical insurance for the duration of your visit to the UK if you are not eligible for free or subsidised treatment on the NHS. If you do not have insurance, private treatment could prove very expensive. Find out more in 'Accessing Health Services'

## **Student welfare office**

649 London Road, High Wycombe, Buckinghamshire HP11 1EZ [admissions@oxfordce.co.uk](mailto:admissions@oxfordce.co.uk), [www.oxfordce.co.uk](http://www.oxfordce.co.uk)

This is your first point of contact for support. The team are on hand to help you during your time in the UK and deal with the following:

- Enrolment
- Police Registration
- Opening a bank account
- Registering with a doctor

- Attendance | Visa concerns
- Welfare issues | Accommodation (information only)

### **Emergency Contact Number**

**Please call the bellow numbers in case of Emergency**

**999, 111, 101, 112**

### **Opening Times**

Monday to Friday: 9 am to 5 pm

Saturday: 10 am to 4 pm

Sunday: off

Opening and closing times can vary depending on demand and other activities.

### **Letters**

If you want to apply for a letter to open a bank account, an attendance letter, regarding council tax or a letter for registration with the police, fill in a 'Letter Request Form' at the International Helpdesk/ Reception. You will be able to collect the letter 5 days later.

### **Your Personal Details**

It is extremely important that you tell us about any changes to your personal details. If you change your address or telephone number or your immigration status changes, please contact the International Office IMMEDIATELY.

### **Immigration and Customs**

You will need to go through Passport Control and speak to an Immigration Officer. They will ask to see the documents mentioned in the last section 'What to Bring'. As long as you are prepared you have no reason to worry. Speak clearly, calmly and ask the person to repeat their question if you do not understand. Next you will need to collect your baggage.

The carousel you need to go to is usually displayed on a screen and will be matched to your flight number. If an item of luggage does not appear find a representative for your airline and fill in a lost luggage form.

Customs usually operate 3 channels:

Green – travellers from outside the European Union with nothing to declare.

Red – travellers from outside the European Union who do have goods to declare.

Blue – travellers from a country within the European Union.

The notices in the customs area will tell you what you need to declare. If in doubt check with one of the customs officers. You may be asked to open your luggage for checking.

## **Onward Travel**

<https://www.google.com/maps/dir/51.6492843,-0.7722403/oxford+college+of+education/@51.6399827,-0.7841938,14z/data=!3m1!4b1!4m9!4m8!1m1!4e1!1m5!1m1!1s0x4876619f7abcc52f:0x53a8ccf54d96a8a3!2m2!1d-0.7568518!2d51.6316264?hl=en>

## **Taxi:**

### **Tiger Taxis**

20 years have a fleet of over 120 vehicles ranging from saloon cars, estate cars, people carriers, minibuses to wheelchair accessible.

Make a Booking: 01494 46 11 11

### **Neales Taxis- Est 1975**

Over 100 vehicles ranging from executive taxis to minibuses and coaches. They operate 365 days a year and 24 hours around the clock, offering an outstanding and reliable service.

Booking: 01494 522 555

## **Enrolment**

Once you have arrived in the UK and have settled in your accommodation you should come to the college as soon as possible and within 3 working days.

The International Team will be expecting you and you should have received an email with the appointment time and details of what you need to bring with you.

At your enrolment appointment you will receive the following:

- Student ID
- Timetable
- Student Handbook
- Introduction to your tutor

The International Officer will also help you with many things that you need to do once you have arrived in the UK.

## **Registering with the Police**

Many international students must register with the Police within 7 days of arrival. Please check your visa to see if this affects you or not, it will be printed on the sticker.

If you have any questions about police registration, please speak to a member of the team on our helpdesk. If you are registering for the first time you will require:

- Overseas Police Registration Form
- 2 passport sized colour photographs (no headwear)
- Valid passport and visa
- Police registration letter from the college

- Registration fee in cash or card

<https://www.thamesvalley.police.uk/services/foreign-national-registration/>

### **Police station**

High Wycombe Police Station  
Queen Victoria Road, High Wycombe, Bucks HP11 1BE

### **Registering with a GP**

If you do not have other medical insurance, you should register with a GP as soon as possible. You will be eligible for treatment on the NHS if your course lasts for 6 months or more. It is advisable to register with a GP if you do have medical insurance also but it is likely that your insurance provider will give you more details.

<http://www.nhs.uk/Service-Search/GP/LocationSearch/4>

### **Opening a Bank Account**

To open a bank account, you need to be registered on a full-time course for at least 6 months. When you go to the bank you need to take a letter from the College.

Request a Bank Letter from the International Helpdesk, to confirm your student status. Take this letter and your passport and visa to your chosen bank.

In High Wycombe you will find all banks:

HSBC

1 Cornmarket, High Wycombe, Buckinghamshire, HP11 2AY,

Barclays

16 High Street, HP11 2BE High Wycombe

NatWest

33 High Street, post code HP11 2AG in High Wycombe.

Santander

14-15 High St, High Wycombe HP11 2BE

### **Accommodation**

Where you live when you are in the UK is one of the most important aspects of your stay. Unfortunately, the college does not have any of its own residential accommodation, but High Wycombe offers a wide variety of accommodation options:

- Homestay accommodation – where you stay with a host family
- Student halls – where you rent a room in a block for students with shared facilities

- Private rented accommodation – where you rent a flat or room privately

Please speak to the International Helpdesk for contact details for accommodation providers.

Please note that the College does not have own accommodation or offer recommendations on accommodation, and therefore does not accept any responsibility in relation to the actions of accommodation providers.

As London to high Wycombe is only 30 minutes by train, student can find accommodation in London too.

[http://oxfordce.co.uk/download/aco\\_form.pdf](http://oxfordce.co.uk/download/aco_form.pdf)

### **Council Tax**

If you live in a private accommodation you may need to pay Council Tax. Council Tax is a local tax payable to the British Government. This tax pays for local services including the Police and the Fire Service. Students are normally required to pay Council Tax. Some accommodation includes council tax; please see your contract or ask provider.

### **Accessing Health Services**

The National Health Service (NHS) is the UK's state health service. Some services are free and some you will have to pay for.

The following NHS treatment is free for everyone:

- Some emergency treatment (but not follow-up treatment)
- Family planning services (birth control)
- Treatment of certain communicable diseases
- Compulsory psychiatric treatment

As a student, you qualify for FREE NHS treatment if your course of study lasts for six months or more. This also applies to any spouse or child under 16 (or under 19 if they are still at school or college) with you in the UK.

If you are entitled to treatment under the NHS, you may:

- Consult a GP (General Practitioner)
- Receive treatment in a hospital (both emergency and non-emergency)

### **You may need to pay for:**

- Medicines prescribed by your GP
- Some GP services (e.g. vaccinations for travel)
- Dental treatment
- Optical services

## **Staying Safe in High Wycombe**

HIGH WYCOMBE is a Small town . You must take some precautions to make sure that you are always safe.

- Be careful with your valuable belongings like mobile phones, iPods, laptops, etc.
- Do not leave your belongings unattended
- Be careful when you are out at night
- If you need to take a taxi then pre-book a taxi or only take a licensed taxi

If you need help, the UK police are friendly, helpful and easy to approach. They have a duty to protect everyone and will always encourage you to report any incidents.

In the unusual situation where you may need to report a crime call which does not require urgent action dial 101.

At an emergency, if you need to report an incident, fire or seek urgent medical help, you can dial 999 to contact the police, fire brigade or ambulance. This call is free of charge from any UK phone but should only be used in an emergency.

## **STAYING SAFE ON THE ROADS**

Key facts for driving:

- We drive on the left in the UK
- The national speed limit is 60mph on single carriage roads and 70mph on dual carriage roads
- Other speed limits are published by circular speed limit signage
- You must pay attention to signage
- Circular signs give orders
- Triangular signs offer warnings
- Rectangular signs provide information
- Traffic lights control traffic flow – red = stop, amber = get ready, green = go

Even if you don't drive it is important to understand our traffic regulations.

### **Key facts for pedestrians:**

- Always use pedestrian crossings where available
- Press the button and wait for the green man to indicate it is safe to go
- Always check before you cross; look left, right and left again
- Beware at zebra crossings, there are no traffic control lights
- Traffic lights control traffic flow – red = stop, amber = get ready, green = go

For more information have a look at the Highway Code:  
Code: <https://www.gov.uk/guidance/the-highway-code>

## **Sports, leisure and tourism**

- Wycombe Rye Lido (external)
- Swimming pool opening hours
- Book a sports pitch
- Sports facilities in Wycombe
- Sports clubs
- Sports development (Active-in)
- Sports discount schemes
- Athletics track

### Libraries in High Wycombe

Libraries within the Wycombe district are operated by Buckinghamshire County Council or, in some cases, by local community groups

- Bourne End library (external website)
- Castlefield community library (external website)
- Flackwell Heath community library (external website)
- Hazlemere library (external website)
- High Wycombe library (external website)
- Marlow library (external website)
- Micklefield library (external website)
- Princes Risborough library (external website)
- Stokenchurch library (external website)
- West Wycombe community library (external website)

<https://www.wycombe.gov.uk/pages/Sports-leisure-and-tourism/Libraries/Libraries-in-Wycombe.aspx>

### Tourism in Wycombe

- Tourist information centres
- High Wycombe Information Centre
- Marlow information centre
- Risborough information centre
- Wycombe Museum
- Furniture making in Wycombe
- Historic sites

<https://www.wycombe.gov.uk/browse/Sports-leisure-and-tourism/Tourism/Tourism.aspx>

### Some Basic UK Law for International Students

- 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:

- 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.
- It is illegal to carry any sort of weapon including knives, self-defence CS gas sprays, guns or stun guns.
- You must be 18 and over to buy tobacco and alcohol.
- It is an illegal offence for anyone under the age of 18 to purchase alcohol or to have alcohol purchased for them.
- As a general rule, the minimum legal age for gambling in the UK is 18 years old. This applies to adult gaming centres, betting shops, bingo halls, casinos, racetracks and online gambling. The exceptions to this are the National Lottery and scratchcards – you're allowed to take part in these from the age of 16.
- Never buy property that you think may be stolen, no matter how tempting a bargain it might seem.
- It is against the law to smoke inside buildings

### **Police arrest procedure**

If you do find yourself in trouble with the Police and are arrested, then it is because the police have reasonable grounds to suspect you are involved in a crime for which your arrest is necessary. The police have powers to arrest you anywhere and at any time, including on the street, at home or at work.

It is important that you know the police arrest procedure that they should follow. If you're arrested the police must:

- Identify themselves as the police
- Tell you that you're being arrested
- Tell you what crime they think you've committed
- Explain why it's necessary to arrest you
- Explain to you that you're not free to leave

If you try to escape or become violent, the police can use 'reasonable force', e.g. holding you down so you can't run off. You can also be handcuffed. The police have powers to search you when you're arrested.

If you do find yourself in trouble with the police then you should inform the college by using the emergency contact number. This link will give you more details:

<https://www.gov.uk/police-powers-of-arrest-your-rights>

### **Driving in the UK**

As an international student, you must make sure you fulfil the legal requirements and be aware of the correct procedures before you drive in England, Scotland, Wales or Northern Ireland.

You must have a valid licence that allows you to drive in England, Scotland and Wales. There are different arrangements in Northern Ireland.

If you wish to drive you must find out if you can use your existing licence, which will depend on where it was issued. It is an offence to drive without a valid licence and insurance. You can also be convicted of motoring offences whilst in charge of a vehicle, e.g. speeding, driving under the influence of alcohol, dangerous driving.

For information about driving in the UK please

<https://www.gov.uk/browse/driving>

## **PLACES OF WORSHIP**

### **Religion**

High Wycombe is a diverse international city. All of the major world faiths worship in the city. The College greatly values the contribution that people of all faiths make towards its social and academic life. You will find Places of Worship for most faiths in the city.

#### **Mosque**

- Wycombe Islamic Mission & Mosque Trust Ltd. (Wycombe)
- Jamia Rehmania (Castlefield, Wycombe)
- Wycombe Islamic Mission & Mosque Trust Ltd. (Wycombe)
- Masjid As-Salam (Wycombe)
- Wycombe Islamic Mission & Mosque Trust Ltd. (Castlefield, Wycombe)
- Muslim Education Centre (Wycombe)

#### **Churches in High Wycombe**

There are many small and large churches in high Wycombe; please see below links:

<https://www.yell.com/s/churches-high+wycombe.html>

### **British Customs and Culture**

When meeting someone for the first time, it is polite to shake hands with the right hand, say hello and ask the person how they are. You may find people use expressions such as ‘how are you?’ or ‘how’s it going?’ Kissing and hugging is usually reserved for greeting family and close friends.

### **Queuing**

In England we like to form orderly queues (standing in line) and wait patiently for our turn e.g. boarding a bus. It is usual to queue when required, and expected that you will take your correct turn and not push in front.

### **General Politeness**

We use ‘please’ and ‘thank you’ a lot and it is important you do too! British people are quite relaxed but like good manners. It is polite to say ‘excuse me’ when wanting someone to move out of your way and ‘sorry’ if you accidentally bump into somebody. People in the UK are quite open and friendly, but are still quite private and reserved.

It is impolite to ask personal questions such as ‘how much do you earn?, ‘how much do you weigh?, ‘how old are you? and people are unlikely to start conversations with strangers. Speak slowly and gently. Do not disturb others in road, bus, train, park etc.

### **Punctuality**

British people are very punctual and always arrive on time for appointments. It is considered rude to arrive late. If you are going to arrive late, you should contact the person you are meeting beforehand to let them know. You should never arrive late for lectures, seminars, tutorials etc.

### **Eating**

If you are invited to somebody’s house for a meal, it is considered good manners to take a gift. A bottle of wine, flowers, or chocolate are popular gifts. People in the UK generally eat with a knife and fork and put them together on the plate at the end of the meal to signal that they have had enough to eat. If you eat at a restaurant, you may wish to tip the waiter if you have received good service but it is not compulsory.

### **Alcohol**

Many British people drink alcohol. You must be over the age of 18 to drink. If you do not drink alcohol, then you may be worried if you are invited to a pub or a bar. Don’t worry – pubs are popular meeting places and sell non alcoholic drinks as well as alcohol. Both men and women may visit pubs and bars in the UK.

### **Equality**

Both men and women have equal rights in the UK. It is illegal to discriminate against anyone according to race, gender, age, class, religion, sexual orientation or disability. British attitudes to sex and sexuality may be different from those in your own country. You are free to live according to your own personal standards, ethics and beliefs and not feel pressured to adopt those of any of your fellow students.

### **Smoking**

It is illegal to smoke in public places in England. This means you cannot smoke in lecture theatres, tutorial rooms, cinemas, theatres, trains, pubs, bars and restaurants. There are designated smoking areas outside College.

### **Shopping**

High Wycombe

Eden, known more popularly as the Eden Centre, is a shopping and entertainment complex in High Wycombe, Buckinghamshire in the south east of England. With a floor area of 850,000 square feet (79,000 m<sup>2</sup>), it is the 32<sup>nd</sup> largest shopping centre in the United Kingdom and the largest in the surrounding area.

The centre has 107 shops, a bowling alley, a cinema, a library (which opened on 3 June 2008), parking for 1,600 cars on site and other car parks available nearby.

The complex is part of a major regeneration of High Wycombe in a bid to transform the town into a regional shopping destination. The complex includes a new bus station and 48 residential flats. The shopping centre opened on 13 March 2008, the bus station opened earlier in July 2006.

Eden attracted one million visitors within two weeks of opening and regularly attracts over 350,000 visitors per week.

If you are living in self-catering accommodation, shopping for food is likely to be your main priority. Eating the right food, and enough of it, is vital for keeping yourself healthy. You may find it easier to shop in self-service shops or supermarkets, where you can use a basket or trolley provided for you to carry the goods you intend to buy. There are smaller shops, where you can buy specialised foods from overseas and street markets, which are particularly good for fresh fruit and vegetables, often sold at low prices.

**Reading** - 20 minutes from High Wycombe

The Oracle, Reading

**London:** 30 minutes from High Wycombe

**Oxford city**

20 minutes from High Wycombe

### **Attendance and Punctuality**

You must attend all the classes and you have to arrive on time. If you can't attend or you are going to arrive late, you should let your tutor know.

### **Absence**

College expects you to attend all your course's classes. We monitor your attendance to make sure that you make good progress and achieve your goals. You are in the UK to study – so attendance at classes is important. You should make medical appointments outside of class time, but if there is no alternative then inform your tutor that you will be absent. If you are sick then you should email your tutor to let him know.

### **Emergency Procedures**

Make sure you know where the Emergency exits are for each of the classroom where you have classes and the days and times of alarm tests, published around the buildings.

#### **On hearing the alarm:**

- Leave the building via the nearest exit route
- Do not use the lift
- Do not stop to collect your belongings
- Go to your designated assembly point.
- **STAY WITH YOUR GROUP**
- Wait to be dismissed

Your tutor(s) will explain the Emergency Procedures to you at the start of the course.

### **Smoking**

**It is against the law to smoke on these premises, unless it is a designated area. Please do not smoke near the main entrance. If you want to smoke, please do so in the designated areas.**

## **Working Regulations**

If you are on a Student Visitor Visa you cannot work during your time in the UK- you have agreed and signed that on the application form.

## **Immigration**

### **Short-term study visa**

We will monitor your visa expiry date and write to you before your visa is due to expire. You must ensure that you have valid permission to remain in the UK at all times and it is your responsibility to obtain the necessary visa.

Student Visitor Visa students **MUST** leave the UK on or before the date that your immigration permission ends. You cannot apply to switch to another immigration category whilst in the UK.

If your immigration status changes at all you must let us know. We must always hold a copy of your current visa.

### **Student Supports**

Whilst you are not eligible for any financial support you have full access to all the college facilities and services, including:

- Welfare and guidance
- Enrichment – trips, events, clubs and societies

### **Student Union**

As a student of College, you are automatically a member of the Students' Union. The main role of the Students' Union is to listen and support all students who study at the college. Student Union election will be held once a year. You could apply for any position you like. College will maintain equal opportunity at all time.

### **Equality and Diversity**

College is proud to be a diverse and socially inclusive community where individual differences are accepted, valued and celebrated. All members are entitled to be treated fairly with dignity and respect. For more please see equal opportunity policy.

### **Disciplinary and Exclusion Policy**

Everyone who visits, studies or works at College should expect to be treated with consideration and respect. Students are all asked to agree to the college's code of conduct when enrolling. This details acceptable behaviour.

## Comments and Complaints

The college welcomes your comments, suggestions, complaints or compliments. In the first instance you should talk to your tutor or a member of the International Team. There are a number of Learner Voice opportunities for you to input in to including:

- Principal's Question Time
- Surveys
- Tutors feedback

There is a comments', suggestions', complaints or compliments' box at the reception that is always locked and director /principal opens once a month and takes necessary action.

### All-important links for students and agents.

1. About us: <https://cpd.oxfordce.co.uk/about/>
2. Student Application form: [https://oxfordce.co.uk/download/application\\_form.pdf](https://oxfordce.co.uk/download/application_form.pdf)
3. Student Video Comments: [https://oxfordce.co.uk/student\\_comments.php](https://oxfordce.co.uk/student_comments.php)
4. Admissions Process: <https://oxfordce.co.uk/admpro.php>
5. Visa Application Document checklist: <https://oxfordce.co.uk/cklist.php>
6. Why Study in the UK: <https://oxfordce.co.uk/wsiuk.php>
7. Pre Visa-Letter Interview Questions: <https://oxfordce.co.uk/download/pviqo.pdf>
8. FAQs: <https://cpd.oxfordce.co.uk/intfaqs/>
9. Pre-Arrival Information for International Students: [https://oxfordce.co.uk/download/p\\_ai.pdf](https://oxfordce.co.uk/download/p_ai.pdf)
10. Term Dates- Academic Year: <https://oxfordce.co.uk/download/tdoce.pdf>
11. College Opening time: <https://oxfordce.co.uk/download/otoce.pdf>
12. Student Handbook: [https://oxfordce.co.uk/download/s\\_hb.pdf](https://oxfordce.co.uk/download/s_hb.pdf)
13. Why study in the UK and why join us : <https://oxfordce.co.uk/wsiuk.php>
14. Short-term Study Visa: : [https://visas-immigration.service.gov.uk/apply-visa-type/tier4?\\_ga=2.264734351.1084234646.1610633566-2059747765.1606132613](https://visas-immigration.service.gov.uk/apply-visa-type/tier4?_ga=2.264734351.1084234646.1610633566-2059747765.1606132613)
15. Standard Visitor Visa: <https://www.gov.uk/standard-visitor/visit-as-an-academic>
16. Refund form and policy: <https://oxfordce.co.uk/download/oxirf.pdf>
17. Accommodation: <https://oxfordce.co.uk/download/arf.pdf>



**Social Media**

24. YouTube: [https://www.youtube.com/channel/UCu5mHtRxS2c35ha0X9 Ntlw?view\\_as=subscriber](https://www.youtube.com/channel/UCu5mHtRxS2c35ha0X9 Ntlw?view_as=subscriber)

25. Facebook: <https://www.facebook.com/oxfordce2017?ref=bookmarks>

26. Instagram: <https://www.instagram.com/oxfordcollegeofeducation/>

27. Twitter: <https://twitter.com/oxfordcehw>

