



LONDON SCHOOL OF ENGLISH

Welcome and Pre-Arrival Information

English In Teaching

Level 1: Intensive Introductory Course

Level 2: Intensive Advanced Course

A note from our Chief Executive, Hauke Tallon



We are delighted to welcome you to The London School of English. Established in 1912, we are the oldest accredited language school in the world, offering expert English language tuition for professionals from across the globe. Our clients are motivated adults who wish to achieve their academic and professional goals. Each week, we welcome students from more than 25 different nationalities to our school in Holland Park, West London.

While you will be studying in closed groups with your colleagues, you will also have a wonderful opportunity to network with professionals from around the world at our Welcome Drinks, during lunch in our restaurant, and through our social programme, should you wish to take part.

We are here to support you throughout your time with us — from our dedicated Client Experience team, who can assist with accommodation and social activities, to our Courses team, who are available to help with any academic queries.

We warmly welcome you to our school and look forward to meeting you.

Hauke Tallon

Support for our clients from DAAD

Our Client Experience Team, Julia, Christina and Mandy are available to support you before and during your stay. Please contact the team if you would like to book:

- A weekly restaurant pass (lunch)
- Accommodation
- Transfer from/to the airport

Email: reception@londonschool.com



Welcome to The London School of English student handbook

THE LONDON
SCHOOL OF
ENGLISH
SINCE 1912

This document gives you all of the most useful information to help you **make the most of your stay**. But if you prefer, you can just speak to any member of staff who will help you.

What's inside?

1.	Before you arrive	Page 5
1.1	London School Online and your pre-course questionnaire	
1.2	Visa information	
1.3	Cost of living	
1.4	Travel options from London airports	
1.5	Important things to bring with you	
1.6	SIM Cards	
2.	Your first day	Page 7
2.1	Getting to the school	
2.2	Arriving at the school	
2.3	Your course colleagues + environment	
2.4	Induction	
2.5	Welcome drinks	
3.	The school and its services	Page 8
3.1	Opening hours and floor plans	
3.2	Reception	
3.3	Restaurant	
3.4	Toilets	
3.5	Wi-fi access and computer facilities	
3.6	Security, valuables and lost property	
3.7	Fire drills	
3.8	Dos and don'ts	
3.9	Prayer rooms	
4.	Your course and your progress	Page 13
4.1	Putting you in the right group	
4.2	Your trainer	
4.3	Feedback and what to do if you're not happy	
4.4	Attendance and punctuality	
4.5	Outside class	
4.6	Study resources	
5.	Your accommodation	Page 15
5.1	Information about accommodation options	
5.2	Changes or support with accommodation	

6.	Your welfare	Page 15
6.1	Your health	
6.2	Emergencies	
6.3	Your personal safety	
6.4	The law	
6.5	Who to speak to at school	
7.	Living in London	Page 18
7.1	Places to go to	
7.2	Travel	
7.3	Social programme/weekend trips	
7.4	Tickets for events	
7.5	Useful Apps	



1. BEFORE YOU ARRIVE

1.1 London School Online and your pre-course questionnaire

When you book your course, you will receive a link to your London School Online account. You need to click on this link to activate your account. When you have done this, you will see an online questionnaire on the first page. Please complete it and return it to us as soon as possible. It gives us information on your course needs and aims, and it also helps us to check your level of English and make sure the course is the right one for you.

If, for some reason, you have not received the link, please contact us at reception@londonschool.com.

1.2 Visa information

It is your responsibility to apply for your visa in good time before your course starts. You can find information about visa requirements here:

● [Visa Information - The London School of English](#)

You can also find more information on visas here: ● [Visa Application Advice - UKCISA](#)

Please contact our team at reception@londonschool.com for further support.

1.3 Cost of living

You can find up-to-date information on the cost of living in London by checking this website:

● [Cost of Living in London. Prices in London \(numbeo.com\)](#)



1.4 Travel options from London airports

London officially has 5 airports. The largest one, and most convenient for The London School of English, is Heathrow Airport.

You can find information about public transport options from London airports here:

● [Staying in the UK - The London School of English](#)

The cheapest way to get into London is to take public transport. You can also take a traditional London Black Cab.

We can also arrange for you to be collected at your point of arrival (including the Eurostar terminal at St. Pancras) and taken straight to your accommodation. You can find more information here:

● [Airport transfer - The London School of English](#)



1.5 Important things to bring with you

- ☐ Passport and a national Identification card if available
- ☐ Enrolment documents from the school and details of your accommodation
- ☐ Credit/debit cards
- ☐ Insurance documents
- ☐ For European citizens, your EHIC (European Health Insurance Card)
- ☐ Mobile phone and charger. We have USB-C and USB-A charging points in most rooms.
- ☐ Adapter for electrical appliances. We use three-pin plugs and the power is 240 volts in the UK. You can buy these adapters when you arrive here.
- ☐ An internationally recognised student card if you have one
- ☐ Your driving licence or an international driving licence in case you wish to hire a car
- ☐ Any medication you may be taking
- ☐ Any materials you might need for self-study, for instance a bilingual dictionary

You may also bring a laptop or tablet with you, particularly if you are doing a course which might involve giving a presentation. However, this is not essential, and there are computers available in the school if you need one to make your presentation.

1.6 SIM Cards

You may be able to get a SIM card to use in the UK in your country before you travel, for example from giffgaff. Otherwise, main mobile phone companies such as EE, Three and Vodafone have shops and vending machines that sell SIM cards at UK airports and in shopping streets. You can buy a top up card, or a monthly contract which costs about £15-£30/month.

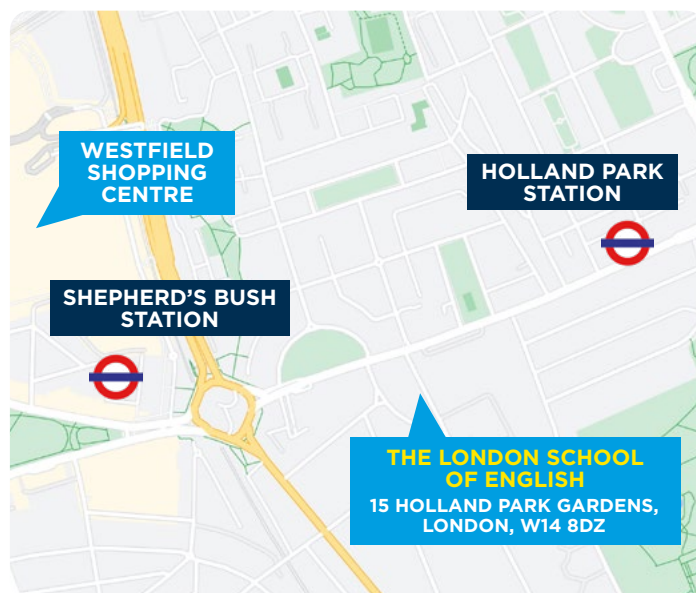
2. YOUR FIRST DAY

2.1 Getting to the school

The closest Underground stations to the school are Holland Park and Shepherd's Bush stations, both of which are on the Central (red) line, approximately a 7-minute walk from the school. From Shepherd's Bush station you can also use London Overground and National Rail services. In addition, the 31, 94, 148 and 228 buses all pass along Holland Park Avenue, just outside the school. When travelling in or around London, you can use the journey planner on the TFL website (tfl.gov.uk) to find the best route.



Download the **CityMapper** app to help you navigate around London.



2.2 Arriving at the school

Please check the welcome email you receive before your arrival for the time you need to arrive at school on your first day. When you arrive, you will be greeted by members of our Client Experience team, who will take a scan of your **original passport (no copy)**. They will also give you a form to complete with your personal details and the details of the person who is your emergency contact.

You will be given a lanyard with a badge to wear while you are in the school. **Please make sure that you wear your lanyard at all times while you are in the building and carry it with you when you leave the building. The card in your badge holder is an access card that you need to open the automated door when you enter or leave the building.**

Colour coding of lanyards is as follows: **Green: Clients** – **Blue: Staff** – **Red: Visitors**

2.3 Your course colleagues and environment

We are a multi-cultural environment. Typically, we have around 30 nationalities in the school every week, which results in a diverse range of languages, cultural and religious beliefs and life choices. This diversity makes your course experience especially enjoyable as we all learn about each other's cultures through the English language. We respect the diversity and different views of the world this brings, and provide an inclusive environment that is free from verbal abuse, harassment, bullying, extremism and threats of any kind.

2.4 Induction

Before starting your class, you will have a short introduction to the school with a screen presentation given by one of our Courses Managers or by the Chief Executive. You will also have a tour of the building and find out about the facilities and services at the school. You will then be taken to your classroom.

2.5 Welcome Drinks

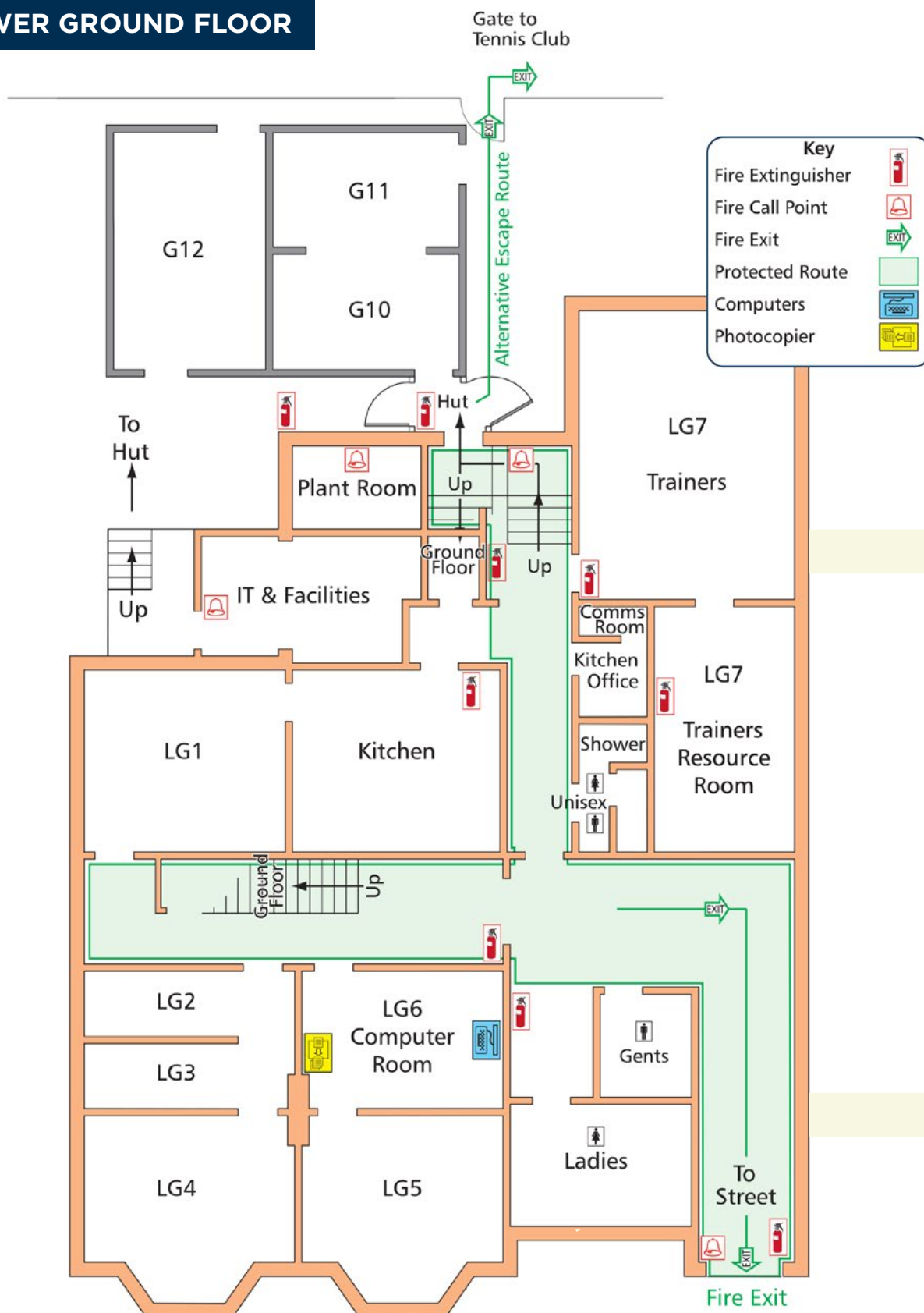
On Monday afternoons from 16:00 to 17:30 there are 'Welcome Drinks' in the restaurant for the new students, although everyone in the school is welcome to attend. Both alcoholic and non-alcoholic drinks are available, as well as snacks. This is a good opportunity for you to meet other people in the school apart from your classmates.

3. THE SCHOOL AND ITS SERVICES

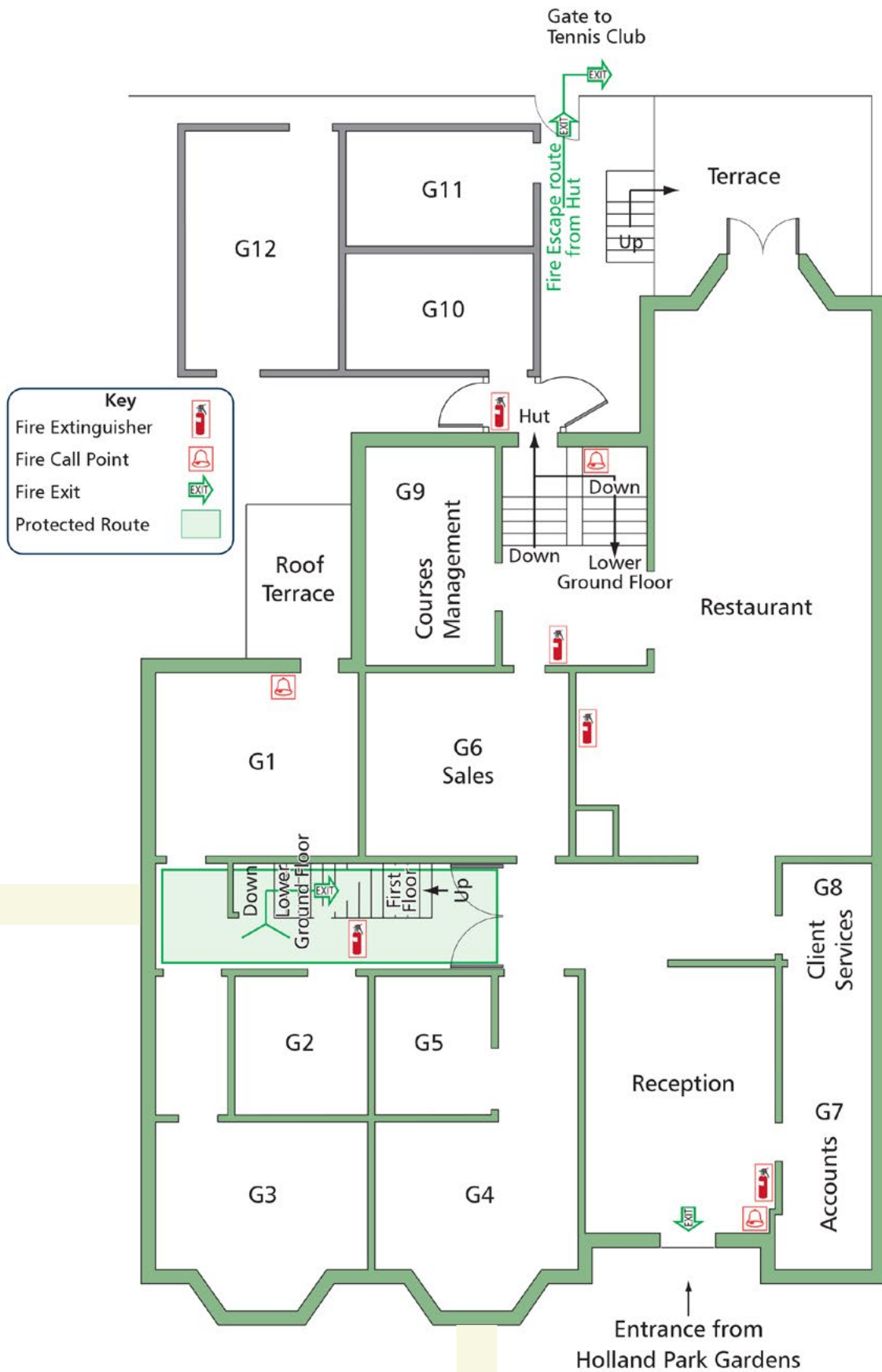
3.1 Opening hours and floor plans

The building is open from 08:30 to 18:00, Monday to Friday. You are welcome to stay in the building after your class – you can use the self-study area, or work in your classroom or the restaurant. The offices close and the front door is locked at 17:00. We ask everybody to leave by 18:00. Please make sure that you close the entrance door behind you when you leave.

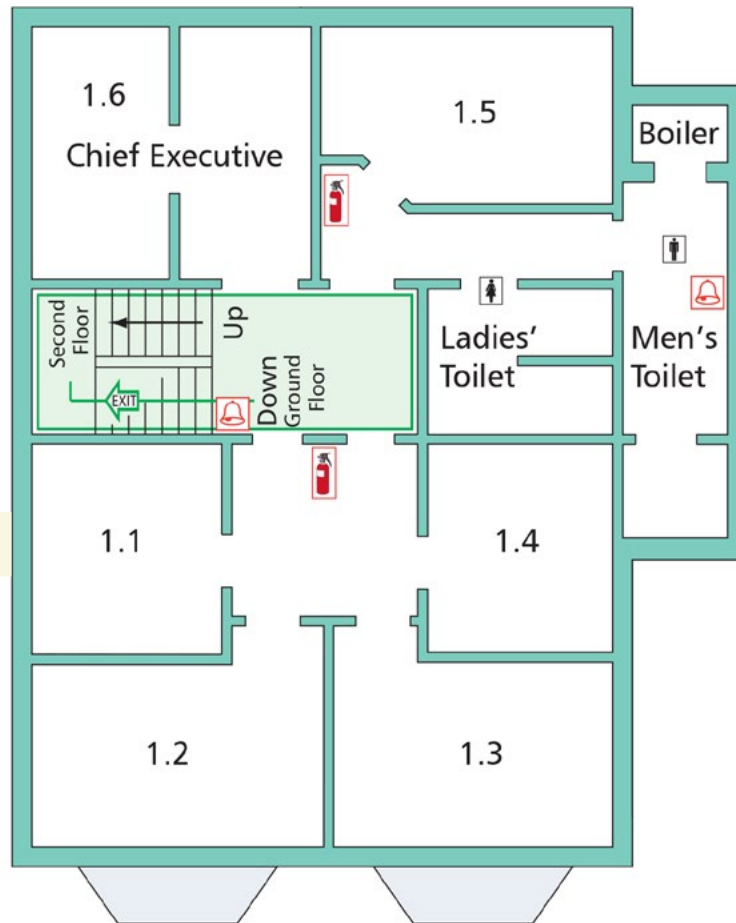
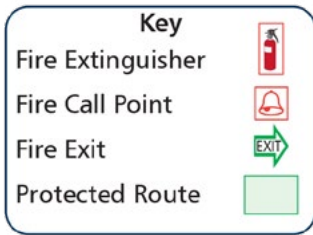
LOWER GROUND FLOOR



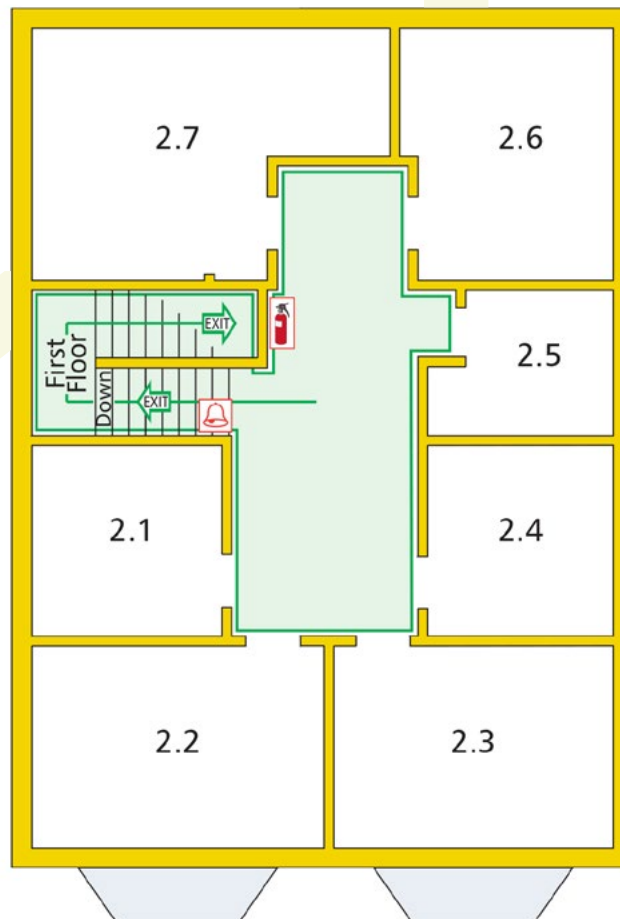
GROUND FLOOR



FIRST FLOOR



SECOND FLOOR



3.2 Reception

The reception is open daily from **08:30 to 17:00**. Here are some of the things you can get help with at reception:

- booking taxis
- getting information on public transport
- getting advice about places to visit
- buying coursebooks and dictionaries
- borrowing an adaptor or phone charger
- storing luggage if you're travelling
- information about healthcare

However, there are many other ways in which you can get help at reception, so please come and talk to us at any time and our staff will do their best to help you.

You can also call us on this number:

+44 20 7605 4123, or send us an email to: **reception@londonschool.com**.



3.3 Restaurant

The restaurant is open throughout the day, and a selection of teas and coffee is always available for free. There is also a chargeable Nespresso machine, and a water cooler with still and sparkling water.

A freshly prepared **3-course hot lunch** is available every day from **12:00 to 13:00** and they are charged at £65 a week (subject to change). Most of our clients choose to eat lunch in the school.

You need to pre-book the lunch at least one week in advance. You can see a sample lunch menu here:

- <https://www.londonschool.com/information/about-us/services-facilities/restaurant/>

If you prefer to have lunch outside school there is a good selection of restaurants in Westfield shopping centre, which is about a ten-minute walk from the school. There are also a number of cafés and restaurants close to Holland Park station.

3.4 Toilets & Shower

There are men's and ladies' toilets on the lower ground floor and the first floor. There is also a unisex toilet and shower room on the lower ground floor.

3.5 Wi-Fi access and computer facilities

You can connect to our Wi-Fi network from your device by scanning the QR code which can be found at reception, in the restaurant next to the water cooler and coffee section, or by searching for and connecting to the **Londonschool.com** network (password: londonschool)



If you have not brought your own laptop or tablet, you can use the computers in the self-study area for as long as you like free of charge, but please log out and turn them off when you've finished.

The self-study area is open all day and is situated on the Lower Ground floor (LG6). There are computers and there is also a printer/photocopier available to use, but please limit your printing to a reasonable amount. If you wish to print more than 10 pages, please ask at reception. If you have any problems or questions while using any of these facilities, please contact reception.

3.6 Security, valuables and lost property

Although the school is located in an area which is generally very safe, it is a public building and we cannot accept responsibility for any losses. We strongly recommend that you arrange adequate insurance to protect yourself and your property while you are in the UK. Please keep valuable items such as money, credit cards and electronic devices with you at all times.

If you lose anything while you are in the building, or if you find something, please report this to reception.

3.7 Fire drills

We sometimes have fire drills to make sure that everyone knows what to do in an emergency. We try to do these in a way that doesn't interfere with your lessons. You will hear a very loud siren, and you should leave the building immediately by the marked route (there are maps and signs throughout the school showing these routes). Your trainer will help you and responsible fire wardens will be on site to secure the building. There are two fire exits and you will be shown where these are on your first day.

3.8 Dos and Don'ts

 Dos	 Don'ts
If you change your address, phone number or email, please inform Reception.	Please don't eat in the classrooms. The only place you can eat food is in the restaurant.
If you are unable to come to your class for any reason, please call us on the following number (Monday – Friday 08:30 to 17:00): +44 (0) 20 7605 4123 or send us an email to reception@londonschool.com ideally before your class start time. If you know in advance that you will be absent, please inform your trainer or Reception.	If you're a smoker, please don't smoke on the steps at the front of the building. The only place you can smoke is on the terrace at the back of the restaurant. When using the terrace, please make sure that the door to the restaurant is closed and please don't smoke close to people who are eating their lunch.
Please ensure that your mobile phone is on silent when in the classroom. If you need to leave the classroom to answer a call, please make sure that you do so as quietly as possible. You do need to inform your trainer in advance if you are expecting a phone call.	
Please put any rubbish in the correct rubbish bin – 'recycling' and 'general waste'. These are located in different areas around the school. You need to read the instructions on top of the bins carefully to use the correct bin for your rubbish.	
Please return tea or coffee cups to the restaurant at breaktimes or after class once you've finished using them.	

3.9 Prayer rooms

We have designated multi-faith prayer rooms available, one for female and one for male students. Please ask at reception for the location of the prayer rooms. We have also prayer matts available at reception.



4. YOUR COURSE AND YOUR PROGRESS



4.1 Putting you in the right group

You must complete your pre-course questionnaire and an online test before you arrive – this helps us to assess your level correctly. You will be placed in a group based primarily on your speaking level. If we cannot accurately assess your level from the pre-course questionnaire and online test, we may contact you before you arrive to organise a level check by telephone or video call.

If for some reason you feel that the group you are in is not the right level for you, please talk to your trainer or to a Courses Manager as soon as possible.

4.2 Your trainer

All our trainers are qualified and experienced in teaching English, both abroad and in the UK. Many specialise in areas such as business, academic and legal English. You can always speak to your trainer about your progress and other courses related questions.



4.3 Feedback and what to do if you're not happy

We will ask you to complete:

- A very short First Impressions Questionnaire in the first week of the course to check that you're happy with your course, accommodation, administration and the social programme.
- Mid-course feedback which gives you the chance to tell us about any concerns you have.
- A more detailed questionnaire through London School Online at the end of your course.

We are always trying to improve our services and your feedback is important to us. Please complete these questionnaires as they help us to improve our service to you. You can also leave feedback in the Suggestion Box which is located near Reception (on the left as you enter the restaurant). We will do everything we can to make sure that you are happy with your stay with us.

If you are unhappy about anything at all, please do not hesitate to tell us. You can:

- Speak to any member of staff.
- If you are not happy with the response, please speak to the Chief Executive. If you would prefer to write, you can contact him at:

**Hauke Tallon (Chief Executive),
The London School of English
15 Holland Park Gardens
London W14 8DZ**

Or email hauke.tallon@londonschool.com. If you are still not happy, you can contact our membership body, English UK. The details about how to do this are on the noticeboard or please just ask us.

4.4 Attendance and punctuality

It is very important that you attend class every day, unless you have a good reason not to. If you don't attend regularly this will affect your progress.

Please send us an email if you are unable to attend class (sickness for example) to reception@londonschool.com. Or you can call us on **+44 20 7605 4123** during our working hours.

4.5 Outside class

The classroom is not the only place where you can practise your English. Here are some important things you can do to make the best of your time in London:

- **Always speak English while you are here**, even with people who speak your own language.
- Take advantage of the break times and lunch to meet and talk in English with other course participants and members of staff.
- **Get involved in our Social Programme.** The activities will give you the opportunity to meet other participants and enjoy your free time. You can find our social programme [here](#) or at the activities board at the school which will be shown to you on your first day. You can sign up for the activities while you are at school or by sending an email to reception@londonschool.com. You can speak to the Client Experience team about the activities if you have any questions or if you would like us to add an activity that you are interested in.
- Make use of the London School Online platform for extra language practice.

4.6 Study resources

There is a selection of coursebooks, graded readers and self-study resources in the self-study area which you are welcome to use. We also have a number of grammar and vocabulary books which are available to buy at Reception.

You can also borrow graded readers at reception for a deposit of £10. The £10 will be given back to you once you have returned the book. Please ask your teacher for your level and we will be able to recommend the most suitable book.



5. YOUR ACCOMMODATION

5.1 Information about accommodation options

Most of our students stay in homestay accommodation or in student residences. For more information on accommodation, see our accommodation document: ● [Accommodation – The London School of English](#)

5.2 Changes or support with accommodation

If you'd like to leave your accommodation, please let the school and your host (if homestay is booked) know as soon as possible. Please tell us and your hosts if you are worried about anything (e.g. food allergies, etc.).

If you have a problem with your accommodation and need help or advice, please speak to our Client Experience team or send an email to accommodation@london-school.com.



6. YOUR WELFARE

6.1 Your health

If you are unwell and cannot come to class, please call us on **+44 (0) 20 7605 4123**. If you feel unwell while you are in school, please tell your trainer. We can arrange for you to rest in a quiet room. If you think you need to see a doctor or dentist, please come to reception.

You can find more detailed information about what to do if you need medical treatment here: ● [Staying in the UK – The London School of English](#). You find more information on local hospitals and doctors in the section “**If you are unwell or have an accident**”. You can also speak to the Client Experience team while you are at school or find all the information on our welfare board, located next to the staircase which leads to the first floor. The welfare board is also shown to you on your first day.

If you are studying in the UK for more than 6 months you can register with a GP. For more information go to the website of the National Health Service (NHS): ● [How to register with a GP surgery – NHS \(www.nhs.uk\)](#). We can help you with this.

6.2 Emergencies

In an emergency you should call **999** (you can also use the Europe-wide emergency number, **112**). This number is for ALL emergency services, including the Police, Ambulance Service (for medical emergencies) and Fire Brigade.

If you need to get medical help and it is not an emergency, call **111** (all languages are available). If you need to speak to the police and it is not an emergency, call **101**.

6.3 Your personal safety

London is overall a safe place, but it is also a big city, so it's a good idea to take some basic precautions.

- Do not leave your things on the table when you're out in busy public places such as restaurants and pubs. Always keep your bags closed, near you and best in eyesight.
- Avoid carrying large amounts of cash with you. In most places you can use a card to pay even very small amounts.
- You usually don't need to have any identification with you unless you go out in the evenings or if you enter a venue that serves alcohol. If possible, leave your passport in your accommodation or any other safe place. You can carry a national driving licence or national ID card with you, if available.

If you have any problems, you can contact the police (see below), call the school's emergency phone number on **+44 (0) 7949 114795** or if you're at the school, come to Reception to talk to us.

These are the nearest police stations:

Kensington Police Station (72-74 Earls Court Road, W8 6EQ. Phone: 101 or 020 7402 1212;
Tube: High Street Kensington or Earls Court; Buses: 328, C1;

Hammersmith Police Station (226 Shepherds Bush Road, W6 7NX; phone: 101 or 020 8563 1212;
Tube: Hammersmith



6.4 The law

Smoking: Smoking is not allowed in public buildings like bars, restaurants, shops, stations, cinemas, and public transport. You can smoke on the street.

Drugs: Using illegal drugs in Britain is against the law and can lead to severe penalties. It's strongly advised not to use illegal drugs during your stay.

Shoplifting: If caught stealing from shops, you may have to go to court and pay a fine. Visitors on visas might not be allowed back into the UK.

TV Licence: Every house or flat with a TV must have a TV licence. If you share a flat or rent a room, make sure to know who's responsible for the licence. If officials visit and you answer the door, you might be held accountable.

Council Tax: Council Tax is a local tax charged on properties. It varies across different boroughs in London, with specific rules for student discounts. Check with your local council for details.

Weapons: Carrying any weapon, including gas and pepper sprays, for defence is illegal. If police find you with a knife, you'll be arrested.

Cycling: Riding a bike on pavements is not allowed, and if you cycle at night, you must have lights. Wearing a helmet isn't required but highly recommended for safety.

Legal Assistance: For free legal advice, you can visit the Citizens Advice Bureau located at:
Chelsea Old Town Hall
Kings Road, London
SW3 5EE,

or call **0844 8269708** or **020 7351 2114**.

Police station:

The nearest police stations to the school are:

Kensington Police Station
72 Earls Court Road, London, W8 6EQ
Tel: **+44 (0) 20 7240 1212**
Open Monday to Friday, 10.00 - 18.00

Notting Hill Police Station
99-101 Ladbroke Rd, London W11 3PL
Tel: **+44 (0) 20 7230 1212**
Open 24-hours

If you are a victim of any crime or are charged with any crime, please come to reception and ask for support.

6.5 Who to speak to at school

Your wellbeing is very important to us. If you'd like to talk to someone about any problems you might have, come to reception to speak to our Welfare team. If you prefer, you can send us an email: **reception@londonschool.com**. We will always listen carefully, with discretion and will do our best to support your needs in whatever way we can.



7. LIVING IN LONDON

There is an enormous amount to do in London, whatever your interests. For more information, see our website: ● [Staying in the UK – The London School of English](#). The best magazine for helping you choose what to do each week is 'Time Out': ● [Time Out Best Things To Do and Events In London](#). If you need advice about anything (entertainment, shopping, sports etc.), please just come to reception or send us an email to reception@londonschool.com.

7.1 Places to go to

Pubs

In British pubs, you normally buy a drink at the bar before you sit down. Some pubs close at 11pm and will not serve alcohol after this time though clubs will serve drinks very late – usually until at least 2am. You don't have to drink alcohol in a pub and most pubs serve food as well as tea and coffee. Further information related to serving alcohol can be found at: ● <https://www.gov.uk/alcohol-licensing>.

Galleries and museums

Visit some of the best museums and art galleries free of charge: the **National Gallery**, the **British Museum**, **Tate Modern**, the **Natural History Museum**, the **Science Museum** and the **V&A**. There are also many smaller museums and galleries, e.g., the **Design Museum** is near the school (in Holland Park). For more free galleries/museums, see: ● <https://www.visitlondon.com/things-to-do/sightseeing/london-attraction/museum/free-museums-in-london>.

Parks

London is well-known for its numerous green spaces which everyone can enjoy. Some of the biggest and most famous ones are **Hyde Park**, **Regent's Park**, **Green Park**, and **Kensington Gardens**. For more information, see <https://www.royalparks.org.uk/parks>. Make sure you also visit your local parks. **Holland Park**, which is a five-minute walk from the school, has beautiful gardens, such as the Kyoto and the Dutch Gardens. The park also hosts the outdoor Holland Park Opera where you can enjoy operas and plays in the spring and summer months.

Parks usually close before it gets dark. There will be a sign near the entrance of the park which tells you when they will close.

Bookshops

There are several bookshops in London which have large English language sections: Foyle's, Waterstones (especially the branch in Gower Street). Daunt books is located on Holland Park High Street (a 3-minute walk from the school) and has a great selection of fiction and non-fiction books.

For specialist Law bookshops, go to Butterworths, Hammicks, or Wildy and Sons. If you want advice on where to buy other specialist books, we may be able to help you. Please ask your trainer or at reception. The school provide textbooks to use in class. If you'd like to buy your own copy, speak to your trainer and we can order a copy for you.

Street and Outdoor Markets

London boasts many interesting outdoor markets worth visiting. If you're interested in antiques, head to the nearby Portobello Road Market (Notting Hill). Two very famous markets are Camden Market (Camden Town) and Spitalfields Market (Liverpool Street). If you like food, head to Borough Market or find your local farmers' markets. Colombia Road and Brick Lane are also worth a visit. For more information, see <https://www.lfm.org.uk/>.

7.2 Travel

The Underground (the Tube)

This is the fastest way to travel around London.

Night tubes run on some lines. For more information, see

- [The Night Tube – Transport for London \(tfl.gov.uk\)](https://tfl.gov.uk)



When travelling around London, we recommend that you download the **CityMapper app** to help.

Buses

Buses are cheaper than the tube and they are an interesting way to explore London, especially if you're sitting on the top deck! You can use your Oyster Card or your contactless debit/credit card to pay for the fare. There is a network of night buses:

- [Night buses from City of London \(tfl.gov.uk\)](https://tfl.gov.uk)

Oyster cards

You can buy or top up your [Oyster card](https://tfl.gov.uk) (a pre-paid pass card you can use to pay for your journeys) in every station or you can **pay by a contactless debit/credit card which is the same price** (overseas transaction fees may apply). There is a limit to how much you're charged per day so don't worry if you make many journeys, but always remember to tap your card both in and out at each exit. For more information including ticket prices and route options, see the official [Transport for London website](https://tfl.gov.uk) or [Plan a Journey website](https://tfl.gov.uk). **Cash is not accepted on public transport.**



Student Discount

If you are staying at our school for 14 weeks or more, you can get a 30% reduction in your fares. The discount only applies to travelcards and bus & tram pass season tickets. Applications need to be submitted online: ● [Transport for London \(tfl.gov.uk\)](https://tfl.gov.uk) and then authorised by our reception. Students need to inform reception once they have submitted their application. We can help you with this process.

Taxis

In London, you can catch black cabs in the street (by waving at them) if the orange 'Taxi' light is on, the taxi is available, or you can book a minicab by going into a booking office (you can find these on high streets), calling a taxi company, or using an app, e.g., Uber. Always book your minicab and do not catch an unbooked minicab in the street because these may not be official taxis.

Traveling in an unbooked cab is illegal and does not provide insurance coverage in case of an accident and may be dangerous.

If you need a taxi at school, we can call a minicab for you. Alternatively, you can usually get a black cab in Holland Park Avenue (turn right outside the school and walk to the traffic lights). You can find black cabs also in front of the [Hilton Kensington](https://www.hilton.com/en/hotels/london-hilton-kensington/), just a few minutes' walk from the school. If you need a taxi to take you from your accommodation, or the school to the airport or train station at the end of your course, we can arrange it. If you booked this before you came to London, we will arrange it automatically.

Bikes

Another way of exploring London is to hire a Santander bike – you can pick them up and drop them off at fixed docking stations, which you can find across Central London. For more information, visit:

- <https://tfl.gov.uk/modes/cycling/santander-cycles>.

For other bike companies, see [Bike Hire In London: 6 Services For Part Time Pedallers \(secretlondon.com\)](https://secretlondon.com/bike-hire/)

Paying for things

The UK is becoming a 'cashless' economy quite quickly. Most places will still accept cash, but some do not. Please ensure that you have the facility to pay using a card or app.

7.3 Social programme/weekend trips

We provide a social programme 3-4 times a week in the late afternoon/evening. It includes walking tours led by a professional guide, enjoying meals in restaurants, visiting galleries and museums, etc. For more information, see [our social programme](#). You can also speak to reception, check our activities board or send us an email to reception@londonschool.com if you have any questions

We provide day trips on weekends to various well-known tourist destinations near London (Oxford, Cambridge, Bath, Stonehenge, etc.) through collaboration with a professional tour company. You can speak to reception if you have any questions or if you would like to book a trip.

7.4 Tickets for events

You can buy cheaper tickets for theatre plays and musicals on the same day from the ticket office (booth) in Leicester Square Gardens. You can buy tickets for performances at any box office around Piccadilly Circus. You can also book tickets online: ● [Theatre \(tickets.london\)](https://www.theatretickets.london/)

Please be cautious of using some online ticket sites. Check with us if you are unsure.

7.5 Useful apps

Transport



Citymapper

The best London transport app which helps you plan a journey. It shows you routes, times and costs of the underground, local trains and buses.



Uber

Cheap taxis on demand. Prices can be more expensive in busier times and locations, but are a very convenient option if public transport isn't available.



Other useful apps



Visit London - Official Guide

Explore the best of London with the Visit London official guide and offline map. Browse hand-picked lists of the best things to do, and discover great things in London based on where you are and where you're going.



WiFi Finder + Map

Find Fast WiFi wherever you go with the SpeedSpot WiFi Finder with Offline Maps. The Offline functionality makes it possible to download places that you are travelling to, so you can find Fast WiFi anywhere.



And remember...

If you have any questions at all, please don't hesitate to ask us. We are here to help you make the most of your time with us!



Sample: Timetable English for German Academics - Lecturing Skills in English

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
09:00 - 10:30	<u>Introduction to the course</u> - Introductions and course overview - Induction to the school - Pre-course task: creating a Portfolio / introducing our platform the HUB	<u>Discussion – hot topics in HE in Germany</u> - AI and plagiarism - Student attainment and retention - Teaching vs research projects (research grants)	<u>Discussion – preparing materials for new modules</u> - How to use AI prompts - Creating effective slides	<u>Language clinic</u> - Clarifying emerging language questions (grammar and vocab) - Clarifying any grammatical areas (e.g., cleft sentences & inversion for greater impact) - Tense review	<u>Short participant-led seminars with expanded feedback</u> -
<i>Break</i>					
11:00 - 12:30	<u>Introducing and describing a course</u> - Language and practice - Differences between traditional and hybrid & remote formats	<u>Lecturing skills on learner inclusivity</u> - Lecture clip; how to cater to different learning styles in different teaching formats	<u>Lecturing skills: describing changes and trends / commenting on visuals</u> - Language and practice	<u>Ending a lecture/course</u> - Language and practice - Responding to student evaluation - Dealing with questions	<u>Short participant-led seminars with expanded feedback</u> -
<i>Lunch</i>					
13:30 - 14:45	<u>Lecturing techniques: structuring and exemplifying</u> Lecture clip (focus on signposting language and providing examples)	<u>Academic vocabulary and appropriate register</u> - Collocations and thesaurus dictionaries - Common chunks in academic English	<u>Providing feedback on assignments in tutorials</u> - Language for constructive written and audio/oral feedback - Giving negative feedback	<u>Short participant-led seminars with expanded feedback</u> - Q&A - Participant Feedback	<u>Course Evaluation & Action Planning – Portfolio</u> - Tutorials - Reflection - Feedback - Post-course tasks
<i>Break</i>					
15:00 - 16:45	<u>Professional communication in HE context</u> - Cultural differences (students' expectations; critical thinking) - Small talk and networking	<u>Professional communication in HE context 2</u> - 'Hedging' and 'emphasising'- communication with students - Guided self-study (preparation for a short participant-led seminar)	<u>Pronunciation, rhythm, intonation and stress in lectures</u> - Improving delivery (e.g., using contrastive stress and pausing for greater effect)	<u>Short participant-led seminars with expanded feedback</u> - Q&A - Participant Feedback	<u>Course Evaluation & Action Planning – Portfolio</u> - Tutorials - Reflection - Feedback - Post-course tasks
Homework	Portfolio: reflection; choose part of a seminar to present (topic)	Portfolio: reflection Seminar (choose a skill to develop)	Portfolio: reflection Short seminar prep	Portfolio: reflection Short seminar prep	Review Course (revisit the Portfolio in 2-4 weeks)
Social & Cultural Programme	Optional: Welcome drinks	Optional: Traditional English Pub – Pub Quiz	Optional: Lecture at a London University	Optional: Walking tour Notting Hill	Optional: Museum lates session

NB Please note this timetable is provisional and may be adapted to the class's needs and priorities at any time. The Social and Cultural Programme will vary according to which events are available.