

Student Handbook



Accredited by the
 **BRITISH
COUNCIL**
for the teaching
of English in the UK



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Welcome to the School

Thank you for choosing Glasgow School of English. We hope that you are excited about your course and looking forward to living in Glasgow.

We hope the information provided here will help you while studying at Glasgow School of English and living in Glasgow.

About Glasgow School of English

Glasgow School of English is proud to be accredited by the British Council and is a member of English UK.

The school was established in August 1997 by Andrew Lennox and remains a family business.

We offer a range of courses to meet your learning needs and help you make the most of your time at the school and in Glasgow. Each member of staff is committed to ensuring that every student enjoys their stay. We are looking forward to helping you develop your English language skills and hope you will enjoy your time with us.

School Contact Details

| | |
|------------------------------------|--|
| School office telephone number: | 0141 353 0033 |
| School General Emergency number: | 07763 887151 |
| School WhatsApp | 07940 993558 |
| Emergency Number for School Trips: | 07496 639698 |
| Postal address: | Glasgow School of English 2nd Floor 180 Hope Street Glasgow G2 2UE |

School Staff

Reception and Administrative Staff

If you have any questions, our reception desk is a good place to start. The office organises every student's course and accommodation booking, helps resolve any problems you may have.

School Manager: Ricky Kemp

Student Admin and Welfare Assistant: Reka Toth

You can email the office at: info@glasgowschoolofenglish.com

Academic Staff

Director of Studies: Tony Watt

The Director of Studies is responsible for all academic issues including planning the courses and deciding on class materials and resources and requests from students to change class level.

If you need to contact the Director of Studies please email: dos@glasgowschoolofenglish.com

Teachers

The number of teachers who work at the school depends on the number of students studying. There are usually around 8-10 teachers at any point, though at busy times this can increase. The current average size of class is eight. The maximum class size allowed is 14.

Our teachers are qualified to teach English as a foreign language and have many years of teaching experience in the UK and abroad.

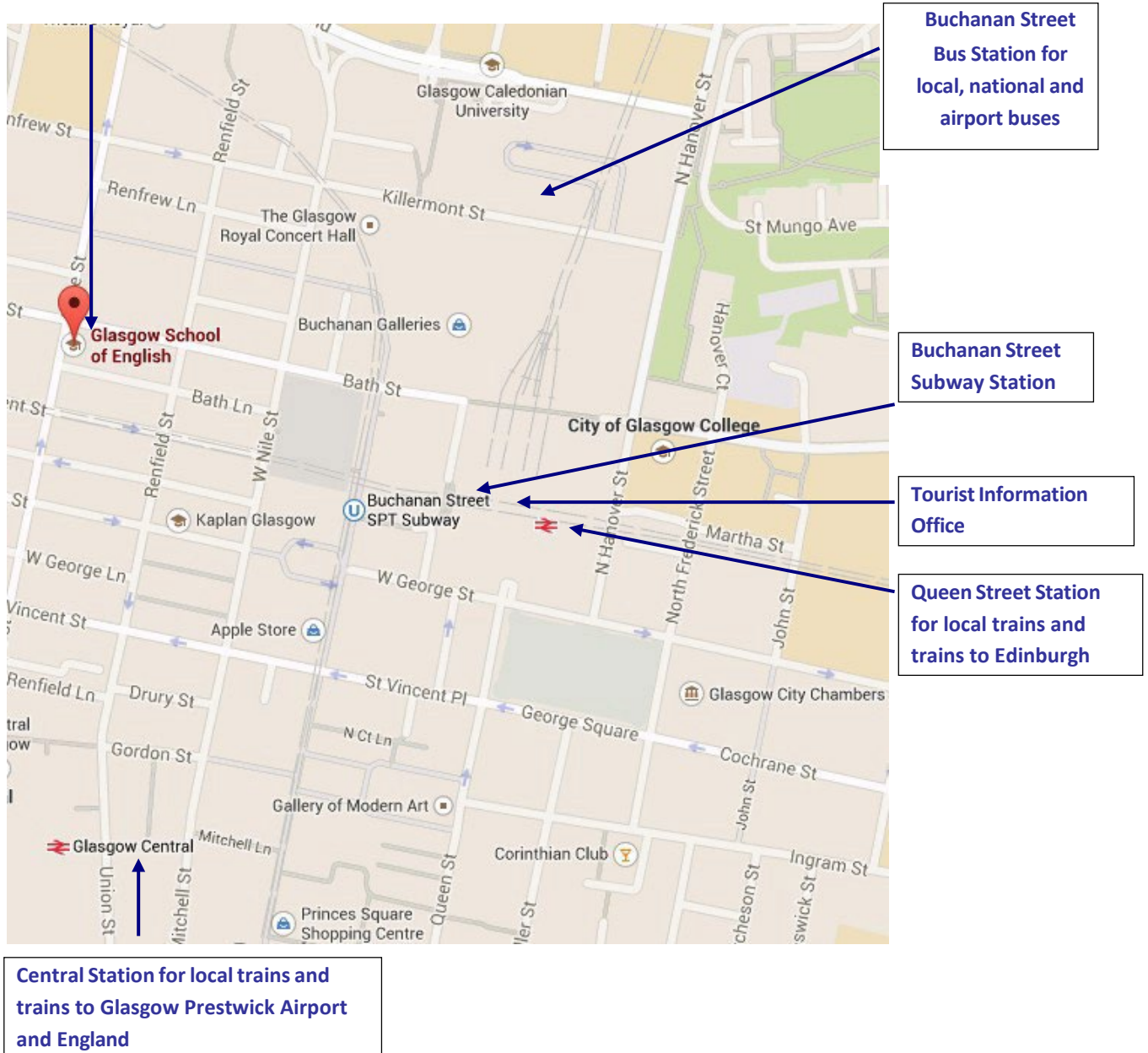
You should speak your teacher about any issues to do with your class or English lessons. If you think you need to change class level you should also speak to your teacher about this in the first instance.

Directors

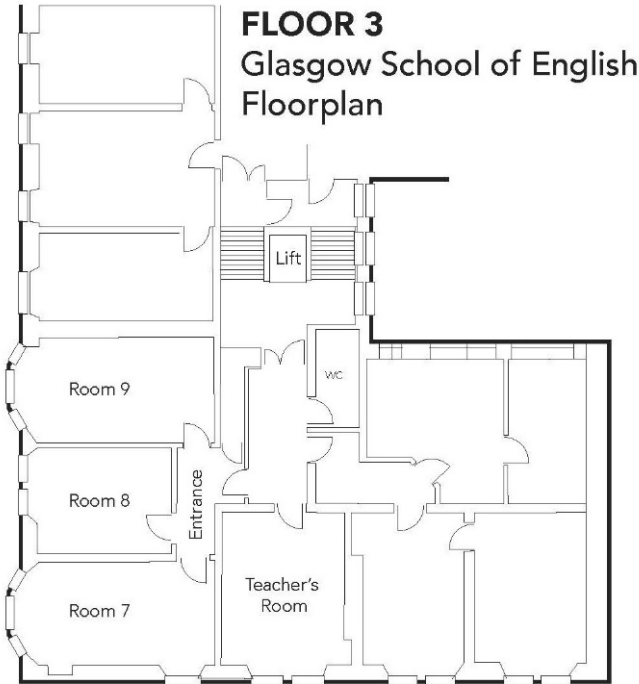
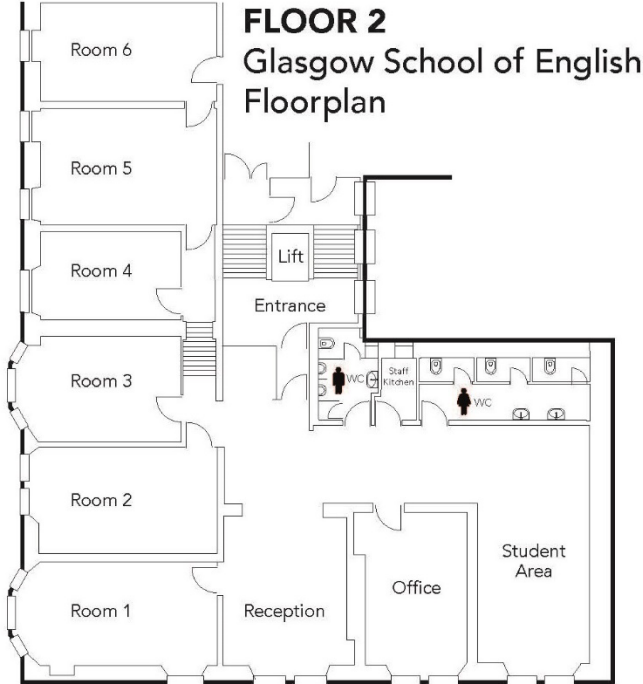
Glasgow School of English is part of a family-owned business called Global Connections (Scotland) Ltd. There are two directors in overall charge of the company and the school. They are Alison and David Orr. Alison is the daughter of the school's founder, Andrew Lennox.

Our Location

The school is based at our premises at 180 Hope Street where we run classes all year round. We try to keep classroom changes to a minimum but if you are attending both morning and afternoon classes these may be in different classrooms.



Plan of the School



School Rules

Attendance

Good attendance is essential for successful study. Teachers mark your attendance on the class register and your attendance is recorded.

We will tell you if your attendance is too low (usually less than 80% of course hours).

If you have a visa to study in the UK and your attendance does not improve you will be reported to UKVI.

Attendance for under 18s

If you are absent the teacher will inform the welfare officer then the Welfare Officer will call you and if necessary your homestay. If you don't attend classes then we will inform your parents.

Absence

Please tell reception staff **before** you take time off, for any reason (holiday; appointment; sickness). You can see them in the office or contact them by email or telephone. You will be marked as absent on the register but because you have told us the reason your absence is authorised by the school.

Lateness

Classes start at **09:00** in the morning and **13:20** in the afternoon. If you are **more than 15 minutes late** for class, you may need to wait until the break to enter. Please return to class quickly after each break. Lateness affects your attendance.

Sickness

Please email or telephone the school if you are sick. Long periods of absence due to illness (1 week+) require proof from a doctor or hospital.

Holidays

You must tell the office you are taking a holiday by signing a Holiday Request form. Holidays must be booked in one week blocks (from Monday to Friday) by telling the Reception staff before you go. **You cannot claim a holiday after you have been away.** Your course end date will be extended accordingly and **your attendance will not be affected.** The number of weeks you can take on holiday depends on the length of your course as shown in the table below.

| Course length (weeks) | Holiday Entitlement |
|----------------------------------|----------------------------|
| 1-12 | 0 |
| 13 - 16 | 2 weeks |
| 17 - 20 | 3 weeks |
| 21 - 24 | 4 weeks |
| 25 - 28 | 5 weeks |
| 29 -32 | 6 weeks |
| 33 - 36 | 7 weeks |
| 37 + | 8 weeks |

Speaking English

You must only speak English in the school. This is a great opportunity to practice using your English with people from other countries and make friends at the same time.

Your classes and classmates

All students must participate fully in class and we expect you to be sensitive to cultural differences. If you have any problems with a person in your class, please speak to your teacher.

Homework

You must complete homework assignments given by your teacher.

No Smoking

You cannot smoke in any public buildings in Scotland, including the school building. Please do not stand in front of the main door when smoking as this blocks the entrance.

Drugs and Alcohol

You must not consume alcohol or drugs (except medicines) on the school premises or on School excursions.

Photographs and Videos

You should only take photographs or video footage in the school with the permission of any people appearing in the photograph or video.

Keep the School Tidy

Do not eat or drink in the classrooms. At lunch time, please eat in the student area only. Please leave the classrooms and common areas clean and tidy. Please only put toilet paper in the toilets. Anything else should go in the bin. If the bin is full or you spill something, please let a member of staff know.

Use of Mobile Phones

You must only make use of your mobile phone while in class when it is part of your lessons and with your teacher's permission. While in class your phone should be put on silent.

Bullying, Abuse and Harassment

You must not bully, abuse, intimidate or harass any other students or staff members and no violent, aggressive or threatening behaviour will be tolerated.

Any student found to have been violent or threatening or to have bullied, abused or harassed other students, or staff, may be expelled.

Glasgow School of English wants all students to be happy and takes bullying and abuse very seriously. If you feel you are a victim of bullying or abuse, please tell a staff member.

Prohibited Items

You must not bring any of the following items onto school premises for any reason:

- Illegal drugs or alcoholic beverages
- Chemicals, explosives or other dangerous materials
- Knives, guns or any other weapon
- Pornographic or other offensive material

Any student found to be carrying such items may be expelled.

Helpful Information About the School

Information Updates

Please look at the **notice boards** and **information screens** in the student area for information updates. On the notice boards there is information about your classes, school trips and things happening in the school and in Glasgow as well as other useful information and advice.

Fire Alarm

In the school, the fire alarm is tested every Wednesday. If you hear the alarm at any other time, leave all your belongings and walk downstairs, following your teacher. Leave the building and turn right. Wait outside the Leeds Building Society on the corner of Hope Street and Bath Street. Do not re-enter the building until you are told that it is safe to do so by a fire warden.

Do not use the lift to exit the building if the fire alarm is sounding.

Emergency Situations

The school has in place a comprehensive plan to deal with possible emergency situations, such as closure of the school premises, public health emergencies and accidents. The objective is to ensure the safety of all students and staff and keep everyone informed with accurate and up-to-date information.

A full copy of the plan can be accessed online [here](#).

Security

We are confident that the school is a very safe environment. However, we strongly recommend you do not leave valuable items unattended, such as laptops, tablets, and smartphones.

Student Cards

If you provide the office staff with a passport-sized photograph we can make you a student card which can be used to receive discounts in some shops, bars, cafes, restaurants and on travel. The seller decides whether to accept your student card or not. Our advice is just to ask!

Course Book

All students studying for more than a week must buy a textbook. This is normally paid for in advance by payment of a teaching materials charge which is £35 per level studied. Please note that each term you will need to buy a new course book if your course extends from one term to another.

You can collect your course book from the Reception area. If you still need to pay for it, you can do this with cash or a credit card. We also have an online link you can use to make payments.

School Class Times

School classes run in the morning from Monday to Friday each week. Afternoon classes run Monday to Thursday only. Your classes will depend on the course you have booked, but please note the following:

- Morning classes: Start at 9.00 am and run to 12.20 pm with a 20-minute break.
- Afternoon classes: Monday and Wednesday start at 1.20 pm and run to 3.20 pm. Tuesday and Thursday start at 1.20 pm and run to 3.05 pm.

Friday afternoons are left free for school trips.

Teaching Methodology

We will provide you with the opportunity to improve your all-round language skills using a variety of approaches. This includes conversations, role-plays, dialogues, presentations and other tasks. This will allow you to put into practice all that you have learned.

You can also join a class-specific closed group on Telegram, which is used by the class teacher to communicate to students with additional learning materials and homework assignments.

Your opinions and ideas are important to us, so our teachers regularly ask for feedback to find out how you feel about their lessons, and if there is anything else you would like to do, or anything you would like to do differently in future classes.

Changing Class Levels

If you believe your class level is not right for you, either because you think the class is too easy or too difficult, please collect a Class Change Request form from Reception and speak with your class teachers to discuss it.

Your teacher will look to see if you have achieved the learning points within your level for speaking, writing, reading, listening, grammar and vocabulary to decide if you should move to a higher level class. Your progress is measured in several ways including:

- Your class contributions, speaking and listening, reading and writing
- Progress checks and mini-tests
- Homework, attendance and participation

Moving up classes also depends on your attendance. Students with attendance lower than

80% will probably not be able to move to a higher class. Attending your class is very important for your progress in learning English.

How to Improve your English

- Ask your teacher for advice on how to improve
- Borrow self-study material
- Use online language resources
- Take part in our social programme and conversation club to practice your speaking
- Attend and participate in class

Speaking to the Director of Studies

If you disagree with your teacher's opinion on changing class, you can speak with the Director of Studies, Tony Watt.

The Director of Studies can do a test with you. This will help them evaluate your level of English. The results of this test will determine if you can move up a level.

The decision of the Director of Studies is final.

Extending Your Course

We strongly recommend you book for the full period you wish to study from the outset. If you want to extend your stay at the school, please ensure you pay for the next week's classes on or before Thursday of the previous week. At peak times, if the school is busy, you may not be able to extend your course because other students have already paid to take the available class places.

Extending Accommodation

Please speak to reception if you would like to extend your time in school accommodation. Although we cannot always extend your stay, if the accommodation is fully booked, we will do our best to meet your requirements. You can only extend your accommodation if you are extending your course at the school.

Extending Your Visa

While you are studying at Glasgow School of English you may need to extend your visa. This may be because you extend your course length or wish to study at another school.

If you have come to the UK on a Visitor Visa for up to six months, this cannot be extended and you must leave the UK at the end of the six month period.

If you have a Short-Term Study Visa, this is only valid for 6-11 months, depending on your course duration. To extend this type of visa you must leave the UK and return to your home country.

If you have a Student Visa you may be able to have your visa extended. You must apply for your visa extension before the end date of your course. To apply for a visa extension, you will be given a Confirmation of Acceptance for Studies (CAS) by the school (or by another place of study if leaving the school).

More information on extending your visa can be found at <https://www.gov.uk/student-visa/extend-your-visa>

School Trips

We offer two organised trips each week. On Friday afternoons, we offer a local trip in the Glasgow area. On Saturdays there are longer all-day trips. Please ask your teacher or the reception staff about the next trip. Please tell us your school trip ideas – we always welcome suggestions. Information and sign-up sheets can be found at reception.

Please note that there are charges for most trips for travel fares and entry fees. Also note spaces on some trips may be limited, so book early to avoid disappointment. It is very important that you put your name on the sign-up sheet in advance if you wish to go on a trip, you cannot just turn up on the day.

Conversation Club

Following the afternoon classes each Wednesday, we hold a Conversation Club. This club is for all students at all levels who would like to practice their conversation skills in a relaxed and supportive setting with a teacher present. The sessions take place in a local café where you will be expected to buy at least a tea or coffee.

Self-Study Book and Resource Hire

There is a cabinet in the student's area with books as well as English-language audio CDs, and DVDs. To borrow an item, please ask at reception and pay a £10 deposit (per item). When you return the book, the deposit will be refunded.

Your teacher or the staff at reception can help you to select a book. We welcome book and DVD recommendations.

Local Libraries

There are two public libraries in Glasgow city centre within walking distance of the school, which are good places for self-study.

The city's largest reference library is the **Mitchell Library**, 201 North Street, Glasgow, G3 7DN. Opening hours: 9am-5pm Monday, Wednesday, Friday and Saturday and 9am-8pm Tuesday and Thursday. The Library is closed on Sunday.

The second city centre library is the **Library at GoMA**, which is housed in the basement of

the Gallery of Modern Art (GoMA) building at Royal Exchange Square, Glasgow, G1 3AH. Opening hours: 10am-5pm Monday to Thursday and Saturday and 11am-5pm Friday and Sunday.

Student Common Area

We have a student common area where you can sit, have a coffee, eat lunch and meet with other students. Although busy during breaks and lunch time, it is quiet at other times and can be used for self-study. You can also charge and use your own electronic devices in this area.

Lunch at the School

You are welcome to eat lunch in the student common area. Please remember that this area is shared by all students and strong smelling food is not permitted.

The school does not provide any catering facilities though there is a tea and coffee machine in the student area.

Because we are in the city centre, there are lots of places you either go to sit in for lunch or buy lunch to bring back to the school, including sandwich shops, supermarkets, fast food restaurants and bakeries. You can also bring your own lunch with you from home, but please remember there are no fridge facilities to store your lunch.

If using the student area to eat your lunch, please make sure you tidy up your rubbish and put it in the appropriate bin (general and or recycling).

Wi-Fi Access

We offer free Wi-Fi throughout the school (see notice board in student area for account name and password).

SIM cards

We can supply you with a pay-as-you-go UK SIM card for your mobile phone. Please ask about this at Reception.

Letters and Reports

If you require an official letter from the school, for example to open a bank account or register with a doctor, please ask in reception. We can also provide you with a report showing your attendance record or academic progress.

Printing

Please ask at reception if you need any short, personal documents such as tickets and

boarding passes to be printed off. We are happy to accommodate any reasonable requests.

External Examinations

You may wish to sit an external English language examination either for academic or visa purposes. If you would like information on examinations and test centres, including examination dates, prices and test centre locations, please speak to Reception, who will be happy to help.

End of Course Certificate

If you would like an End of Course Certificate, please ask at reception. To give us time to prepare your certificate, please ask about this before your last Friday at the school. You can collect your certificate on Friday at 12:20pm.

Feedback

Your opinions are very important to the school and we will ask for your feedback in a survey at the end of your first week and again at the end of your course. Please take the time to complete these survey questions and help us to improve the school. You can also give us feedback at any other time by speaking to the staff at Reception.

Complaints

Glasgow School of English takes complaints from our students very seriously and we are committed to solving any problems.

Complaints Process

1. If you have any problems with any aspects of the school, you should first raise them with your class teacher or with Reception staff.
2. If you are still unhappy, please put your complaint in writing to the School Manager.
3. If necessary, we can discuss the complaint with you further in private.
4. If the issue is still not resolved and you are not happy with the way the school has dealt with your complaint, you can then escalate your complaint to one of the directors.
5. In the unlikely event we are unable to resolve your complaint, you then have the option of raising your issue with English UK as an independent organisation.

Booking Your Journey to the Airport

If you would like to book a taxi to take you to the airport, please let us know at least two days before you are travelling.

Information to Help You in Glasgow and Scotland

Currency and Money Exchange

The currency throughout Scotland and the UK is the Pound Sterling. Coins are the same throughout the UK, but in Scotland some banks issues their own bank notes in Pound Sterling. These are the same currency and amounts as Bank of England notes, through they have different designs.

If you are travelling to other parts of the UK outside Scotland you might find that shops do not accept Scottish bank notes. Also, it can be difficult to exchange Scottish notes once you are back home so try to only take Bank of England notes with you when you leave the UK. The best advice is to withdraw notes from a local ATM if travelling to England, Wales or Northern Ireland to obtain Bank of England notes. You can also request Bank of England notes from any bank in Scotland.

You can exchange currency at Bureaux de Change. Some larger banks and post offices also offer currency exchange services. There are two bureaux de change near the school at:

Sauchiehall Street Post Office (within WH Smith store)

177 Sauchiehall Street, G2 3ER. Open hours: 09.30-17.00 Monday to Saturday.

International Currency Exchange (ICE)

66 Gordon Street, G1 3RS. Opening hours: 08.00- 19.00 Monday to Saturday and 10.00-18.00 Sunday.

Banks

To open a bank account in the UK you will need two household bills showing your name and address. These could be council tax bills or utility bills from electricity, gas, internet or telephone suppliers. You also need your passport.

There may be a minimum period of time you need to be in the UK in order to open a bank account.

If you are staying in a student residence or homestay please speak to the Reception about opening an account.

Further information about banks in the UK can be found here www.bba.org.uk

Shopping

Glasgow is an excellent city for shopping. The main shopping streets in the city centre are Buchanan Street, Sauchiehall Street and Argyle Street, plus Buchanan Galleries, Princes Square and St Enoch's Centre. You will find all the high street names here, plus a few designer and independent shops.

Ingram Street and The Merchant City offer many designer label and boutique shops and the West End has many independent shops that you won't find elsewhere.

All over the city you will also find retail parks and shopping centres. The largest two are Braehead Shopping Centre and Silverburn Shopping Centre. Both have many bus services that go there.

Food Shopping

Glasgow is a large city with hundreds of supermarkets, local groceries and speciality food shops. We are not able to recommend or endorse particular shops, but you can find more information on food shops in Glasgow on the school website's [Living in Glasgow](#) page.

Entertainment and Leisure

There are hundreds of different entertainment and leisure activities to suit everyone in Glasgow.

More information can be found on the school website on the [Sport and Recreation](#) and the [Entertainment, Arts and Culture](#) pages.

Transport

Glasgow has an excellent public transport system for getting around as well as good air and rail links to other parts of Scotland the rest of the United Kingdom.

More information about transport can be found on the school website on the [Transport](#) page.

Healthcare

The National Health Service and Eligibility Criteria

The National Health Service (NHS) is the UK's state healthcare system, providing a full range of medical and healthcare services. The NHS is paid for through taxation and most services are provided free of charge when needed.

To be eligible to access NHS healthcare, you must be a full-time student and studying in the UK for a period longer than six months.

Please note that as an international student, if eligible to use the NHS you must also pay an immigration health surcharge (IHS) which currently costs £470 per year. If your visa duration contains part of a year than is six months or less (for example if your total stay is 18 months and you have six months in the second year) you must pay £235 for that portion of your stay.

Once the IHS is paid, you will be entitled to the same level of healthcare as UK citizens and

free of charge in most cases (most people need to pay for dental treatment and for spectacles).

If you are not studying full-time or for a period less than six months, you cannot use NHS services and you are strongly encouraged to take out private health insurance. This can usually be done as part of your travel insurance before you arrive in the UK.

Students from the European Union and Switzerland

Please note that students coming to the UK from the European Union and Switzerland may be eligible for a full or partial refund of the immigration health surcharge (paid with your visa application) if you hold a valid European Health Insurance Card (EHIC).

Registering for Healthcare

Even if you have already paid the immigration health surcharge, you will need to register with a local family doctor, known as a General Practitioner (GP), once you arrive in the UK. You will need a letter from the school showing you are a student. When you register, the GP practice will ask you to complete an application form as well.

Apart from accidents and emergencies, most other medical problems you have will require you to go to the GP first before being referred if necessary to hospitals or other specialist clinics.

You need to be registered with a doctor before you can access other NHS services. The GP you register with normally needs to be in the same local area where you are living.

If you need advice about where to register with a GP, please speak to the staff at reception.

Please note that GPs do not deal with dental problems or eye problems. For these you will need to register with a dentist accepting NHS patients or go to see an optician.

Accidents or Emergency Treatment

If you need emergency medical treatment, you can go directly to the nearest Accident and Emergency Department. The nearest location to the school is at Glasgow Royal Infirmary, 84 Castle Street, G4 0SF.

If unsure if you need to go to hospital, you can contact NHS 24 by calling 111 for medical advice.

If you need to call an ambulance, dial 999 and ask for the ambulance service.

Mental Health and Well-Being

The school promotes good mental and physical health to ensure your wellbeing during your time in Glasgow.

If you have any mental health concerns, please arrange to speak to a member of staff in confidence. Alternatively, there are a number of charities you can call at any time to speak with someone about how you are feeling:

Samaritans UK - you can call anytime on 116 123 for free or visit www.samaritans.org

Breathing Space – you can call them free anytime on 0800 838587 or visit www.breathingspace.scot

The NHS also provides mental health services. You should make an appointment with your GP if you have any [mental health](#) concerns.

Prevent Duty

As an educational establishment, the school has a legal obligation under the Counter Terrorism and Security Act 2015 to meet to comply with the Prevent Strategy designed to prevent people of all ages being radicalised or drawn into terrorism. More information can be found by downloading our [Prevent Policy and Procedure](#) from our website.

Places of Worship

There are many places of worship in Glasgow and you may be interested in attending a local church, mosque or temple. The following are some suggestions only.

Protestant

| | |
|-------------------------------|--|
| Glasgow Cathedral | Castle Street, Glasgow, G4 0QZ |
| Sandyford Henderson Church | 13 Kelvinhaugh Street, Glasgow, G3 8NU |
| Adelaide Place Baptist Church | 209 Bath Street, Glasgow, G2 4HZ |

Catholic

| | |
|-----------------------|-------------------------------------|
| St Andrew’s Cathedral | 196 Clyde Street, Glasgow, G1 4JY |
| St Aloysius Church | 25 Rose Street, Glasgow, G3 6RE |
| St Patrick Church | 137 William Street, Glasgow, G3 8UR |

Orthodox

| | |
|----------------------|-------------------------------------|
| Cathedral of St Luke | 27 Dundonald Road, Glasgow, G12 9LL |
|----------------------|-------------------------------------|

Islamic

| | |
|------------------------|-----------------------------------|
| Glasgow Central Mosque | 1 Mosque Avenue, Glasgow, G5 9TA |
| Glasgow Mena Centre | 83 Lister Street, Glasgow, G4 0BZ |

Jewish

| | |
|---------------------------------|----------------------------------|
| Scottish Jewish Heritage Centre | 129 Hill Street, Glasgow, G3 6UB |
|---------------------------------|----------------------------------|

Hindu

| | |
|-----------------|-----------------------------------|
| Om Hindu Mandir | 1 La Belle Place, Glasgow, G3 7LH |
|-----------------|-----------------------------------|

Sikh

Gurdwara Singh Sabha

174 Berkeley Street, Glasgow, G3 7HY

Buddhist

Glasgow Buddhist Centre

72 Berkeley Street

If you would like help to find a suitable place of worship, please ask the reception staff.

Renting a Place to Live

You may be interested in renting your own place to live while living in Scotland, either on your own or together with other people you know. This is a big commitment, and you need to be sure it is right for you before you proceed.

The school cannot provide legal advice to you regarding housing and following information is provided for general information purposes only.

Unless you are going to be in the Glasgow for at least six months, you may find it difficult to find a property to rent.

The following are some of the terms used in the housing rental sector.

| | |
|------------------------|---|
| Tenant | The person who is legally renting the property to live in. If you rent a place to live, you will be a tenant. |
| Landlord | The person who owns the property who is renting the property to the tenant. They are the person who is paid rent. |
| Rent | The amount of money paid by the tenant to the landlord for living in the property. Rent is usually paid each month. |
| Agent or Letting Agent | Sometimes landlords do not deal directly with tenants and engage another person to act on their behalf in organising leases, collecting rent, and dealing with any issues or problems the tenant has. |
| Lease | This is the contract agreed between the tenant and the landlord. It describes the property, contents of the property, how much the rent will be, and your rights as a tenant. It is usually for a set period such as six months or a year. Sometimes a lease can be extended beyond its original duration or a new lease can be agreed. |
| Tenancy Agreement | Another term for a lease |

To find out more information about renting a place to live in Scotland and for guidelines when looking for a place to rent, please consult the following websites, which are provided for information purposes only.

- [Step by Step Guide to Renting Property in Scotland](#)
- [Private Rental Guide](#)

- [Citizen Advice Scotland – Housing Information](#)
- [Scottish Government Renter’s Rights](#)
- [Your Rights as a Tenant \(Shelter Scotland\)](#)

Please remember to think carefully before you enter into a lease and do not sign the contract before you are sure and any questions you had have been answered by the landlord.

Council Tax

Council Tax is a form of local property tax in Scotland, used to pay for local services in Glasgow by the City Council.

If you are living with a host family or in a student hall of residence, you do not have to pay Council Tax.

If you are living in your own place, you are exempt from Council Tax as long as you meet the following criteria:

- You must be studying a full-time course of 22.5 hours
- You must be studying for 24 weeks or more

Otherwise, you will be liable to pay Council Tax. There is a reduction if you live in the property alone.

For more detailed information about Council Tax in Glasgow, please visit the relevant pages on the [Glasgow City Council website](#).

Working

Only students who have the right to work in the UK are allowed to take up employment or work as a volunteer in the UK. If you have a visa, this will explain if you are allowed to work. There will also be restrictions on the number of hours you are allowed to work.

Students must be careful that they do not take any jobs that will prevent them attending their course or impact their ability to study.

There are several good websites if you are looking for a job while you are in Glasgow including the following:

- www.s1jobs.com
- <https://uk.indeed.com>
- www.reed.co.uk/jobs/jobs-in-glasgow
- <https://findajob.dwp.gov.uk>

Obtaining a National Insurance Number

You must obtain a National Insurance number if you are working in the UK. You must apply for one as soon as you start work.

You can apply for a National Insurance number [online](#).

Volunteering

Volunteering is a commitment of time and energy for the benefit of the community. It is undertaken freely and by choice and without personal financial gain. Volunteering is a great way to meet people, use the skills you have and develop new skills, including your English language skills.

You can volunteer at a time to suit you and there is a wide range of activities and projects you can help with.

You can find out more information about volunteering opportunities in Glasgow by contacting [Volunteer Glasgow](#).

Obeying the Law in Scotland

In general, you should not presume that the law in Scotland will be different to the law in your own country.

However, the laws in Scotland may be different from those in your home country. This section is only a general guide to some laws in Scotland that may affect you. You are responsible for obeying the law and it is not the school's responsibility if you break the law.

Weapons

It is illegal to carry any sort of offensive weapon including knives or other blades, self-defence sprays, guns, tasers or stun guns.

Drugs

You must not carry or use illegal drugs of any kind. This includes Cannabis, ecstasy, LSD, amphetamines, cocaine and heroin. Possession of any of these substances is a criminal offence in Scotland.

Tobacco, Smoking and Vaping

It is against the law to smoke in virtually all enclosed or "substantially enclosed" public places and workplaces in Scotland. This includes inside all bars and restaurants. You could be

charged with an offence and fined if you do not comply with this law.

In general, this means that you must only smoke outdoors in the fresh air. Whether you can smoke inside your accommodation is a matter for the accommodation provider.

In Scotland, the minimum age for sale, purchase, and possession of tobacco products in a public place is 18. The same rules apply to vaping products containing nicotine.

Many establishments regard vaping as equivalent to smoking and will not permit vaping indoors.

Drinking Alcohol

It is against the law in Scotland:

- To sell alcohol to someone under 18, anywhere.
- For an adult to buy or attempt to buy alcohol on behalf of someone under 18
- For someone under 18 to buy alcohol, attempt to buy alcohol or to be sold alcohol in any circumstances.

Additionally, in Glasgow and some other parts of Scotland, alcohol must not be consumed in the street or other public spaces like public parks. Breaking this law can mean a fine. This does not include private outdoor spaces like gardens or outdoor “beer gardens” at pubs and bars.

The consumption of alcohol is also banned at all times on all trains in Scotland.

Shoplifting

You must always pay for anything you want from a shop. Shoplifting is considered a form of theft and is subject to prosecution.

Theft

Theft is the taking and appropriating of property without the consent of its rightful owner or other lawful authority. This could result in your arrest.

It is also unlawful in Scotland to knowingly buy or receive stolen goods.

Violence

Assaulting another person is a crime in Scotland. Any deliberate physical attack on another person which is intended to injure them or put them in a state of fear is an assault and you could be arrested and prosecuted for this.

Disorder

Acting in a threatening or abusive manner towards another person is a criminal offence if that person would likely cause a reasonable person to suffer fear or alarm.

Gambling

It is illegal to gamble in Scotland if you are under 18. This includes using online gambling sites.

Littering

Dropping rubbish in the street can result in a fine. Make sure you use a litter bin and if no bins are available, take your litter home with you and dispose of it in a bin there.

Driving

To drive in the UK, you must have a valid driving licence for the type of vehicle you are driving and you must have valid car insurance.

You must not drive if you are under the influence of alcohol or drugs.

You must wear a seat belt if travelling in a car, whether the driver or a passenger.

You must obey all the laws and rules of the road, including obeying speed limits. For more information about driving in the UK, please refer to the Highway Code [available online](#).

Sexual Relations

In Scotland the age of consent to any form of sexual activity is 16 for both men and women, so that any sexual activity between an adult and someone under 16 is a criminal offence.

Useful Links

[The British Council](#)

Runs projects and provides information to help build relations between Britain and the rest of the world.

[Citizen's Advice Bureau](#)

A charity which provides free, independent and confidential advice about legal, financial and other problems.

[International Student Identity Cards](#)

Provides student travel information and discounts.

[Prepare for Success](#)

Website to help you learn about academic life in the UK and improve your English language skills.

[Scotland](#)

A lot of general information about Scotland and living in Scotland.

[Student Beans](#)

Website offering student discounts on everything from clothes to electronic goods and travel.

[Traveline Scotland](#)

Timetables and journey planner for all bus, rail, coach, air and ferry services in Scotland.

[UK Council for International Student Affairs](#)

Promotes and protects the needs of international students in the UK.

Useful Phone Numbers

| | |
|--|---------------|
| Emergency Services (Police, Fire or Ambulance) | 999 |
| Police Scotland (non-emergencies) | 101 |
| NHS 24 | 111 |
| Glasgow Taxis | 0141 429 7070 |