

Arrival & Induction Guide (January)



Welcome to St. Andrew's College Cambridge where we hope you have a very enjoyable learning experience. This document has been put together to assist you on your first few days in college.

WHEN DO I NEED TO ARRIVE TO START MY COURSE?

The first activity offered by St. Andrews Cambridge is the Registration, Induction and testing Programme.

The registration / induction process for new students will take place over three days as shown below. The process will take place at No. 89 Regent Street CB2 1AW with the Principal in attendance to answer any issues or concerns.

The three days will run as shown below:

New students must register on Monday 6th January from 9 AM to 1 PM.

Student registration for new students will follow the following process:

1. As you enter No. 89 Regent Street you will be asked to register by showing the relevant college paperwork. You will then complete a registration form.
2. You will then be handed a number of forms, which you will need to read, sign and then return. Members of staff will be on hand to answer any questions and / or explain the wording of the documentation before being signed by you.
3. Having completed stages 1 & 2, you will then move on to the medical questionnaires, which will take place in a separate room.
4. The last aspect of the registration process is the receipt of the timetable and confirmation of the course and / or subjects.
5. On completion of point 4, the registration process will be completed and you will then be asked to return at 2 PM for English and Maths testing.
6. Rooms for registration are as follows:
 - Student common Room – Waiting Area
 - Room 8 – Registration, passport and other documentation.

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You will be asked to wait in the student common room at No. 89 Regent Street. You will only be able to move into room 8 when a space makes itself available. This will stop congestion and ensure that all students are given sufficient time to register.

- Once the registration process has been completed the students will be asked to return to Regent Street at 2 PM where they will be allocated a classroom and they will then undergo an English and Maths test. All students will go through a speaking, listening, writing and reading test. All students will also undertake a Maths test to give the college an understanding of their ability in this subject even if Maths is not one of their chosen subjects. These tests will be used by the Principal, Maths teachers and IELTS coordinator as the benchmark for each student and then as they are re-tested each half term so that the progress can be measured.
- The new students will then go through an induction on **Tuesday 7th January** where again they will be allocated a classroom. The induction will run from 10 AM – 3 PM approx. with a break of one hour for lunch at 12 PM. The induction will cover the following points:
 - Student handbook covering in depth the college rules.
 - E-Safety policy
 - Student safeguarding / bullying
 - Timetables
 - Sick and absence reporting
 - Police registration
 - The importance of IELTS classes
 - Student welfare

It is envisaged that the above will take approx. 5 hours and it will be delivered by college tutors. The presentation will include a discussion on student welfare and then the SIMS system will be explained.

On **Wednesday 8th January** all new students will go through training and info sessions. These will take place in the Student Common Room at Regent Street and will run as shown below:

Session 1, 10AM – 12 PM

Careers, UCAS and work experience.

Session 2, 1 PM – 3 PM

Presentation on Wellbeing and good mental health

All returning students will go to lessons based on their new timetables.

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Thursday 10th January will be set aside for a team building exercise for all new starters. This will finish with either a BBQ or pizza in the late afternoon (weather dependent) for the whole college. Confirmed details will be given to you all at registration.

A copy of the induction programme can be downloaded from <http://www.standrewscambridge.co.uk>

The programme is an important part of your induction to our college. Full details will be given to you at registration. All new students will then go through a registration and induction programme.

New students will join classes as per your timetable AM on Friday 11th January. Your first class will be shown on your timetable.

HOW DO I PAY MY FEES?

You can pay your fees by the following methods:

Cheque or banker's draft (which must be in sterling and drawn on a UK bank). Please make sure that it is payable to 'St Andrews Tutorial Services Ltd'. Please DO NOT bring a cheque payable to you for your college fees as we will not be able to accept it.

Debit card

Bank transfer to our bank account (please see your pro-forma invoice or your first term's invoice for our bank details). ALL transfer fees must be paid by the remitter. Please ensure that your name and student number is on the transfer so that we know who the funds are from.

You can also use PayEd to make payments to Select English & St Andrews. The system is easier and cheaper to use than bank transfer or credit card. All you need to do is to follow one of these links:

<https://merchant.pay-ed.com/Payment/standrews>

Please do NOT bring large amounts of cash to pay your school fees as this is not very safe.

Your fees are payable on or before the first day of term, so please make sure that you have organised payment before you leave home.

WHEN CAN I MOVE INTO THE ACCOMMODATION I HAVE RESERVED?

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If students are staying in Halls of Residence, these open at 10.00 on Sunday 5th January. Ideally, flights should be booked to arrive in the UK on 5th January and students can move straight into halls.

Host families normally take students from Sunday 5th January. Ideally, flights should be booked to arrive on Sunday 5th January and students can move straight into host families. However, if students need to book a flight a few days before, homestay accommodation can be arranged for students, which may not be the same homestay the student stays with throughout the year.

Flight details must be sent to the school for all students as soon as flights are booked. It is important to know this information in advance so that homestay accommodation is arranged for students arriving before 5th January who are staying long-term into Halls of Residence. It is also important to know this information for students arriving before 5th January who are staying throughout the year in homestay accommodation.

PLEASE DO NOT ARRIVE IN THE UK WITHOUT ANYWHERE TO STAY.

WHAT IF MY FLIGHT IS DELAYED?

If you have started your journey and need to contact St Andrew's in an emergency, you can call us Monday to Friday from 09.00 to 17.00 on +44 (0) 1223 323718. At all other times please call +44 (0) 7985 026835 this is an out-of-hours emergency contact number. If you are ringing from within the UK dial 07985 026835.

WHAT DOCUMENTS DO I NEED TO SHOW WHEN I ENTER THE UK?

All documentation you have received from the college.

Your passport and visa documentation.

Remember to keep all important documents in your hand luggage.

First Time Student Arrivals 10 Top Tips

As part of your preparations for your studying in the UK this year, St. Andrew's College Cambridge want to make sure you have everything you need to get through the UK border as efficiently as possible. Follow these top tips for a smooth journey through the UK border:

1. Have your passport ready.
2. Ensure you complete a landing card (if a non EEA National).
3. Have your college Certificate of Acceptance Studies (CAS) number ready. If you don't have a CAS number please bring details of your course of study.

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4. Keep any medical documentation, recent bank statement and details of where you are staying in your hand luggage, you may be asked to see this information.
5. Do not bring in any meat or dairy products from outside the EU.
6. There are also restrictions on other food products such as fish, eggs and honey, as well as some fruit, vegetables and plants (e.g. bulbs, seeds, cut flowers and tree bark).
7. There are restrictions on the amount of tobacco, alcohol and gifts you can bring into the UK. If you exceed your duty-free allowance and do not declare them, all of your items could be taken away from you.
8. Never bring in counterfeit goods, illegal drugs, offensive weapons or indecent or obscene material. Some items are restricted and will require a license or permit.
9. You must declare any sums of cash of £10,000 or more (or the equivalent in another currency) if you are travelling from a country outside the European Union.
10. Never give false or misleading information (including forged or counterfeit documents).

Biometric Residence Permit (BRP)

If the correct procedure has been followed your BRP will be delivered direct to the College and can be collected on arrival from David at 13 Station Rd. You will have received a letter with your visa and it will state on there if he has your visa. This is stated at the bottom of the page in the box marked *Collection Point*.

If it states that it needs to be collected from the Post Office you will need to collect this within 10 days of arriving in the UK or before the visa expiry date in your passport. For students over 18 you can collect this from the Post Office. When you collect this it is important that you take it directly to David at Station Road to copy and record the information on the BRP. If you are under 18 you will need to give the Principal your BRP paperwork and your passport and he will organise the collection from the Post Office. The Principal will give the BRP to David who will copy and record the information on the BRP. David will then call you to collect.

HOW DO I ORGANISE MY NEW LIFE IN CAMBRIDGE?

Telephoning Home:

To dial an international number from the UK dial 00 then the country code followed by the area code and then the local telephone number.

- Mobile phones: Using your mobile phone in the UK to call home can be expensive. There are many mobile phone shops in Cambridge where you will be able to purchase UK SIM cards to use with your own mobile. Your phone must be “unlocked” to allow you to use this card.
- Phone cards: Swift call phone cards are available from the Students’ Union Shop (Ruskin Building) and can be used from any telephone. Pick up the handset; dial the 0800 number given on the card and you will be asked to give your Personal

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Identification Number (PIN) which is also given on the card and you will then be able to make your telephone call.

- Payphones: using coins and credit cards can be found in the following locations: the entrance to the Mumford Theatre, East Rd, Burleigh Street, and railway station and bus station.

Banks

Branches of all major UK banks can be found in the High Street. Cash dispensing machines, which usually take cards from banks worldwide (look for the appropriate symbol on the cash machine), can be found at: the Grafton Centre, the Market Square/City Centre, Hills Road and Mill Road.

Opening a bank account

Most students need to open a bank account in the UK, especially if they plan to work while they are studying. Banks are very strict about the documentation they require and as there may be a delay in opening a bank account once you arrive it is important that you bring enough money to pay for food etc. We recommend that you bring either a debit card to enable you to withdraw money at a cash point (ATM) or approximately £500 in travelers' cheques and some cash. Further information about opening a bank account will be provided on arrival.

Bringing money into the UK

Anyone coming to the UK from a country outside the European Union (EU) carrying the cash equivalent to 10,000 Euros (£9,000) or more (including money in other currencies) must declare it to the UK Customs at the port of entry to the UK. Cash means currency notes, coins, travelers' cheques and bankers' drafts.

Shopping

The closest supermarkets to the college are Sainsbury's and Tesco Express. There are two main shopping areas in Cambridge; the city center and the Grafton Centre. The Grafton Centre is a modern shopping mall with many shops, a multi-screen cinema and a food hall on the first floor. Shops are generally open from 09.00 – 17.30 Monday to Saturday and 11.00 – 17.00 on Sunday. Most supermarkets are open until 22.00 although some are open 24 hours.

Buying Food & Shopping in Cambridge

Main supermarkets

- Co-operative at the far end of Mill Road

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- Tesco Express, East Road, near Cineworld complex, Cherry Hinton Road and Hills Road.
- Sainsbury's in Sidney Street and near Cineworld complex.
- Marks & Spencer in the Market Square
- Asda, Coldhams Lane
- Tesco, Newmarket Road

Corner shops

- Winfield Chinese Supermarket (variety of noodles from Malaysia, China, Japan, Korea and Hong Kong) in Mill Road
- Cho Mee (Chinese and Malaysian food) in Mill Road
- Arjuna Whole Foods (100% vegetarian, organic and natural foods) in Mill Road
- Spicegate International (international food and drink) in Mill Road
- Al-amin Halal Butchers (Asian, Persian, Afro-Caribbean Food) in Mill Road

Take Away Food on Mill Road

- Golden Curry (Indian)
- Rice House (Chinese)
- Bosphorus (Kebab, Pizza, Grill House)
- Fagitos (Kebab, Pizza, Grill House)

Take Away Food in the City Centre

- McDonalds in Rose Crescent

Pharmacy (Chemist)

- Boots in the Grafton Centre, Newmarket Road and City Centre
- G.F.T. Davies Co Pharmacy, 50 Hills Rd, Cambridge CB2 1LA

Warm Clothing

Try the following shops:

- Debenhams (Grafton Centre)
- Primark (Burleigh Street)
- Tesco and Asda
- John Lewis (St. Andrew's Street)
- Charity Shops, e.g. Oxfam, Red Cross, etc., second hand (old) clothes and household items at reasonable prices. They are all situated in Burleigh Street.

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Doctor

If you have a medical condition you should bring details of your condition and treatment with you. Details of any vaccinations will also be required for your medical form/records. You will be given information about registering with a doctor during the Registration/Induction Programme.

Dentist/Opticians

An NHS Dentist is located at 36 Chesterton Rd, Cambridge Tel: 01223 319787. Opticians are located in the Grafton Centre and Fitzroy Street as well as the City Centre.