

# STUDENT INDUCTION SHEET

139 Oxford Street · London (UK) · W1D 2JA  
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## Health & Safety



In case of fire, sound the alarm, phone 999 and try to alert the fire wardens shown on the reverse of the page whilst you follow the fire exit signs towards the assembly point on Wardour Street. Fire extinguishers are located next to the entrance door of each floor. Only use them if there is a real threat, only trained people should use them.



Smoking inside the building is not allowed and it is against the law.



Consumption of alcohol or other substances is not allowed in the school.



In case of injury, alert any of the first aiders shown on the reverse of the page. First aid kits are located next to the entrance door of each floor. Only first aiders can use them.



In case of emergency and only when the school is closed, call our emergency number +44 (0) 746 233 0025. If you require the emergency services (Police, ambulance or fire service) call 999.

## Security



Be aware that Oxford Street is one of the busiest streets in the world, so please remember to keep your personal belongings with you at all times to avoid robberies.



CCTV is operating 24/7 in the whole building for your own protection & safety.



All students must wear a student lanyard at all times during their stay at the school as well as their personal student card.



If you suspect any student is being radicalised or opposing the basic British Values, please refer to any of our Welfare Officers shown on the reverse of the page.

## School's rules



As a British education institution we promote the basic British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those of different faiths and beliefs. Here are some of the main school rules. See your student handbook for more details.



Students will not be allowed to enter the classroom if they are more than 15 minute late. Students must wait until break time and are welcome to sit in the student lounge until that time.



Threatening or abusive behaviour, or intimidation of any kind will not be tolerated. This includes but is not limited to sexual, racial or personal harassment, bullying, harassment on the grounds of sexual orientation, harassment of disabled people, age harassment or stalking.



Please note that those found in breach of the code, the school's rules and regulations may be subject to disciplinary action and if serious, may be removed from the school permanently.

# Under 18s



Must wear an under 18 lanyard at all times whilst at school.



Must sign in when you enter the school and sign out when you leave it.



Will have weekly meetings with the school's Designated Safeguarding Officer (Varinder Unlu). You will have the opportunity to give the DSO feedback on how you are feeling within the classroom, school and with your teacher and can see the DSO at anytime you wish to discuss any problems you may have.



No smoking, drinking alcohol or attending over 18 student events.

## First Aiders & Fire Wardens



**Varinder**

Person responsible for meeting the fire service and health & safety officer



**Kamila**

Managing Director



**Laura**

Head of Administration & Safeguarding Officer



**Giada**

Administration Assistant and Receptionist



**Nuria**

Sales Manager



**Celia**

Sales Executive



**Adam**

Teacher



**Jenna**

Teacher



**Holly**

Speaking Classes Coordinator & Safeguarding Officer

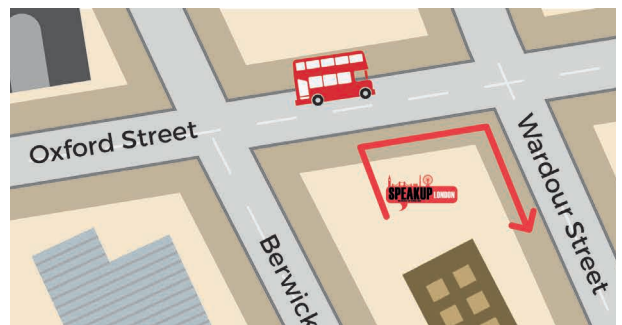
## Welfare Officers



**Varinder**

Welfare Officer

## Fire assembly point



We comply with the GDPR legislation. If you have any questions, please review our Privacy Notice for more information. Please sign this document and write the date to confirm that you've received the induction.

**Signature**

**Date**