



WELCOME GUIDE

LONDON LEICESTER SQUARE

Welcome to Kaplan International Languages. This guide will help you make the most of your chosen course and will give you useful information that you can refer to during your stay.

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BOOKING CONTACT:

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ACCREDITATIONS AND MEMBERSHIPS

Accredited by the

for the teaching
of English in the UK

ENGLISHUK
member

This Kaplan International Language school is accredited by the British Council and is a member of English UK. These are highly respected organizations that represent and help maintain the best English language schools in the country.



BEFORE YOU LEAVE

Here are some important things you need to know to make your arrival as smooth as possible. Use our checklist to ensure you don't forget anything and are prepared for the exciting times ahead.



POCKET MONEY

Separate to your travel expenses, we recommend a weekly budget of £80–100. This should cover personal expenses, laundry and Kaplan activities. You will need additional money if you want to take weekend trips. Bring £100 with you in cash and a debit or credit card. Do not bring foreign currency. It is not wise to carry around large amounts of cash.

BANK ACCOUNT

If you're staying longer than six months, you may wish to open a bank account. If possible, set up your account before you arrive as rules, regulations and policies between banks vary. You may be required to bring personal documentation with you; remember it may take a long time to set up the account, so make sure you still have access to money during this process.

CLOTHING

Most students dress casual for classes, but you should bring nice clothes for going out and active clothes for sports and outdoor activities. The climate is changeable and may be different from your own. The typical temperature is 20°C in the summer and 0°–10°C in the winter, although it can drop below freezing. Bring waterproof clothing if you're arriving in the winter and an umbrella as it often rains in the UK.

ELECTRICAL CURRENT

Standard voltage in the UK is 240 volts; remember to bring an adaptor with you or buy one when you arrive.

MOBILE PHONE

Ensure your phone is unlocked before you purchase a local SIM card, otherwise you will need to purchase a temporary mobile phone when you arrive. Please be advised it is easier to unlock your phone before you depart your country.

CHECKLIST

Is everything ready for your trip? Double check the list below to ensure you don't forget any vital documents or necessary items for your study abroad adventure.

- ☐ Passport
- ☐ Enrollment agreement, including acceptance letter and Kaplan documentation
- ☐ Visa
- ☐ Accommodation fact file (available to download from website)
- ☐ Proof of health/medical insurance
- ☐ £100 in cash
- ☐ Weather-appropriate clothing
- ☐ Adaptor for electrical appliances
- ☐ Prescription medication
- ☐ Emergency information
- ☐ Mobile Phone, Laptop or Tablet
- ☐ Relevant payment if you are taking an exam (£160–200 IELTS)





WHEN YOU ARRIVE

Arriving at the airport in a foreign country can be overwhelming. To better prepare yourself, make sure that you have read the information below about your arrival and how to get to your accommodation. If you get lost or confused upon arrival, don't be afraid to ask the airport staff for help as they will be happy to give assistance.



KAPLAN TRANSFERS

Students should arrive at Heathrow, Gatwick, City, Luton or Stansted Airports. If you book a taxi transfer the driver will meet you at the airport terminal when you arrive, and will have a sign with your name on it. Kaplan Transfer Service must be arranged in advance.

TRANSFER SERVICE PRICES (ONE WAY)

- Heathrow: £90
- St. Pancras: £75
- Gatwick: £95
- Luton/Stansted: £105
- London City: £80

INDEPENDENT TRANSFERS

HEATHROW AIRPORT TO CENTRAL LONDON:

- Underground: 50 minutes
- National Expresss Coach: 1 hour

GATWICK AIRPORT TO CENTRAL LONDON:

- Train: 30 minutes
- National Expresss Coach: 1 hour 15 minutes

STANSTED/LUTON AIRPORT TO CENTRAL LONDON:

- Train: 30-60 minutes

KING'S CROSS STATION TO CENTRAL LONDON:

- Underground: 10 minutes
- Bus: 20 minutes



FIRST DAY AT SCHOOL

Orientation starts every Monday at 08:30. This includes registration and a placement test, an introduction to the school, accommodation, and social program. On their first day, students are expected to bring their passport, booking confirmation letter, a pen and paper.



ABOUT THE SCHOOL

NUMBER OF BUILDINGS:	1
NUMBER OF FLOORS:	4
TOTAL NUMBER OF CLASSROOMS:	12
SCHOOL FACILITIES:	Elevator, air conditioning, heating, Wi-Fi (free), SIM cards to buy, top up SIM cards, computer lab/ multimedia center, self study center, vending machine, prayer room, student lounge/ common room
WHEELCHAIR / DISABLED ACCESS:	Yes
EXTRA COST OF FACILITIES:	No
OTHER SERVICES PROVIDED:	Visa support, travel support, airport transfer, UPS (University Placement Service)
EXTRA COST OF OTHER SERVICES:	Airport transfers: Heathrow £95, Gatwick £100, Luton/Stansted £110, London City £85
NUMBER OF COMPUTERS AVAILABLE:	45
LEVELS OF ENGLISH OFFERED:	Elementary, Lower Intermediate, Intermediate, Higher Intermediate, Advanced

CLASS TIMETABLE

MORNING	AFTERNOON
Class: 08:45 - 10:15	Class: 14:00 - 15:30
Break: 10:15 - 10:30	Break: 15:30 - 15:45
Class: 10:30 - 12:00	Class: 15:45 - 17:15

SPECIFIC SKILLS CLASSES TIMETABLE

MORNING CLASS (MONDAY TO FRIDAY)	AFTERNOON CLASS (MONDAY TO THURSDAY)
N/A	12:15 - 13:45



SCHOOL MATERIALS

MATERIALS PROVIDED FOR STUDENTS:

K+ curriculum, K +notes, K +tools, K +extra, Chromebooks, Interactive whiteboards

IS THERE A BOOK DEPOSIT?

£10

IS THERE A MATERIALS FEE?

No



LOCAL INFORMATION

NAME OF LOCATION:	London Leicester Square
TOP 5 REASONS TO CHOOSE THIS CITY:	World-famous tourist attractions, boundless shopping (from Harrods to high street), cuisine from any country in the world, world-class athletics venues, and plenty of live music venues to choose from
FAMOUS LANDMARKS:	Buckingham Palace, Houses of Parliament/Big Ben, The London Eye, Trafalgar Square, Chinatown, Covent Garden
CITY PERSONALITY:	Active nightlife, ancient architecture, artistic, business capital, cosmopolitan, creative, cultural, diverse, fashion, foodie scene, historical, iconic landmarks, museums
WHAT MAKES THIS CITY UNIQUE?	Easy access to other European cities, festivals and cultural events throughout the year including the Notting Hill Carnival
TRANSPORT WITHIN A 10-MINUTE WALK:	Train, London Underground, buses, river boat
CUISINES WITHIN A 20-MINUTE WALK:	American, British, Chinese, European, French, Greek, Indian, Italian, Japanese, Mexican, Middle Eastern, Seafood, Spanish, Thai, Turkish, Vegetarian, food from all over the world
ALTERNATIVE THINGS TO DO:	Discover lively markets in Camden and Borough, take a boat trip on the River Thames, experience the street entertainment in Covent Garden Market



TYPICAL 2-WEEK SOCIAL SCHEDULE

DAY	FIRST WEEK	SECOND WEEK
MON	Welcome drinks and Covent Garden walking tour	River cruise on the Thames
TUE	Victoria & Albert Museum	The London Eye
WED	Sky Garden	Arsenal Stadium tour
THU	Kensington Palace	West End musical
FRI	Wine and cocktail night	Visit the South Bank
SAT	Weekend trip to Stonehenge and Bath	National Gallery

REGULAR SOCIAL ACTIVITIES

London Eye	£23
Harry Potter tour	Free
Tower of London	£20
Kensington Palace	£14.50
West End musical	£35-45
River cruise on Thames	£11
Weekend trip	£39-50

Number of Social activities per week: 10-12

EXAMPLES OF NEARBY CITIES TO VISIT

EDINBURGH

Travel time: 4 hours, price of return ticket: £90-100

BRIGHTON

Travel time: 60 minutes, price of return ticket: £14

LIVING COSTS

(SAMPLE PRICES FOR ITEMS IN THIS CITY)

Bottle of water: £1

Coffee: £2 (in school £1)

Can of coke: £1

Meal out for two: £25-60

Takeaway pizza: £10-15

Sandwich: £3

Local bus ticket: £1.50 - 2.50

Local train ticket: £2.40

Bike rental: £2 per day

Cinema ticket: £11



ACCOMMODATION

STUDENT RESIDENCE

THINGS STUDENTS NEED TO BRING:

Toiletries, personal items to make their room feel like home, prescription medication and towels

SERVICES INCLUDED:

Basic appliances and furniture, cooker, microwave, fridge, freezer, crockery, utensils and bed linen

EXTRA COST OF SERVICES:

Average cost per load of laundry is £5

MEALS PROVIDED:

Meals are self-catering; all apartments have a fully-equipped kitchen

LAUNDRY FACILITIES:

There are laundry facilities in the basement; an iron and ironing board are available

SECURITY:

You are responsible for keeping your own room secure. Kaplan International Languages cannot be responsible for items that go missing in the residence.

DISTANCE TO SCHOOL:

Residences are a 25-minute journey by Underground from the school

PRIVATE ACCOMMODATION

Only students aged 18 and over are permitted to go into private accommodation. If you are 16 or 17 years old you will be housed in a homestay and should be home by 11 pm each night.

If you are over 18 here are some tips if you want to find your own apartment or share a house with friends:

- The school's Accommodation Officer can provide a list of local letting agencies
- Check whether the accommodation you are going to see is in a safe area
- Take a friend with you when you go to view any accommodation
- If you are sharing an apartment or house find out who has access to it
- Make sure the accommodation has a recent safety certificate – all cookers are electric fires are safe and smoke alarms are fitted
- Make sure your room is secure and that you have insurance for your laptop, camera, TV, DVD, personal music player and other valuable items
- If you rent your own accommodation you will be expected to pay Council Tax. If you are a student you will receive a 10% discount but be aware that it could be up to £1,200 per year.

HOMESTAY



THINGS STUDENTS NEED TO BRING:

Toiletries, prescription medication, personal items to make their room feel like home, a small gift for your host (not required)

SERVICES INCLUDED:

Bed linen, towels, laundry once a week (free of charge), additional laundry (extra cost), internet free of charge, study space

EXTRA COST OF SERVICES:

If the student wishes to do laundry more than once a week, the host can charge up to £5 per load; we cannot guarantee that all homestays will have a landline available for students to use

MEALS PROVIDED:

Yes – Breakfast and Dinner

ABOUT HOMESTAY MEALS

BREAKFAST:

Breakfast is usually a light meal consisting of cereal, fruit, toast, juice, or coffee. Hosts will usually ask you to prepare your own breakfast.

LUNCH:

You will be responsible for buying your own lunch at school, from a local restaurant, or the local shops.

DINNER:

You will usually eat dinner with your host, or occasionally you may prepare your own meal with food supplied by your host.

WILL THE HOMESTAY ARRANGE TO PICK UP THE STUDENT FROM THE AIRPORT?

No

TRANSPORT TO SCHOOL:

Your host will give you directions to the school and explain how public transport works; some of our host families will take you to the nearest bus stop or underground station, but they wouldn't normally take you directly to school on the first day

WHERE ARE THE HOST FAMILIES LOCATED?

London travel zones 1–4

ADDITIONAL INFORMATION:

Homestays located within zones 1–2 are 30–45 minutes of commute time; those in zones 3–4 are 45–60 minutes from the school



HEALTH AND SAFETY

MEDICAL INSURANCE

All students must have medical insurance for the duration of their stay in the UK. Students need to organize their own medical insurance before they travel. Kaplan does not offer travel and medical insurance in the UK, but students can either use the link on the Kaplan International Languages website to book travel and medical insurance directly with an insurance provider, or they can choose their own.

IF YOU GET SICK

If you get sick while in the UK you should visit a doctor. You can ask the Welfare Officer or your host family where the nearest doctor is. If you have a minor illness you can ask staff at a local chemist for advice. Remember to bring any relevant insurance or medical documentation with you. You may need to register with a local doctor.

PROTECTING YOUR BELONGINGS

We strongly recommend you take out insurance for your personal belongings, especially cameras, music players, mobile phones and laptops. Personal items cannot be covered by Kaplan homestay or residence insurance.

UNDER 18 STATEMENT

Kaplan recognizes its responsibility to safeguard and promote the welfare of students aged under 18, within the UK legal framework and criteria of our educational oversight and accrediting bodies. We endeavor to ensure a safe, positive and pleasant study and home environment for all students. We show an additional duty of care towards our students who are legally minors, monitoring them more closely than other students and requesting all parents of Under 18s to sign a Consent Form

- All Kaplan staff and host families adhere to our Safeguarding Policy, which includes training and regular guidance
- All staff and hosts in regular contact with under 18s are subject to rigorous recruitment procedures and necessary police checks
- Each KIE school has a named contact person for under 18s who meets the students on a regular basis, explains the legal status of under 18s, monitors any accommodation issues and liaises with the home stay and students' parents if necessary
- We ensure there are activities in the school which are suitable for students under 18 to participate in and inform Under 18s about learning and socializing outside of the classroom

LAWS

- No one under the age of 18 in the UK may buy or consume tobacco or alcohol, including beer and wine. It is against the law to buy tobacco or alcohol for someone you know is under the age of 18.
- Driving under the influence of alcohol is a very serious crime and police make regular random checks.
- You will need international ID to enter bars, clubs or pubs (e.g. passport, ID card, driving licence).
- Buying, selling and using drugs is illegal.

EMERGENCY SERVICES

Call 999 in case of fire, medical emergency or if you need the police.

MEDICAL COSTS

Medical costs are at the discretion of your local doctor or hospital.

Minimum medical costs are as follows

- Consultation with a doctor: £40
- Prescriptions at a chemist: £6.50 per item
- Dental treatment: £50
- Eye test or new glasses: £30



LOCAL CUSTOMS

- Women in the UK are equal to men and should always be treated fairly.
- Always stand in line and wait your turn when buying tickets, at a bank or post office, or waiting for a bus. Keep to the left when standing on escalators.
- English people talk to strangers in public areas. This is a great way to practise English, but caution should be taken. You should not give out your address and telephone number, or accept inappropriate invitations. Although most people are friendly, some may be reluctant to speak with strangers.
- "Please" and "thank you" are very important words! Always use them if you ask someone to do something for you, or if they help you or give you information.



KAPLAN INTERNATIONAL LANGUAGES RULES

- If you leave your Kaplan International Languages course, the government may revoke your student visa and advise you to return home.
- You must attend all classes. If you do not attend your classes your representative will be informed. If a student is under 18, parents will be informed. If you do not then improve your attendance you will be sent home.
- Be on time for all your lessons.
- Always tell Kaplan International Languages if you are going to be absent from school for any reason and tell your host family if you are going away overnight.
- If you commit a criminal offence or have to be severely disciplined you will be sent home and no refund will be given. We will also inform the immigration authorities.

UK PUBLIC HOLIDAYS 2019

New Year	1 January 2019
Good Friday	19 April 2019
Easter Monday	22 April 2019
May Bank Holiday	6 May 2019
Spring Bank Holiday	27 May 2019
Summer Bank Holiday	26 August 2019
Christmas Day	25 December 2019
Boxing Day	26 December 2019

* The above dates are observed as holidays in the year 2019. If you arrive on a week where the Monday is a holiday, your first day of school will be a Tuesday.

HOLIDAY POLICY

ACADEMIC YEAR AND SEMESTER STUDENTS

There are preset holiday dates for all Academic Year and Semester students. These dates depend on your start date and cannot be changed. Please check with the school if you are not sure when these are.

SCHOOL CLOSURES

The school will be closed from 23–30 December 2019, with an additional closure for New Years on 01 January 2020.

Last updated: 6 September 2019