



Norwich Study Centre

FLYING CLASSROOMS

STUDENT HANDBOOK



 +44 (0)1603 619 091

 info@flyingclassrooms.co.uk

 www.flyingclassrooms.co.uk

Accredited by the



for the teaching
of English in the UK

ENGLISHUK 
member

Welcome to Norwich Study Centre, Flying Classrooms!

This Student Handbook provides important information about our school, and advice on travel, study and life in Norwich and the UK.



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Welcome

Welcome to Norwich Study Centre!

Dear Student,

This handbook gives you all the information you need about being a student at Norwich Study Centre and living in Norwich.

You will find information about:

1. Travelling to Norwich
2. Our staff and school
3. Living and studying in Norwich and the UK
4. What to do in an emergency

We will give you lots of opportunities to speak and work together to practise what you learn here.

I wish you a very happy, rewarding and productive time with us at Norwich Study Centre!

Kumi Wiedmann
School Director

Important Information

School opening hours

Monday to Friday
09:00 – 16:00

School contact details

Norwich Study Centre,
Flying Classrooms

5 Tombland
Norwich
Norfolk
NR3 1HE

 United Kingdom

 +44 (0)1603 619 091

 info@flyingclassrooms.co.uk

 www.flyingclassrooms.co.uk

Emergency contact

 +44 (0)7800 907 804

Travelling to Norwich

Arriving in the UK

When you book your flight, please tell us when you will arrive in the UK and Norwich. (See below for more information about travelling to Norwich, or contact us for help or advice.)

If you are staying with a homestay host, we will contact them with your arrival time.

Airport	Flights To/From
Norwich Airport	Schipol Airport, Amsterdam
Stansted Airport	Europe
Gatwick Airport	International
Heathrow Airport	International



Arriving in Norwich

Travelling to Norwich by taxi

We can organise a taxi to collect you from Heathrow, Gatwick, Stansted or Norwich airports.

Please contact us to book a taxi.

Airport	Time	Price (pay on booking)
Norwich Airport	20 minutes	£20.00 (one way)
Stansted Airport	1-2 hours	£150.00 (one way)
Heathrow Airport	2-3 hours	£210.00 (one way)
Gatwick Airport	2-3 hours	£230.00 (one way)



Travelling to Norwich by coach

Coaches to Norwich travel from Heathrow, Gatwick, Stansted and Norwich airports.

For travel from Heathrow, Gatwick or Stansted, you can book online or by phone with **National Express**. (See below for details.)

Airport / Journey	Time
Stansted Airport	2-3 hours
Gatwick Airport	4-5 hours
Heathrow Airport	5-6 hours

National Express (coaches)

☎ +44 (0)8456 007 245
✉ www.nationalexpress.com

Travelling to Norwich by train

Trains travel between London Liverpool Street Station and Norwich Station every 30 minutes during the day. The journey takes less than two hours. Trains run from Stansted Airport to Norwich every 60 minutes and take less than 90 minutes. For more information, and to book tickets, contact **National Rail Enquiries**.

National Rail Enquiries (trains)

☎ +44 (0)8457 484 950
✉ www.nationalrail.co.uk

Arriving with your homestay host

If you are staying with a homestay host, we can organise a taxi to transport you from the airport/station to your accommodation. Contact us for more information.



Arriving on Your First Day

Finding us

Our address is **5 Tombland, Norwich, NR3 1HE.**

Reception opening hours are: **09:00 - 16:00 (Monday - Friday)**

You can find us opposite Norwich Cathedral. See the map below for more information. If you are staying with a homestay host, they will help you travel to the school.

NORWICH
the city of waters

Norwich Study Centre
FLYING CLASSROOMS

Shopping

- Norwich Lanes
- intu Chapelfield
- Marks & Spencer
- Royal Arcade
- Norwich Market
- Timber Hill
- Gentleman's Walk
- St Stephens Street
- White Lion Street & Davy Place
- Jarrol
- John Lewis
- Castle Mall Shopping Centre
- Debenhams
- Elm Hill
- London Street
- Castle Street
- Magdalen Street
- Riverside retail

Norwich Attractions

- Museum of Norwich at the Bridewell
- City Sightseeing Tours
- Colman's Mustard Shop & Museum
- Jarrol
- Strangers' Hall
- Cathedral of St John the Baptist
- Café Britannia
- The Forum
- Norwich Castle Museum & Art Gallery
- Norwich Cathedral
- The Old Skating Rink Gallery
- The Plantation Garden
- Sainsbury Centre for Visual Arts

Key to Map

- Tourist Information Centre
- Car parks
- City sightseeing stop
- Cinemas
- Theatres/cultural venue
- Museums
- River boat trips
- Bus station
- Train station
- Shopmobility
- Norwich Market
- Taxi ranks, full time
- Taxi ranks, part time
- Riverside walk/pathway
- City wall
- Norwich 12 buildings
- Restricted traffic streets
- Parks, gardens and green space
- Chapelfield & St Stephens and Castle & Marketplace
- Cathedral quarter
- Norwich Lanes
- Over the water
- Riverside

Contacting us

You can contact us by email and by phone:

 info@flyingclassrooms.co.uk

 **+44 (0)1603 619091** during opening hours
+44 (0)7800 907804 for **emergencies**

Registration

On your first day, come to the school office (on the 1st floor) at 09:00. We will provide you with important information, answer any questions and explain the plan for your first day with us.

Our School Timetable

Monday	Tuesday	Wednesday	Thursday	Friday
9:30 - 11:00	9:30 - 11:00	9:30 - 11:00	9:30 - 11:00	9:30 - 11:00
Morning Break - 30 minutes				
11:30 - 13:00	11:30 - 13:00	11:30 - 13:00	11:30 - 13:00	11:30 - 13:00
Lunch Break - 1 hour				
14:00 - 15:30 (Afternoon course)	14:00 - 15:30 (Afternoon course)	14:00 - 15:30 (Afternoon course)	14:00 - 15:30 (Afternoon course)	








Note: Each class is 90 minutes long.






Our Staff and How We Can Help

Our staff

Director	
Kumi Wiedmann	
Teaching Staff	
Director of Studies	Roni Snell
Senior Teacher	Andy Payne
Teacher	Emma Elliott
Teacher	Emma Woolfenden
Teacher	Manuel Gonzalez Garcia de Blas
Teacher	Jack Griggs-Smith
Teacher	Renee Gray
Teacher	Sandra Bryson
Student Support Staff	
Student Officer	Emily & Holly
Accommodation + Student Officer	Holly Burley
Marketing + Student Officer	Emily Sims
Safeguarding Officer	Holly Burley
Social Activities	
Social Activities Coordinator	Emily Sims
Caretaking	
Maintenance	Matt Dickerson
Cleaning	Blair Mercer

How we can help

For...		See...
General help and information	 Emily	 Holly
Questions about payments	 Emily	 Holly
Questions or complaints about facilities	 Emily	 Holly
Questions or complaints about accommodation		 Holly
Exams classes and booking exams		 Roni
Questions or complaints about your course, teaching or teachers		 Roni

For...	See...	
Advice on learning and useful academic resources	 Roni	
Information on social activities	 Emily	 Holly
Safeguarding and welfare (under 18s)	 Holly	 Kumi

Come and talk to us!

If you are unhappy, or if you are having any difficulties inside or outside school, and you need to talk to someone for support, come and talk to us **at any time**.

The School Office

Student cards

On your first day, we will give you a student card with the school's contact details and emergency contact number.

Mobile phone SIM cards

Free UK mobile SIM cards are available from the school office. Please visit the school office to find out more.

Contacting us

Please tell the office as soon as possible if you change your email, telephone number or address.

School Facilities and Security

What you can find here

At Norwich Study Centre, our school facilities include:

1. A student common room, where you can meet other students and talk to them or play games with them
2. A shared study space and library
3. An outdoor area with tables, seats and table tennis

Personal belongings and valuables

Please keep any valuables with you at all times. Do not leave your valuable things in the classrooms between lessons, or anywhere else in the school.



Social Activities

Learn, explore and meet new fellow students

You can join our social activities but you need a consent letter from your parents. Please talk to your parents about which activities you want to join.

Social activities

You should always stay near the group leader and the social activities leader and should always be in a groups of at least four people.

Social activities price list

Note: Prices are approximate, based on a minimum of 10 students joining.

Activity	Price per student
London, full day with guide	£60
Cambridge, full day with guide	£45
Beach/seaside resort, half day	£20
Boat trip on the Norfolk Broads, half day	£25
Sainsbury Centre for the Visual Arts	£5
Norwich Quiz Tour	£5
Traditional English cream tea	£10
Ghost Walk	£10
Norwich Cathedral	£5
Norwich Castle Museum	£10
Roller-skating	£10
Srangers Hall Museum	£10
Cinema	£10
Bowling	£10
Sports in the park	£5
Laser Tag	£10
Escape Room	£20
Student party	£5



*Substitute activities available in situations where planned activities can't go ahead

Accommodation

Feel at home

Staying with a homestay host is the perfect opportunity to experience the British way of life. It is also one of the best ways to improve your English skills outside the classroom. Your homestay host will do their very best to make you feel at home.



Our Courses and Terms

Our terms

We have 4 terms each year. See below for our 2021 term dates. (Please note we are closed during bank holidays.)

Term	Start	End	Bank holidays
Winter term	Monday 4th January	to Friday 26th March	
Spring term	Monday 29th March	to Friday 25th June	2nd April, 5th April, 3rd May, 31st May
Summer term	Monday 28th June	to Friday 24th September	30th August
Autumn term	Monday 27th September	to Friday 17th December	

In the middle of each term you will take a progress test. After the test, you will have a meeting with your teacher. During the meeting you can talk about your progress. Your teacher will give you advice, and will answer any questions you may have about your class or your learning plan.

English with A Level / International Baccalaureate Pre-Sessional

Our Pre-Sessional course is aimed at secondary, college and high school students (16 and above) who want to study for GCSE, A Level, or Middle Years Programme exams. During morning lessons, you will join one of our General English classes where your teacher will help you practise using English to communicate. In the afternoons, you will work on your subject-specific knowledge in small classes, with lessons designed to meet your individual goals and requirements.

General English (15 hours per week)

Our General English Standard course focuses on developing skills in the four core areas of reading, writing, speaking and listening. Using a practical approach based on the CEFR levels for language ability, our General English classes enable you to develop the confidence and skills you need to use English effectively in different situations. Whatever stage you are at in your language learning journey, our experienced teachers can help you progress to the next level and achieve your language learning goals.

We give General English classes at six levels:

- Beginners (A1)
- Elementary (A2)
- Pre-intermediate (B1)
- Intermediate (B1+)
- Upper-intermediate (B2)
- Advanced (C1)

General English Plus course (21 hours per week)

Students taking a General English Plus course attend morning and afternoon classes. (See [Our School Timetable](#) for details.) These classes focus on skills, providing further listening and speaking practice.

In the afternoons, choose from:

- **SKILLS & CULTURE**

You will practise using language in real-life situations, sharing opinions and ideas and discussing information to improve your speaking and listening skills for life.

- **BRIDGE TO IELTS**

This course offers an introduction to our IELTS Exam Preparation course for students with an English level of A2/B1 who are hoping to achieve a score of 4 or above in the IELTS exam.

- **CULTURAL ACTIVITIES**

Explore the medieval city of Norwich and cover different areas of British culture including food, art, history and more. Take part in outside activities to put your English skills into practice. The minimum level for this course is B1+.

Exam preparation

We offer IELTS and Cambridge English Exam Preparation courses. These exams can be taken at the following levels:

Exam/Qualification	Minimum level
Cambridge Preliminary English Test (PET)	B1+
Cambridge First Certificate in English (FCE)	B2
Cambridge Advanced English (CAE)	C1
IELTS	B1+

If you have any questions about your exam, you can speak to your teacher or to our Director of Studies at school.

Taking the IELTS exam

The nearest IELTS exam test centre is in Cambridge, which you can reach by train or car. The exam fee is between £170 and £195, depending on the location and test that you choose.

Taking the Cambridge exam

The nearest Cambridge exam test centre is in Norwich at the Norwich Institute for Language Education (NILE). The exam fee is between £130 and £170, depending on which exam you take.

The CEFR: A global standard

Our courses are based on the Common European Framework of Reference for Languages (CEFR). The CEFR is a global standard for learning, teaching and assessment. By designing our courses with the CEFR, we can help you move step by step towards your learning goals, building your skills and knowledge of English.

See below for an outline of the levels used in the CEFR.

Level	You can...
A1	<ul style="list-style-type: none"> Understand and use familiar everyday expressions with help Introduce yourself and answer questions about personal details, e.g. where you live Interact in a simple way with help, speaking slowly
A2	<ul style="list-style-type: none"> Understand and use familiar everyday expressions and very basic phrases to satisfy simple needs Introduce yourself and others, and answer questions about people you know and things you have
B1	<ul style="list-style-type: none"> Understand sentences and common expressions relating to basic personal information, activities, geography etc. Communicate in simple and routine tasks Describe your background, immediate environment and needs in simple terms
B1+	<ul style="list-style-type: none"> Understand the main points of spoken or written discourse on familiar matters regularly encountered in work, school, leisure etc. Deal with most situations likely to arise when travelling in an English-speaking area Produce simple connected text on topics which are familiar or of personal interest Describe events, experiences, dreams etc. and briefly give reasons and explanations for opinions and plans
B2	<ul style="list-style-type: none"> Understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in your field or specialism Interact with a degree of fluency and spontaneity that makes regular interaction with native speakers possible without strain Produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topic issue, giving the advantages and disadvantages of various viewpoints
C1	<ul style="list-style-type: none"> Understand a wide range of demanding, longer texts, and recognise implicit meaning Express yourself fluently and spontaneously without much obvious difficulty Use language flexibly and effectively for social, academic and professional purposes Produce clear, well-structured, detailed text on complex subjects, showing controlled use of organisational patterns, connectors and cohesive devices

During Your Course and Classes

Changing levels

Students can change levels but only if the Director of Studies agrees. Your teachers may recommend a change of levels after a progress test, but if you would like to change your level at any other time, please speak to the Director of Studies.

Textbooks and resources

All students need to buy a course book, which can buy in the office. Your teachers will also give the worksheets and other materials to you.

You can use Study Centre for your self-studying.

We offer many different resources, including:

- A wide selection of course textbooks
- A range of examination, self-study and practice materials
- A variety of listening materials
- A graded readers' library
- A range of specially designed task sheets
- A collection of learning DVDs
- A suite of language learning software
- Details of websites for language learning and general information
- Access to BBC World News

Practising your English

It is very important that you speak English in your classes, but you should also try to continue speaking English elsewhere. **Please use English as much as possible, we ask all our students to use English at all times while at the school.**

Mobile phones

Do not use your mobile phones in class. Switch them off during lessons, unless your teacher asks you to use it.

Food and drink

You may take bottled water into class. No other food or drink is allowed in the classroom.

School Rules

Attendance

If you cannot come to school because you are ill, or for any other reason, please tell your homestay host and they will call the school before 9:30am to explain this situation.

You must come to the office to:

- sign in every time you arrive at school (before your morning class at 09:30)
- sign out every time you leave the school (after your last class)

If you would like to go home early for any reason, you must tell your teacher and come to the office. We will tell your homestay host the reason you are leaving early and when you will get home.

Lateness

You need to come on time. If you are more than 10 minutes late, we will contact your homestay host.

If you are having problems travelling to school, please try to contact us. If you are consistently late for your lessons, the Director of Studies will speak to you.

You are expected to be on time. If you are more than 10 minutes late, the teacher may decide not to let you join the class. It is important that we know when you arrive at the school and when you leave the school after your lessons.

Booking holiday

If you want to book a holiday we must receive a letter from your parents two weeks before the date of the holiday.

Curfew

If you are staying with a homestay host, you may return to your homestay host by 8pm, at the very latest. You must tell your homestay host about where you are and what you are doing at all times. You may return home later if you join one of the school's social activities but we must have a letter of permission from your parents.

Come to the office to talk

If you are not happy or you have any difficulties inside or outside school or you need to talk to someone for some support, come and talk to us any time.

Health and Safety

Behaviour

It is very important that all students and staff feel safe at the school. Let's support each other so that everybody feels comfortable. If somebody in the school makes you unhappy, please come to the office at once and tell us about what happened.

Smoking

Please do not smoke anywhere in the school. This includes electronic cigarettes. Smoking is illegal in any public building in the UK.

Drugs and alcohol

No drugs or alcohol are allowed in the school and students must never be under the influence of drugs or alcohol in class. Please be aware of UK drug laws so you do not break the law during your stay.

UK drugs information



[www.gov.uk/
penalties-drug-possession-dealing](http://www.gov.uk/penalties-drug-possession-dealing)

Theft

Do not take items that do not belong to you without permission, even if you plan to return them later.

E-safety

We have WiFi and computers available to all of our students. However, any incorrect use of the internet, such as bullying or fraud, is not allowed and will be treated very seriously. It is also not allowed to access any pornographic material when using the internet at the school.

Abusive Behaviour

We will not tolerate abusive behaviour towards students or members of staff. This includes:

- Violence towards students, staff or visitors (including aggressive behaviour which does or does not cause physical injury)
- Threatening behaviour (including the possession of weapons, even if they are hidden)
- Harassment (negative behaviour towards other people which is unwanted, rude, worrying or stressful)
- Damaging, or attempting to damage, school property or the personal property of students or staff
- Rudeness to staff or other students
- Anti-social behaviour (including being drunk and noisy)
- Bullying of any kind (including cyberbullying)
- Unwanted physical contact or inappropriate attention

Contact with school staff

Students should not have any private contact with staff and teachers. This includes exchanging personal email addresses, phone numbers and social media contact details.

Respect

All members of our school community (students, teachers and all other members of staff) are valued and respected as individuals. Please treat others with respect at all times.



Complaints Procedures

If you need to make a complaint...

1 Tell your teacher or a member of the office staff

They will organise a meeting so that you can explain the problem in private and they can understand the situation.

3 Your complaint will be investigated

We will work hard to make sure that your complaint is investigated without any extra discomfort for you.

5 We will keep records relating to your complaint

We will record all meetings, decisions or actions.

7 You may speak to the Director of Studies or the Director at any time

We promise to solve any problems as quickly as possible.

2 The Complaint Form will go to the Director of Studies or the Director

They will attempt to solve the problem. All complaints will be dealt with privately.

4 A plan of action will be created within two days

The Director of Studies or Director will share this with you as soon as possible.

6 You will be updated by the Director of Studies or the Director

You will be told about any developments relating to your complaint.

Formal complaints

If you are not happy with the response from the Director/Director of Studies, you can use our formal complaints procedure:

- Collect a Complaint Form from the school office and complete it
- Submit the form to the school office
- We will investigate your complaint and you will receive written confirmation of the complaint and any actions taken

If your complaint is not resolved

If you have a serious complaint, and you are not satisfied that your complaint can be resolved by the school, you can contact the British Council or English UK.

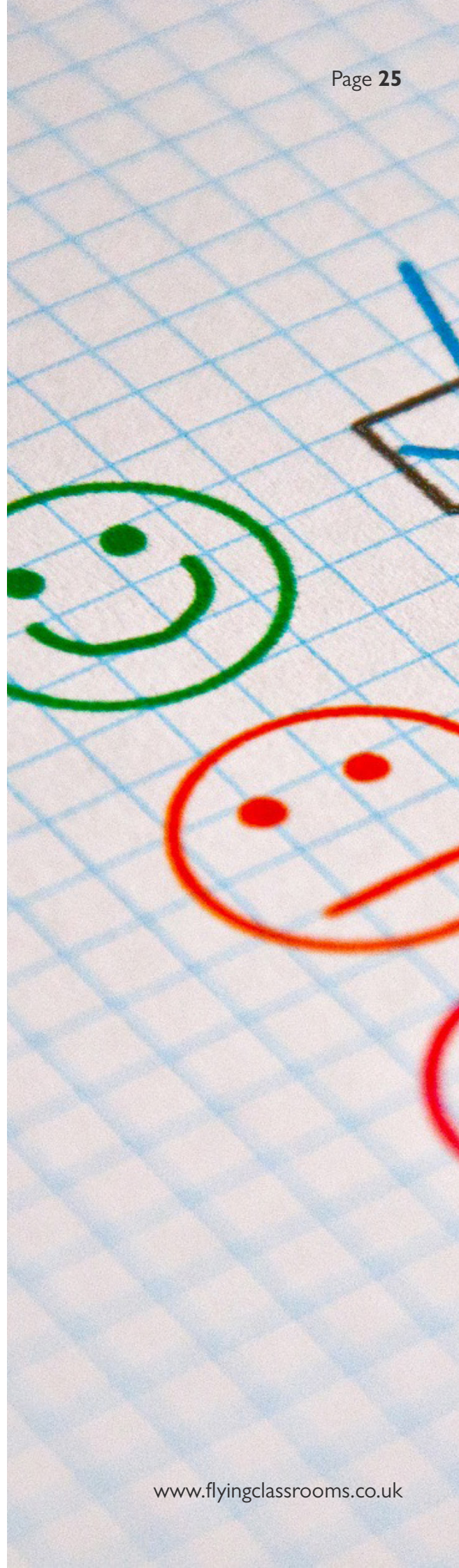
British Council Accreditation Unit

- ☎ +44 (0)2076 087 960
- ✉ accreditation.unit@britishcouncil.org
- 🌐 www.britishcouncil.org/education
- 🌐 accreditation/information-studentsagents/student-complaints
- 📍 Bridgewater House
58 Whitworth Street
Manchester
M1 6BB

English UK

- ✉ info@englishuk.com
- 🌐 www.englishuk.com/en/students/english-in-the-uk/student-complaints-procedure
- 📍 219 St John Street
London
EC1V 4LY

We regularly review policies, procedures and complaints at our Quality Assurance meetings, attended by the Director, the Director of Studies and the Senior Teacher.



Useful Information

Registering with a doctor


You should register with a doctor if you are staying in the UK for more than 6 months. After you have registered, you will be able to book appointments with the doctor.

For information about where to register, please come to the school office and speak to a member of staff.

If you are staying with a homestay host, you can use your family's doctor as a guest. Please ask your homestay host for more details.

Free NHS healthcare is given to European students that have a Global Health Insurance Card (GHIC). For more information about the GHIC, please visit the NHS website.

NHS (for GHIC)

 <https://www.nhs.uk/using-the-nhs/healthcare-abroad/apply-for-a-free-uk-global-health-insurance-card-ghic/>

Students on a short term study visa have to pay for NHS healthcare, so you should get personal medical or travel insurance. There are some treatments that are free to all, but for more information please come to the school office and speak to a member of staff.

If you have not registered with a doctor and need to see someone quickly, you can go to the Walk-In Centre at Rouen House. You do not need an appointment, but you may have to wait before a doctor can see you.

NHS Walk-In Centre (08:00 to 20:00)

 +44 (0)1603 677 500
Norwich Practices Health Centre
Rouen House
 Rouen Road
Norwich
NRI IRB



Registering with a dentist

You should register with a dentist if you are staying in the UK for more than 6 months. You should do this after you have registered with a doctor.

People usually pay for dental care in the UK, but an NHS dentist costs less. You can find a list of NHS dentists on the NHS website.

NHS (Dentist Locations)



www.nhs.uk/service-search/find-a-dentist

Some dentists may say they have no room to take new patients. If this is the case, try another dentist.

You can also register with a private dentist (which costs more than an NHS dentist).

For more information, please come to the school office and speak to a member of staff.

If you have not registered with a dentist and need to see someone quickly, you can go to the Siskin Centre and Norwich Community Hospital.

The Siskin Centre



+44 (0) 1603 272 350

The Siskin Centre
Norwich Community Hospital



Bowthorpe Road
Norwich
NR2 3TU

Medical Emergencies

In school

We have members of staff who are trained in first aid:

- Emily & Holly (student officers)

Tell a member of staff immediately if you or someone else requires first aid.

Outside school

If there is a medical emergency outside school, you must go to 'Accident and Emergency' at Norfolk and Norwich University Hospital, or call 999 if you require an ambulance.

Norfolk and Norwich
University Hospital



Colney Lane
Norwich
NR4 7UY

01603 286286



999 (emergencies only)

Please do not call 999 or go to Accident and Emergency unless it is an emergency.

Banks and money

As it can be difficult for visiting students to open a full UK bank account, we recommend using Monzo, an online UK bank account provider that focuses on services for foreign and international students. Students can sign up to receive a UK sort code and account number, contactless card, and banking app in under two minutes online. For more information, or if you need to open a full UK bank account, please come and speak with us in the school office.




Monzo

 <https://monzo.com/>


Post office

The nearest Post Office locations to the school can be found at WH Smith on St Stephens Street, or at Roys on Magdalen Street.

Post Office (Roys)

 +44 (0)1603 667 113
 www.postoffice.co.uk
 77-78 Magdalen Street
 Norwich
 NRI 1AA

Post Office (WH Smith)

 +44 (0)3456 112 970
 www.postoffice.co.uk
 31/33 St Stephens Street
 Norwich
 NRI 3QP

Library

Library is open everyday. You can borrow books, use computers and study there for free.



Norfolk and Norwich Millennium Library

 +44 (0)1603 774 777
 <https://theforumnorwich.co.uk/visit-us/norfolk-norwich-millennium-library>
 The Forum
 Millennium Plain
 Norwich
 NR2 1AW

Insurance

We advise all students to arrange medical, personal and travel insurance. Endsleigh Insurance Services is a commonly used company and can arrange insurance for you.


Endsleigh Insurance Services


 +44 (0)3332 341 556
 www.endsleigh.co.uk

Legal issues

For legal advice you can go to the Citizens Advice Bureau. You can find the nearest one to where you live by checking the Citizens Advice website.

Citizens Advice Bureau

 +44 (0)3444 111 444

 www.citizensadvice.org.uk


Police

If you need the police and it is not an emergency, the nearest police station to the school is Bethel Street Police Station.

Bethel Street Police Station (09:00 to 18:00)

Bethel Street Police Station

Bethel Steet

 Norwich

Norfolk


NR2 1NN

Age restrictions and related sales

There are limitations to what you can purchase in the UK:

- **Alcohol, tobacco and cigarettes:** You must be over the age of eighteen (18) to buy tobacco or cigarettes, to buy alcoholic drinks or to drink them on licensed premises (pubs, bars etc.). If you look under 25 years old, your age will be checked, so be prepared and bring a form of photo ID (passport, driving licence etc.).
- **Drugs:** The penalty for illegal drug use depends on the type of drug and the quantity found in somebody's possession. For more information, please see the UK Government's website.

UK drugs information

 [www.gov.uk/
penalties-drug-possession-dealing](http://www.gov.uk/penalties-drug-possession-dealing)

Motoring offences

Foreign drivers are expected to know and to follow the British Highway Code. The most serious driving offences include driving after consuming alcohol, reckless driving and driving without insurance. Please remember that in the UK you must drive on the left hand side of the road. For more information about the British Highway Code, please see the UK Government's website.

The Highway Code

 www.gov.uk/the-highway-code

What To Do in an Emergency

Fire and evacuation procedures

The building is equipped with fire alarms which are carefully maintained and tested every month. There is a fire drill every term, or approximately every 12 weeks.

The school operates a no smoking policy throughout its buildings and shared spaces.



If you hear the fire alarm, do not panic!



If you are in class...



If you are not in class...



Follow your teacher to the fire assembly point. Do not stop to collect any personal belongings.



Follow the green fire exit signs. Do not stop to collect any personal belongings.



2 Wait quietly at the fire assembly point. The staff and Fire Marshall will check everybody is present. Do not enter the building again until you are told it is safe to do so.

Students Under 18

Parents and guardians

The safety and well-being of students under 18 is very important to us. The following information relates to our safeguarding policy. Please read it carefully with your child before booking. It outlines how we work with parents and guardians to ensure the safety and well-being of students under 18.

Providing consent

Parents and guardians must sign a consent form to enable their child to join classes. This form confirms that they understand any risks involved, and that they believe Norwich Study Centre's safety measures are sufficient.

Student cards

Students will be given a wristband with the school's emergency telephone number and address on their first day.

Before and after lessons

A special attendance register is kept at the school office for students under 18. **Each day, students under 18 must sign in when they arrive, and sign out when they leave.** When classes have finished, they are welcome to stay at the school during opening hours and use the computers and books.

Attendance

If a student is going to be absent, they or their parent or guardian must notify the school as soon as possible. If the student notifies the school that they will be absent, we will contact their parent or guardian to confirm.

If a student has not arrived at school within 15 minutes of the beginning of their lesson, we will call their parent or guardian immediately.

Please read our parental consent form for students under 18.





NORWICH STUDY CENTRE
FLYING CLASSROOMS

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