GREENE'S COLLEGE OXFORD

Student Handbook

Information and guidelines for students

studying at Greene's College Oxford

This handbook was adopted in July 2025

and will be reviewed in July 2026

1st edition

(MMXXIV)

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All the advice, including telephone numbers and links, is carefully revised and checked before the Handbook is printed. Should any information subsequently change, we will inform students, and we would be grateful if students could likewise inform us of any errors they might spot.

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About Greene's College Oxford

Greene's College Oxford, originally styled *Edward Greene's Tutorial Establishment*, is the oldest tutorial college in Oxford, and approximately 20,000 students. Many of these, like the tutors who taught them, have gone on to distinguished and prominent careers. The college was opened in 1967, and for most of those years its premises have been a group of buildings in the centre of Oxford, in Pembroke Street, just opposite one of Oxford's largest university colleges, Christ Church. The new main entrance, located at 95 St. Aldates, opened in September 2022.

At Greene's, education combines the excellence of the traditional tutorial method of learning and outstanding tutors, with the delivery and skills in harmony with the demands of the 21st century. Students are able to monitor their progress remotely through *Greene's Online*, which offers the immediacy of reports for every student, after every tutorial.

In the past, our main focus has been on helping students achieve entry to British universities. However, over the years the number of U.K. students wishing to apply to top schools and universities throughout the world has significantly increased – as has the number of aptitude, standardising, and subject tests which are required to be taken for university entry. Our emphasis therefore is not only on 'book learning' and the relevance to examinations – crucial as they are – but on practical and problem-solving skills, independent learning and the fostering of the curiosity and the development of initiative and self-reliance, so important for a successful university career and a fulfilling professional life.

Our international network of contacts has led to a number of partnerships and affiliates across the globe, in Europe, the United States, the Middle East and China. In 2015, Greene's opened its college in Portugal, outside Lisbon, where students are able to benefit from a unique A level college education, using teaching techniques and the tutorial method so successfully employed in Oxford.

Greene's in Oxford is still, as it was in 1967, an alternative to a traditional school, but with flexible and individual timetables and the possibility to study for A levels at a pace commensurate with every ability. Every student begins with a personal, individual learning plan – and no student has to fit in with a pre-existing template designed around year groups or age. We also continue to offer students, coming from other academic institutions, the opportunity to improve on results. We cater for a wide range of students from a variety of educational backgrounds at various educational stages: those

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wishing to change career, elite sports men and women, and those on a 'gap' year before university, wanting to expand or extend their study and interests.

In addition to its sixth form, Greene's is responsible for a considerable number of examinations, short courses and supplementary tutorial arrangements every year. In addition, as a recognised examination centre for all U.K. examination boards, Greene's offers facilities for any student who wishes to take or retake an examination, whether or not they are studying with us: these range from traditional A levels or GCSEs, to proctoring university examinations, conducting Science Practical Endorsements.

Greene's also prepares students for specific academic or professional interviews and offers a range of full-time and short, intensive courses to prepare students for the myriad pre-university examinations required throughout the U.K., the U.S. and elsewhere.

In some cases, it may be necessary for students outside the U.K., who are applying to U.K. universities, to take one of our 'bridging' courses. These courses address the gaps between the knowledge which will have been acquired by U.K. students (and assumed by U.K. universities) and that achieved by following the curricula in other countries.

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I. Welcome to Greene's

We are delighted that you will be joining our innovative and dedicated community. We are not a school, so many of the words you might associate with a school and its staff tend not to be used – for example, because of the tutorial method of learning that we espouse, we refer to a lesson as a 'tutorial', and your teacher is your 'tutor'. Interactions between staff and students, while of course courteous and professional, are more informal than you would find in a school – so staff are happy to be referred to by our first names.

Greene's buildings

The college is housed in four main buildings. 45 Pembroke Street, which was the original college building, is largely administrative - although some teaching does take place here and it is where the College Principal is based. The other buildings are 97a St. Aldate's (the Study Centre), 95 St. Aldate's, and 43 Pembroke Street.

II. Students & Tutors

Methods of tuition

For those engaged in full-time study, their study programme will often be a mixture of small groups, seminars or workshops, together with individual tutorials in each of their subjects. The emphasis at Greene's is on independence and self-motivated learning. To help you manage this process and to guide you through the various indicators of performance and how to remedy any short falls, every full-time student is allocated to a Personal Tutor, who will support you in your studies. Students studying at Greene's have to be highly determined and self-motivated since much of their time will be spent in private study. They have to learn to be confident in establishing social networks for themselves, either with other Greene's students or through their wider involvement in local clubs and societies.

Online tuition

An increasing number of students take their tuition online. The arrangements for online tuition are very similar to the ones we would make if you were in Oxford in person. We will give you precise details as to how to prepare for these tutorials and what technology is required.

University applications

When the time comes, you may wish to apply to university through us. The Senior Tutor can explain how best to go about this, helping you to see the right people to advise you and to set you in the direction of researching your options. Individual meetings can be arranged, as you need them.

Personal Tutors

Every Sixth Form student is allocated a Personal Tutor (distinct from your Subject Tutor).

Your Personal Tutor will see you once a week for 20 minutes. It is their job to help you to reflect on the strengths and weaknesses of the way you work generally and then specifically in each subject. They will be with you throughout your time at Greene's and are there to:

1. Guide you through your work schedule.
2. Warn you of upcoming deadlines.
3. Help you to prepare effectively for exams.

4. Give advice on handling your workload with tips and tricks for organising your time.
5. Support you in times of stress by offering practical help and advice.

We are all keen to encourage independent learning and skills development, and of course any member of Greene's will try to help.

Subject Tutors at Greene's

Tutors will often have achieved considerable academic success and will be chosen for their readiness and ability to communicate their excitement for their subject and their experience of examinations, in order to help their Greene's students succeed.

Your Subject Tutor will see you in your regular calendared tutorials. Their role is to provide you with all possible guidance in relation to the study of that subject. They will set and mark independent preparation and will expect you to communicate efficiently through Greene's e-mail when any problems arise. If you have any difficulties in relation to their subject or the style of teaching you should first approach the subject tutor to discuss this. Subject Tutors will only give guidance beyond the teaching of their subject if specifically requested to do so by the college.

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III. Administration at Greene's

Greene's general contact details

E-mail:	reception@greenes.org.uk
Greene's website:	www.greenesoxford.com
Greene's Online:	https://my.greenes.online/#

Administration of your studies

If you are a full-time student, a meeting with key members of staff will be arranged as soon as you arrive, and they will take you through the initial steps. Once your timetable has been confirmed, you will be able to view it on Greene's Online. As a full-time student, you will have a weekly meeting with your Personal Tutor; in addition, you will participate in weekly Leadership Programme seminars through the term.

I. **Timetables**

It is our expectation that, once confirmed, your timetable remains fixed. If you need to make any permanent changes to your schedule, please contact the Academic Administrator, although because of tutors' timetables and availability, it may not be possible to make the change you wish. Please do not expect tutorials to be rescheduled.

II. **Paperwork**

You may be required from time to time to complete, for example, forms for special examination requirements or coursework authentication forms. You will liaise with the College Receptionist, the Examinations Officer or the Deputy Principal over such administration but you should be aware that, ultimately, you are the one responsible for ensuring paperwork is completed correctly and promptly.

III. **Communication**

Communication is key to all successful administration. It is vital that we are able to communicate with you efficiently – and you are able to communicate with us. We may not see you regularly in person, so it is important that we have up-to-date contact details: your

email address, mobile and landline numbers, and a postal address. Please inform the College Receptionist should they change. Please also take the time to respond to emails, texts and to messages left on your telephone, otherwise we cannot guarantee that arrangements will be made – nor the necessary administration completed in a timely and efficient manner.

All sixth form students will be issued with a Greene's email account when they start at the college, and which you will be required to use for any Greene's business.

All emails will be directed to this account so it is imperative that you check it frequently and use it for sending all email correspondence relating to Greene's.

When communicating with us, remember to use the direct dialling number for the member of staff you wish to contact (these are all listed under 'Contacts'). If there is no response (the person may be away from the telephone or engaged with another student), and you do not wish to leave a message, try calling another member of staff who may be able to help, or sending an email.

Your Greene's communication checklist is as follows:

- Inform the Receptionist if your contact details need to be updated on Greene's Online;
- Respond promptly to messages, texts and emails;
- Check your Greene's email account;
- Send emails from your Greene's account;
- Use direct dial numbers when contacting Greene's staff.

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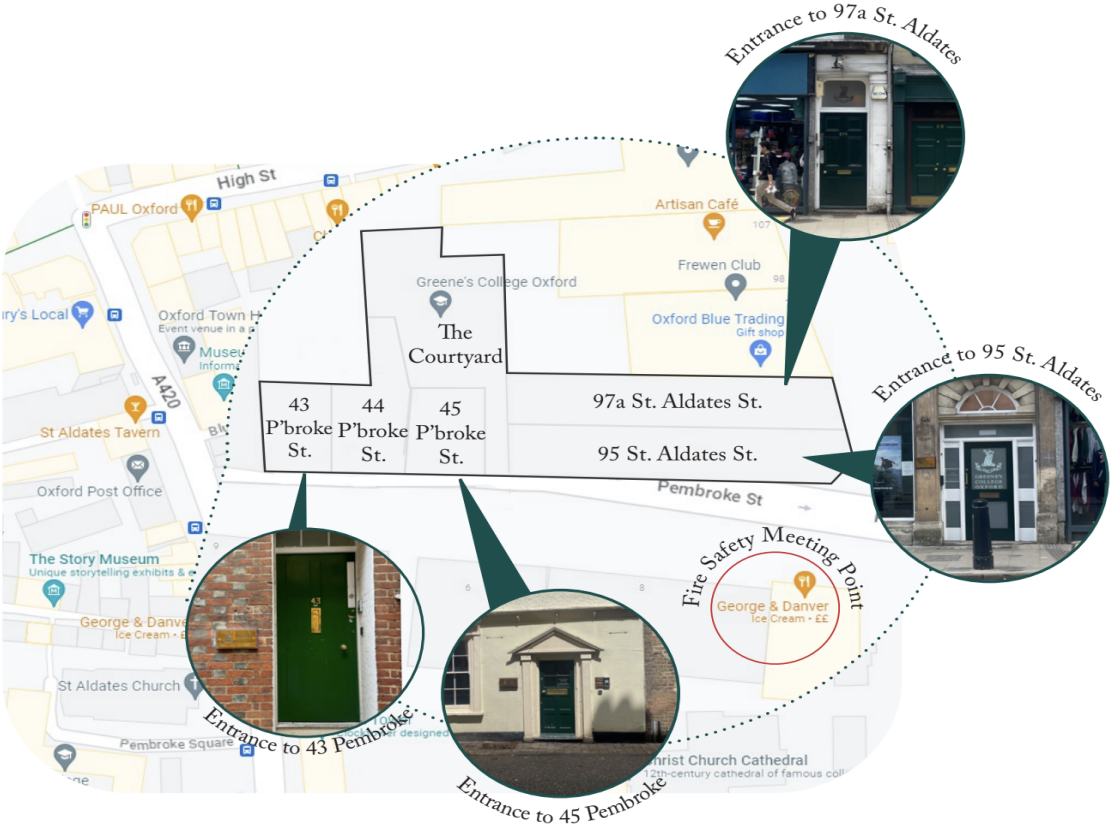
IV. Key Health & Safety Information

General

The college is housed in four buildings. 45 Pembroke Street, which was the original college building, is largely administrative which is where the College Principal is based. With the other buildings being study centres are 43 Pembroke 95-96 St. Aldate's, and 97a St. Aldate's.

College is open from Monday to Friday from 9 a.m. till 5.30 p.m.



Health & safety issues

Greene's takes all reasonable steps to ensure health, safety and welfare of its staff and students and others on premises. It is therefore asked that students also take care of their own health, safety and welfare and not take any action that could threaten your safety or others.

- Students should be aware of, and adhere to, Greene's rules and procedures on health and safety;

- Students should report any unsafe practices or conditions to the Academic Administrator, who would be your first point of contact;
- Horseplay, practical joking, running, misuse of equipment or any other acts which might jeopardise the health and safety of any other person are forbidden;
- Students must not adjust, move or otherwise tamper with any electrical equipment in a manner not within the scope of their use;
- All waste must be disposed of appropriately, as a general waste or recycling;
- Learning surrounds, refreshment facilities and other must be kept clean and tidy at all times;
- Students should use handrails, where available, when going up and down stairs, should never lean over the handrail, and should never read or be distracted otherwise while walking;
- Entry to and exit from walkways and passageways must be kept clear and free from obstructions at all times;
- Trailing cables and other must not be left plugged in when not in use.

Fire procedures

All permanent staff members at Greene's are nominated Fire Wardens.

If a smoke detector sounds or a fire is discovered, it is the responsibility of any member of staff present to raise the alarm and to initiate evacuation of the building. If the situation is dangerous or potentially dangerous, the staff will activate the fire alarm and evacuate the building immediately.

In this case you should as quickly as possible, calmly make your way to the nearest fire exit. Fire exits are located at strategic points throughout the buildings and marked with Fire Exit signs.

The assembly point is the George & Danver's G&D's on the corner of Pembroke Street and St. Aldate's.

You will be met by the Bursar or another staff representative who will account for everyone.

Once the building has been evacuated, the Bursar will make sure everyone stays safe away from the building and can only return once the fire brigade has certified it as safe to do so.

Each room contains a Fire Notice confirming your allocation and the steps to take during the emergency. Please read those carefully.

Greene's runs occasional fire drills. During those, on the sound of the alarm you are expected to act just like during the actual emergency and follow the evacuation procedures. Once the drill is completed you will be informed and allowed back into the building.

First aid

Number of Greene's staff are nominated First Aiders. Information on who is a responsible first aider in a given building and location of first aid boxes are displayed on the notice boards on the ground floor of each building. Please ensure to read those information carefully.

In case of an injury or sudden illness please seek help from the nominated first aid nearest to you.

Any minor injuries should be reported to the college first aiders so it can be assessed as required.

Portable electrical equipment information

- Where electrical equipment is brought into Greene's by students for their personal use (e.g. laptops and mobile phone chargers) then these do not need to be tested;

- It is, important that these personal items of electrical equipment are in good condition and electrically safe;

- Greene's however reserves the right to randomly inspect cables and electrical equipment as well as random PAT tests;

- Students need to ensure to unplug and remove the chargers when leaving the room.

No smoking policy

Smoking on premises is nor permitted and Greene's College actively discourages smoking, whether in the form of tobacco, e-cigarettes or vaping.

As such, it is the policy of Greene's that staff, tutors, students and visitors:

1. May not smoke anywhere and at anytime in either indoor or outdoor areas of college premises.

2. May not smoke anywhere and at anytime on Pembroke Street or St. Aldate's (from Carfax down to the corner of Brewer Street) – in respect for neighbouring residents and passers-by.

Policy is displayed on the notice boards.

V. Greene's Online

Log-in portal: https://my.greenes.online/#/

Everyone at Greene's – students, parents or guardians, tutors and administrative staff – use Greene's Online. When you register as a student, you will receive your login details: a username and password. On first logging in, you will be asked to change the password to something personally memorable, and you should then keep these login details safe because you will find your online pages extremely useful during your studies at Greene's. When you log in, you will see your home page, and will find menus both down the left-hand side of the screen and towards the top. From these menus you can access a wide range of useful information and monitor your progress.

Here, you will find information available there is information on the following topics:

Tuition

- You can find details of all the subjects in which you are receiving tuition at Greene's, and can see the subject, the level and board (if applicable) as well as the name of the tutor and their contact details.
- You can see all the tutor slips that have been submitted in a particular subject. Tutor slips are short reports on each tutorial, and you can read more about them below.
- You can view your study plan for each of your subjects and view your PT folder.
- You can see all your progress reports and termly reports as well as your trial examination results.

Timetable

- You can find a detailed week-by-week timetable. Tutors and administrative staff enter the times of your tutorials here and manage any alterations. You can see when and where an event will take place, who will be present and its duration. Please check your timetable regularly: tutoring rooms may change.

Examinations

- You can find all your examination information sorted by examination session.

- If you have already taken examinations through Greene's, you can find a record of them, with your results.
- If you have registered for examinations in the future, you can find the details of your entries, and, when it is available, your examination timetable.

Contact details

- To keep in touch with you, we need up-to-date contact details; you should check these carefully and ensure the email address and mobile number we have for you are accurate.
- If you acquire a new telephone, or change your email address, please let us know so that we can update our records.
- If you are staying with a host family in Oxford, please let us know your address.

Personal details

- We need to have your date of birth and nationality on record. If you notice any errors, please let us know.

VI. Tutorials

The first tutorial

Basic expectations

- **Punctuality:** It is important that you arrive on time. Tutors may well have a tutorial scheduled immediately after yours and they will not be able to run over if you start late.
- **Materials:** It is also important that you bring with you anything you might need: paper, pens, relevant books, and your notes.

Necessary administration

If you spend a few minutes at the start of the first tutorial covering the following matters, your tutorials will run far more smoothly:

- **Contact Details:** Check Greene's Online for your tutor's contact information.
- **Timetable Confirmation:** Confirm your tutorial timetable.
- **Key Information:** Verify syllabus, exam board, and examination expectations with your tutor.
- **Study Plan:** Confirm your study plan with your subject tutor and review the topics to be covered over the term.

Setting your objectives

During your first tutorial, discuss your goals and confirm your study plan with your tutor. This helps them understand your motivations and plan future sessions.

Objectives may include:

- Achieving specific grades for university offers
- Focusing on particular areas of a subject or module
- Consolidating existing knowledge and making progress

Even though these goals have been discussed with your parents and Greene's staff, reviewing them with your tutor is essential.

Tutorial learning

Learning through tutorials is a very different experience from learning in the classroom. In some ways it can feel more informal, and you can interact with your tutor in a more direct manner than is often the case with classroom teachers.

Talking about a subject really tests whether you know it well or not and this can be daunting at first. Yet in fact it is precisely this exclusive focus on you and your needs that will enable you to progress. The aim is that gradually you should come to feel in more control, and begin to take a more active role in shaping the tutorial to meet your needs. After all, this is your time, and you need to make the most of it.

A typical tutorial

All tutorials are different. Nonetheless, a typical tutorial might include some, or all, of the following, bearing in mind that the basis of the tutorial method is independent research (see below for more detail), for which the tutor sets approximately three hours of homework, which you should complete. So, for example:

- **Discussion 1:** you may well have completed a short, online test before the tutorial and your tutor will want to discuss any misunderstandings that have arisen.
- **Discussion 2:** you may also want to raise some ideas with the tutor, or to ask questions on something you did not understand previously.
- **A new topic:** you may present some new material you have prepared for this tutorial; or perhaps your tutor will question you on any assigned reading.
- **Review:** your tutor might hand back any written work you have submitted and go over any matters arising from it. You might recapitulate on what you did last time.
- **Tasks:** you and your tutor might look at some examination-style questions; work on making some notes; or analyse some written passages together.
- **Independent preparation:** you will need to agree on the work you will prepare for the next tutorial, and confirm the time and place of the next meeting.

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Note-taking during tutorials

Tutors may present information, ideas and explanations to you. And in the process of answering their questions, you will also articulate your own observations and understanding. You will find it not only helpful but also essential to jot as many of the salient points down as possible during the tutorial.

Independent study

You should expect to be doing approximately **two to three hours** of independent study per tutorial. This will include assignments set by your tutor, which may involve answering questions or writing an essay or specific reading. It will also include independent study: writing up notes from your previous tutorial, doing research to fill in any gaps, reading around your subject, and organising your filing.

It is important to understand that what you gain from a tutorial reflects what you put in. The better prepared you are, the more you will have to contribute to discussion, and the tutorial will feel both less daunting and more productive. At the same time, your tutor will see better what you are able to do, and will be able to help you make progress more effectively.

Tutor slips

After every tutorial, tutors submit an online 'tutor slip' which is a short account of the tutorial. At a glance the slip provides a concise overview of your current position and your progress.

Recorded on the slip, you will see details of:

- Your tutor;
- The subject;
- When and where the tutorial took place, and its duration;
- Punctuality (or absence);
- The number of any pieces of homework still required from previous tutorials;
- Your performance (see below for an explanation of this);

- Topics covered;
- Independent study set for the next tutorial.

Your performance

Tutors write slips with you in mind, and we encourage you to read your slips regularly for encouragement and advice. Over time, the slips accumulate to build up a chronological record of your learning, and it can be useful to revisit these occasionally, especially when you are about to begin your revision, to remind yourself of the work you have covered, where you have struggled, and the approaches your tutor has suggested to help you overcome these areas of difficulty.

While one or two slips may produce aberrations or inaccurately reflect your progress, the accumulated data will gradually show trends which will either be encouraging or indicate that a change of direction is required if you are to stay on course or meet your expectations. Your Personal Tutor is there to help you interpret the data and to make suggestions about how best to proceed.

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VII. Science Practicals

What is the practical endorsement?

All JCQ boards offer a practical endorsement in the sciences. The JCQ boards are AQA, OCR, and Edexcel. These are often referred to as "CPACs" or "assessed practicals" in schools.

Do I have to get the practical endorsement?

The endorsement, taken separately from exams, is pass/fail and will appear on your statement of attainment of results.

Whilst the practical endorsement does not impact your final A level grade, certain university courses will require you to obtain a pass as part of your application.

How much lab work do I need to complete?

To gain an endorsement pass, you must complete a minimum of 12 practicals for each subject, during which you must be signed off for various skills (e.g. "use a microscope") and CPACs, which are an assessment of competence (e.g. "correctly follows written instructions"). Across the 12 lab sessions, there are multiple opportunities to demonstrate competencies but all 12 practicals must be completed in order to achieve the pass.

Each of the practicals will link into course contents across both first and second year of the A Level. More details are provided in our practical endorsement course books.

Who assesses the practicals?

The tutors running the practicals keep records of your competencies and when you have achieved all of them they will recommend you to the exam board for a pass in the practical endorsement. This may be your direct subject tutor, or another Greene's subject specialist.

Is this an exam?

Practicals are not performed under exam conditions. Candidates may talk and work together, although each individual must demonstrate each competence, not each group. Additional supporting material may be brought into the lab, and pre-lab preparation is encouraged. The tutor will teach you skills and

techniques and support you in gaining competency demonstrating them. You will maintain your own lab book as a record of your achievement.

Do I need to do the course for every science I study?

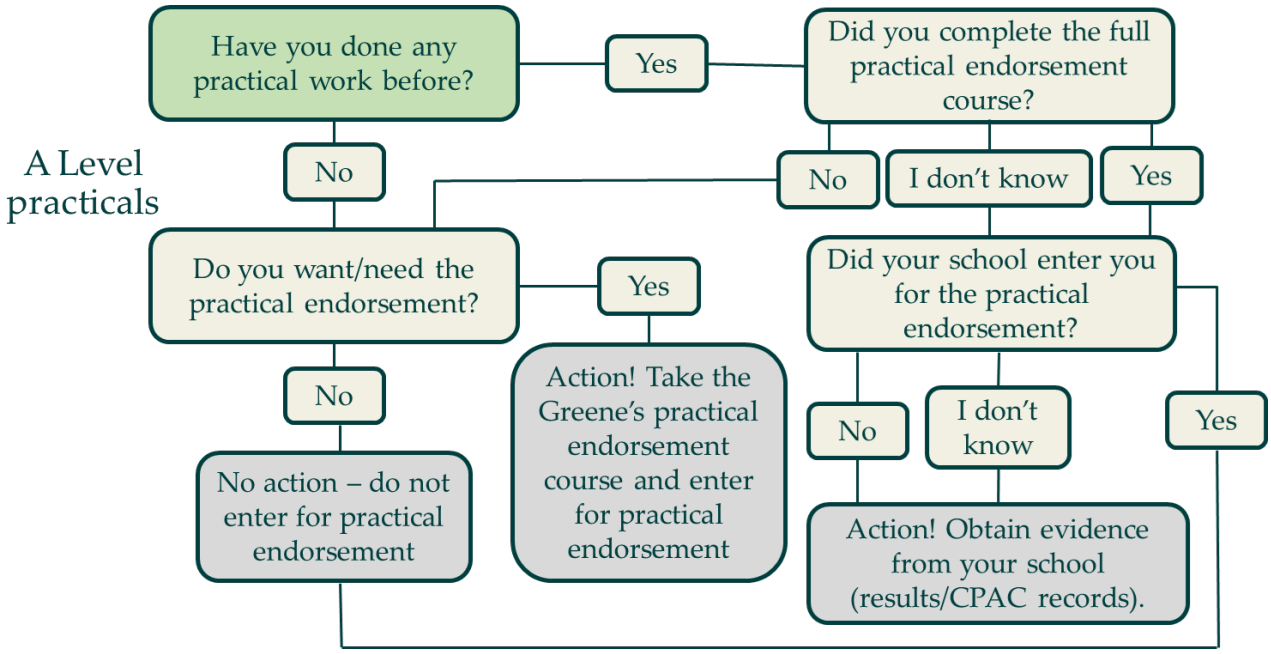
If you are doing more than one science, you will need to demonstrate each competency independently for each subject. The endorsement cannot be carried across between Physics, Chemistry, and Biology.

I have already passed my practical endorsement. How do I prove this?

If you have completed your practical endorsement at a previous centre, sat your exams and your teachers there recommend you to the exam board for a pass, you will be able to transfer this pass to your retake. This applies to you if you have received A level results in the past, and have "Pass" written next to the endorsement section (see above). You will need your **UCI number to do this**, it will be written on your certificate.

If you successfully completed the course at your previous school but never sat your exams, your school can provide evidence of your achievement to Greene's to support us recommending you for a pass. If you are unsure whether you achieved the pass or not, please reach out to your previous school and ask the Head of Science.

If you are still unsure whether or not you need to complete the practical endorsement, please speak with your subject tutor or contact Dr Fletcher-Wood (Head of Science).



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What is the Complete Course?

The complete practical endorsement course is run through the academic year, with one session a week each for each subject. There are six AS and six A2 practicals for each of Biology, Chemistry and Physics. This is the usual route for achieving the practical endorsement for Greene's College students.

The complete course includes 4 Foundation practical sessions to introduce candidates to the lab and practical work.

What is the intensive course?

The intensive science practical courses are 6 day long practical courses designed to give you the opportunity to complete 12 labs, covering all the required CPACs and subject specific equipment. These run during the Easter break after Hillary term and are available for both internal and external candidates.

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VIII. Behavioural Expectations

In order to maintain an inclusive and productive environment, Greene's College expects students to meet attendance and behaviour expectations. In doing so, students will increase their chances of success during the course of the academic year, develop productive habits and relationships, and make the most out of their time at Greene's. In the event that a student does not meet these requirements, the following steps will be taken:

Stage 1: Informal Recorded Action

Minor incidents (e.g. being unnecessarily loud, littering etc.) will be dealt with by a member of staff observing this behaviour. Mention will be made of the inappropriateness of that behaviour and an informal reprimand will be given.

The time and details of this warning are to be noted on the student's GO profile.

If there is still no improvement in behaviour, then stage two of this policy will be implemented.

Stage 2 – First written Warning:

If the student's behaviour does not improve, a meeting will be arranged between the student, and the Deputy Principal. Following this meeting an action plan will be agreed and a written record made, and, where appropriate, parents/carers will receive written notification. Immediately following the warning, the Deputy Principal must inform the Personal Tutor of the issue so that it can be discussed during progress review meetings. If behaviour fails to improve then the student should be made subject to Stage 3 of the procedure.

Stage 3 – Second written Warning:

Stage 3 will be commenced following an alleged single serious incident or failing to comply with the decision/s of previous warning/s issued at Stage 2

The parent/guardian is invited for a formal meeting with the Deputy Principal, and a contract is drawn up between the student, their parent or guardian. Both the student and their parent or guardian must sign it.

Possible Outcomes

Following continuing or persistent poor behaviour, or alleged gross misconduct, a thorough disciplinary investigation will be conducted by a member of the Leadership Team.

POSSIBLE SANCTIONS INCLUDE:

- Loss of privileges including access to student common rooms and facilities, and banning from college events and socials
- Suspension from college
- Expulsion

Depending on the gravity of the offence, students may be subject to the immediate application of the most extreme sanctions.

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IX. Guidelines for Attendance

When tutors arrange a tutorial with you, they start preparing for the tutorial and they book a slot for you in their day. This is a significant commitment of their time. If you are not able to come to the tutorial, tutors lose a substantial amount of time. It is important that you take responsibility for your attendance, and you should read the following guidelines carefully.

Please note that Greene's is not obliged to reschedule missed tuition.

The Leave of Absence Form

This form is used if you know, in advance, that you will need to miss tutorials (e.g. Attendance at a university interview). You should observe the following steps:

1. A 'Leave of Absence Form' must be submitted at least four weeks in advance of the intended period of absence. It is very important to note that **the college reserves the right to decline requests, and cannot guarantee that any particular request to miss scheduled tuition will be granted. Parents and students must avoid travel and holidays within term time.**
2. You must, in the first instance, ensure the permission is stated in writing to the Deputy Principal.
3. You will then need to complete a 'Leave of Absence' form, which the Receptionist will give to you. A parent or guardian must also sign this form to verify the reason for the intended absence. The form then needs to be countersigned by the Deputy Principal.
4. The completed form should be returned to the Receptionist who will make a note on your attendance record.
5. If your request for permission for leave is granted, you should then notify your subject tutors of your intended absence. **Tutorials will not be rescheduled.**
6. It is your responsibility to ask for, and complete, the work you will have missed.

Absence procedure

Please follow the guidelines below:

1. If you become ill, and are absolutely unable to attend a tutorial, you must first notify the Receptionist by sending an email as soon as possible.
2. You should then make direct contact with your tutor by sending an email. Please note, it is not the Receptionist's responsibility to do this. You will also need to ask your tutor for the work you would have missed in the tutorial, so it can be completed in your own time.
3. You will be expected to attend the next tutorial after the one cancelled as originally scheduled, unless you give any further notification. So, if you think you will not be able to attend tutorials for a few days, clarify with the Receptionist exactly when you expect to be back in tutorials and keep in touch with them if this changes.
4. You should expect the Receptionist to request a written note from your doctor (GP) if you are absent for illness for at least three consecutive days on which tuition is scheduled.
5. The day you return to college after an absence, you will need to meet with the Deputy Principal for a 'back to work' review. Time is allocated between 9.15 and 9.45 a.m. for such meetings. At this meeting you will fill in an 'Absence' form and review your current attendance statistics. If there is cause for concern then an action plan will be drawn up.
6. If you are under 18 you will be given an absence form to take away for your parents to sign, confirming the reason for your absence. Please ensure that this is returned to the Receptionist the following day.
7. If you are absent for tutorials on **four or more days** within the same month without good reason, the Deputy Principal will arrange a meeting with you. This may result in a **formal warning**.
8. Where your attendance has not improved to a satisfactory level, your parents will be invited to attend a formal meeting with the Deputy Principal. This constitutes a second warning.
9. **If absences persist, whether regularly or spasmodically, the Deputy Principal will refer the matter formally to the College Principal. The college may revoke privileges such as access to student areas in the college and to socials and events. As a final sanction, you may be asked to leave Greene's. The same procedure would be applied to any disciplinary concerns.**
10. **Any missed tutorials will not be rescheduled.**

Punctuality:

If you realise you are going to be late, in the first instance **contact your tutor as soon as possible**, and explain clearly the circumstances behind the lateness. If your tutor is unavailable, ensure the Receptionist is informed.

As a general point, please bear in mind that an email sent after 5.00 p.m. may well not be read, nor be able to be discussed with you, before 9.00 a.m. the following day.

It is a serious matter to miss a tutorial without any notification or justified explanation. International students in particular should be aware that any unjustified absence will be carefully logged so that accurate information can be made available to U.K. Visas and Immigration (UKVI).

X. Changing Tutors

We do not actively encourage students to change tutors. There are several reasons for this: we choose tutors with your specific needs in mind; we want you to learn to build effective working relationships; and we also want to ensure continuity in your studies. Nonetheless, when you, your parents, or your tutor insists that a change is necessary, or if we believe the current tutor is not the best tutor for you, we want to be responsive.

In order to handle this situation sensitively and constructively, we try to adhere to the following guidelines:

1. **Discussion**: As soon as we hear that you or your parents want to change tutors, or that a tutor is considering a change, we like to open up an honest and open conversation with all concerned.
2. **Effecting the change**: If, after discussion, a change proves unavoidable, we encourage you to come to a mutual agreement with your tutor about when the change will take place. If no mutual agreement is possible, then we set a finish date. We expect you to continue to attend tutorials as usual with your current tutor during this time. If you do not attend these tutorials you will forfeit the hours which will not be reimbursed. We use this time to make arrangements with a new tutor.
3. **Record-keeping**: We feel it is important to keep a record of any instance in which a student changes tutor. With the help of your Personal Tutor and the Deputy Principal, you will therefore complete a Change of Tutor form.
4. **Handover**: We aim to ensure a good handover. We do our best to put the old and new tutors in touch with each other so that information about your ability and your coverage of the course can be shared.

XI. Examinations

Greene's in Oxford is a registered examination centre with all major A level and GCSE Examination Boards (Edexcel, AQA, OCR, Eduqas, and CAIE). All full-time students sit their examinations through Greene's. We also accept external candidates, and so many other students choose to sit their examinations at Greene's also. We handle a large number of extremely varied examination entries at Greene's, within the context of rigid deadlines and substantial charges imposed by the Examination Boards. To ensure that you are not caught out by the system – and mistakes can prove extremely costly – please familiarise yourself with the following overview. For further details of the examination process, this year's deadlines, and all associated charges, please look at the details under 'Examinations and tests' on Greene's website or consult with the Examinations Officer.

Examination sessions

The availability of an examination in a given period is dependent on the Examination Board and subject.

A level examinations for JCQ Examination Boards can only be taken in the Summer. Students taking examinations with the Cambridge Board (CAIE) can take examinations in November and the Summer. It is important that you check specification availability as part of the process of planning your examination schedule, in consultation with the Examinations Officer and the Deputy Principal.

Please note that Greene's does not set written exam dates; these are set by the exam boards and **cannot be changed.**

Examination entries

Taking an examination at some stage is the sole purpose for most students being at Greene's, so registering for examinations is vital. During the initial meeting at the interview stage with the College Principal, full-time students should ensure they notify us of the examinations which they intend to sit. Please note: if you change your mind after this, or wish to take additional examinations, you must discuss this.

All exam candidates will complete a form stating the exams they intend to take in that academic year. Please make sure you double-check all the details you provide, as incorrect, incomplete or missing

information may result in your being entered for the wrong examinations – or not being entered at all. Students retaking a course may be required to provide their UCI (Unique Candidate Identifier) number from their previous exam entries.

We cannot guarantee that changes to examination entries at a later stage in the process will be possible. When such changes happen after the entry deadline, they will incur late fees.

At any point, all the current information on your examinations can be found on Greene's Online. It is your responsibility to ensure that all the information recorded is accurate and up to date.

Deadlines

Examination entries must be completed by the deadline. We set deadlines to ensure that we have sufficient time to check and process each individual student's entries in advance of the absolute deadlines imposed by the Examination Boards. *We cannot guarantee that late entries will be processed in time for external deadlines and, in all cases, late entries will incur late fees.*

Confirmation of entries and payment

Once we have received and finalised your request to sit an examination, we will send you a proposal detailing your examination entries. This gives you a final opportunity to double-check the entries you have made. If you spot any errors, please notify the Examinations Officer immediately. The separate examination proposal is also an invoice, so this will need to be settled promptly by your parent or guardian before the entry can be made.

EAAs - Examination Access Arrangements

If you have a special educational need or disability that puts you at a substantial disadvantage in exams, arrangements can be made to help level the playing field. These are known as access arrangements and fall under reasonable adjustments outlined in the Equality Act 2010.

Examples of access arrangements include:

- Extra time to complete your exam
- Taking supervised rest breaks
- Using assistive technology like a laptop or screen reader
- Sitting your exams in a private room

These arrangements are designed to meet your needs without affecting the integrity of the assessment.

The JCQ sets the rules for how exams should be conducted, including how Disabled students or students with special educational needs can access support through access arrangements.

Access arrangements are available if you have a special educational need, a disability, or a temporary injury (for example, a broken arm before an exam). You may be eligible for exam access arrangements if your area of need falls under one of the following categories:

1. Cognition and learning needs – for example, dyslexia, dyscalculia
2. Communication and interaction needs – for example, autism, speech difficulties
3. Sensory and physical needs – for example, visual or hearing impairments, physical disabilities
4. Social, emotional, and mental health needs – for example, ADHD, depression

The required evidence depends on the type of arrangement the exam centre is applying for. JCQ updates its regulations annually, but types of evidence include:

- Documentation of your normal way of working (the SENCO will gather this information from your tutors and previous school if required)
- Diagnostic reports from registered professionals confirming ADHD or Autism
- Reports from professionals such as occupational therapists, speech therapists, psychiatrists or physiotherapists outlining how your condition impacts your exam performance
- A current EHCP

Having a disability or special educational need doesn't automatically entitle you to access arrangements either—each application is reviewed individually by the college SENCO. You will need to inform your PT and the exams office if you are eligible on your enrolment at the college.

Please note a fee will be charged for each access arrangement application; it will be due at the same time as the examination entry fees, which will be sent separately.

Examination timetables

Your examination timetable may be viewed on Greene's Online as long as payment has been confirmed. If you wish to find out about examination times prior to this, the Examination Boards have online timetables that are often available nine months in advance of the examination.

Examination location

Your examination timetable will also show you where each examination will take place. Please check this information carefully. Please also ensure you arrive at least twenty minutes before your examination starts. It might be worth visiting the location in advance of your examinations so that you know exactly how to get there.

Examination results

Your results will be posted on the examination section of your Greene's Online page at 8:00 a.m. on the official examinations results day. In addition, you will receive an email from us that informs you of all the results. The Examination Boards do not send out a hard copy of the official Statement of Results; however, on request we can provide an electronic copy. Examination certificates will be sent to Greene's approximately eight weeks after results have been issued. Certificates can either be collected in person, or students can provide a stamped addressed envelope for their certificates to be posted to them. A certificate will not be sent to the student without a correctly stamped, addressed envelope.

Post-results enquiries and return of scripts

If you have a query about your results, you should initially discuss this with your Personal Tutor or the Examinations Officer.

When you receive your results' email from the Examinations Office, you will be directed to the college website, which details the various examination boards' provision for post-results services, and all the options available. The most commonly requested services are re-marks or the return of scripts.

If you wish to use a post-results service upon receipt of your results but are unsure exactly how to proceed, you must first discuss this with the Deputy Principal and your tutor for that particular subject before making any firm decision, as requests cannot be undone once they are submitted to the examination boards.

You will need to complete the online application form for any post-results service, for which the Examinations Officer will contact you directly with an invoice detailing the fee incurred for use of the service. The invoice **must** be settled before we submit any post-results service request to the examination boards.

Each service carries a specific, fixed deadline. This deadline is fixed by all the examination boards, which do not permit late requests under **any** circumstances.

Please note that the great majority of re-marks do not lead to a significant change in the marks. However, if you do wish to pursue this route, please be aware that your final mark can go down, as well as up (or stay the same). Each service incurs a fee, and carries a specific, fixed deadline. *This deadline is fixed by the Examination Boards, and they do not permit late requests.*

Terms and conditions for examinations

There are specific terms and conditions for public examinations at Greene's. These are available on our website and on Greene's Online under files and resources.

XII. Coursework

Non-examination assessments measure subject-specific knowledge and skills that cannot be tested by timed written papers. Often, NEAs are referred to as "coursework". Students should check their syllabus carefully with their tutors, or ask the Examinations Office to clarify anything.

Coursework deadlines

There are three deadlines for the submission of coursework, of which you should be aware:

1. A deadline for you, the student, to submit your work to your tutor (31st of March, 2025);
2. A Greene's coursework deadline for all tutors and staff;
3. A deadline set by the Examination Board (15th of May, 2025).

If you submit work after your deadline, we cannot guarantee that it will be processed in time, and you may not receive any marks.

Authentication

Coursework must be your own work

It goes without saying that coursework must be entirely your own work. Plagiarism (passing off another person's work as your own) is a serious offence. If you use articles, books, or websites, you must reference these in footnotes or a bibliography, according to subject-specific guidelines.

Coursework diary

When you begin a course that involves a coursework component, you will be provided with a Coursework Diary. This, without exception, must be completed and submitted alongside your coursework. The diary takes the form of a log, and provides you with a checklist for key tasks, submission deadlines, and ideas for how to structure your study. If you have any queries about the Coursework Diary, these should be directed to the Deputy Principal or the Examinations Office.

Tutors cannot do the work for you

You should approach a piece of coursework in the same way as an examination: whilst we give you as much help and preparation as possible beforehand, the final piece of work must be yours, and yours alone.

Your tutor must also sign the Candidate Authentication Form

Tutors have to countersign your Candidate Authentication Form: they must also affirm that the work is your own. To be able to do this with conviction, they must absolutely see your work in progress. If you produce no written work for several weeks, and then hand in a final piece of coursework at the last minute, a tutor cannot say with conviction that you have produced it yourself and may therefore feel unable to sign your form. Without this signed declaration, your coursework will not be accepted by the examination board.

Malpractice

If your tutor or the person marking your coursework or your Personal Tutor has any reason to think that the work is not your own, we take this very seriously and will investigate it fully. We will not submit to the Examination Boards any work about which we have serious doubts. If we submit your work in good faith, and it turns out to have been plagiarised, you risk losing your entire A level and also marring your future examinations record.

If you are struggling…

If you are having difficulty with your coursework, or are worried you will not complete it by the deadline, perhaps because of illness, please talk with your subject tutor and also with your Personal Tutor. Try to speak up about your struggles early in the process so that we can help and support you in meeting your deadline and producing your best possible piece of work

Refer to the Welfare section in this Handbook for further suggestions on how to cope with the demands of your academic studies.

Oral examinations

Some subjects have an oral examination component. Oral examinations will take place in the month before the beginning of written examinations. You will receive emailed notification of the date, time and location at least one month in advance.

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XIII. Academic Resources

Specifications

Every Examination Board produces a specification for each course. A specification is a complete course guide. It outlines the aims of the course, the content, the assessment objectives, and the structure of the examination papers. You can find the specification for your course by looking under the name of your qualification (e.g. GCSE History, A level Biology) on the relevant Examination Board website. Specifications can be long documents but are worth consulting. You may find it useful to print off the pages that list the topics you need to know, as well as the assessment objectives, since these will provide useful checklists for tracking your progress and may also become a helpful revision aid.

Websites for the major Examination Boards are as follows:

- http://www.ocr.org.uk
- https://qualifications.pearson.com/en/about-us/qualification-brands/edexcel.html
- http://www.aqa.org.uk
- http://www.wjec.co.uk
- http://www.cie.org.uk

Textbooks and revision guides

What do you need?

- You should discuss with your subject tutor which textbooks or texts you need for your studies. Some Examination Boards endorse particular textbooks for particular subjects and these books will clearly show the name of the Examination Board in the title (e.g. AQA AS level Geography). These are essential because they will cover your syllabus explicitly and provide practice questions that directly reflect what you might encounter in your examinations. Nonetheless, it is worth looking in addition at other textbooks for your course, since you may discover that other books present the material in a useful format.

- A wide variety of revision guides are available in all subject areas. Again, some may be published or specifically endorsed by a particular Examination Board and will relate directly to a particular specification, but there will be many others from which to choose. Popular publishers of revision guides include CUP, OUP, Letts, Heinemann, and CGP Books, but you will find many others if you browse the Oxford bookshops suggested below.
- Additionally, you will usually find a list of suggested reading at the back of the specification document. Your tutor will be able to guide you towards the most useful books.

Where can you buy books?

- You can browse resources at the large number of bookshops in Oxford and also on their websites: http://www.waterstones.com; http://www.blackwells.co.uk.
- Blackwell's has a large second-hand section on the top floor where you might be able to pick up textbooks and revision guides at cheaper prices.
- The Amazon website continues to offer a huge range of books, both new and second hand. Amazon's second-hand books sometimes come at very cheap prices. Go to http://www.amazon.co.uk

Borrowing books

You should definitely join the Oxfordshire library service so that you can borrow books from public libraries. The Oxford Central Library is located very close to Greene's, in the Westgate Shopping Centre, and has a good range of books across all subjects on open shelf access. You should acquaint yourself with their selection early in your studies so that you know what is available.

Past examination papers

Online papers

You will find past examination papers on Examination Board websites, sometimes under a 'past papers' link or sometimes under a particular course. Many papers are available for free download, and others are available to buy online. A small number of papers, usually those from the most recent examination session, may be on secure access only, which means they are only available to members of staff. Ask your subject tutor or Personal Tutor if you need assistance in obtaining any past papers for your studies.

Online mark schemes

As well as the past papers, you will also find online the associated mark schemes. A mark scheme is a document that explains to teachers and examiners how they should mark the questions on the paper. You should look carefully at mark schemes so that you know exactly how you will be assessed. This will help you learn how to gain the maximum marks in examination questions.

Another very useful resource on the Boards' websites is the series of Examiners' Reports – reports written by examiners after each examination session, detailing how the questions were answered and the general strengths and weaknesses of the answers.

General Online resources

You will find many useful resources online and we could provide no comprehensive list. Ask your tutor for subject-specific recommendations. Also consult the specification document and Examination Board websites (see above), which may suggest helpful subject-specific websites. The BBC website has a good education section, and their GCSE Bitesize section is useful. See https://www.bbc.co.uk/bitesize. For A level students, there are a great number of websites dedicated to particular subjects – but all of these should be used selectively. Your subject tutor or Personal Tutor will help you select the most appropriate for you.

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XIV. Study Spaces

In order to establish a good working routine for yourself, you will need to make sure you have access to a quiet, positive study space.

Libraries

We would recommend that you join the Oxfordshire Library Service. You will need to fill in an application form available from any Oxfordshire library – you will need some personal identification, such as a driving licence. Anyone under fifteen years of age needs to provide the name and address of a parent, guardian or carer. Membership is free. The Central Library is the biggest of the Oxfordshire Libraries. A number of smaller libraries also exist to serve local areas within Oxford:

Oxford Central Library, Westgate. OX1 1DJ.; Tel: 01865 815 509;

Summertown Library, South Parade, Summertown. OX2 7JN Tel: 01865 558 290

Botley Library, Elms Court, Botley. OX2 9LP; Tel: 01865 248 142

Cowley Library, Temple Road. OX4 2EZ, Tel: 01865 777 494

The Oxford Union Library

As a student at Greene's, you are eligible to apply for short-term membership of the Oxford Union, although you will need to pay a membership fee. You can become a member for one, two or three university terms. Membership will give you access to the Union Library, as well as to a stimulating programme of talks and debates: the Union is a world-famous debating society, famed for its high-profile and often controversial guests. See http://www.oxford-union.org or speak to the Student Experience Coordinator or your Personal Tutor to find out more about how to join.

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XV. Welfare

Academic welfare

Academic study can generate a number of pressures. Embarking on a new course of study which carries expectations and standards different from those you have encountered before can be challenging. Establishing trusting relationships with new tutors can take time.

Making decisions about subjects and options, and especially about universities or other future plans, can generate uncertainty and absorb a lot of mental energy. And everyone struggles at times with the daily grind: keeping on top of workload, managing time constructively, maintaining motivation and morale.

Your Personal Tutor

If necessary, your Personal Tutor will also address any concerns that may affect your studies (for example your punctuality, absence and unsatisfactory progress). It is likely that many of us will have encountered one or more of the issues you are tackling, so the Personal Tutor is available to help you understand any academic difficulty, help you think through your options, explore with you strategies that might help you cope better, and liaise where appropriate with your subject tutors.

Personal and social welfare

While the primary responsibility of a Personal Tutor is for your academic welfare, all Personal Tutors understand that academic difficulties sometimes reflect or are shaped by other welfare issues. If you feel that there are other things that are impacting on your ability to study effectively, we hope that you will feel able to talk about these things with your Personal Tutor in the first instance. However, Personal Tutors are not trained healthcare professionals.

Your GP

We usually approach doctors with concerns about our physical wellbeing, but you can also approach GPs with other difficulties such as insomnia, or persistent feelings of anxiety or depression. Your doctor will help you to understand your difficulties, will be able to rule out physical causes, and should be able to discuss the different options available to you. A GP can also refer you to other health-care professionals, such as a counsellor, or to various local organisations, as appropriate.

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Local services

Please find below a variety of services that exist around Oxford to offer guidance and support on a number of welfare issues.

Oxfordshire Mind

For all mental health issues; Mental Health Information Line: 01865 247 788

http://www.oxfordshire-mind.org.uk/

Oxcentric

The Oxfordshire County Council's website for teenagers: it is full of advice and links to useful services.

http://oxme.info/cms/

Oxfordshire Sexual Health Service

For advice on sexual health, contraception, pregnancy

http://www.sexualhealthoxfordshire.nhs.uk/

LGBT+ Foundation

For LGBT+ support:

https://www.lgbt.foundation

National services

A large number of national organisations exist to address many welfare needs. Their websites often provide excellent information and advice, and most operate 24-hour helplines, enabling you to receive support and advice at any time of the day or night.

The Samaritans

Distress and despair Helpline: 116 123; http://www.samaritans.org

Childline

Any welfare problem Helpline: 0800 1111; http://www.childline.org.uk

Young Minds

Emotional and Mental Health; http://www.youngminds.org.uk

Drink Aware

Website: http://www.drinkaware.co.uk

Talk to Frank

Drugs Helpline: 0300 123 6600; http://www.talktofrank.com

National Drugs

Helpline: 0870 77 66 00; http://www.urban75.com/Drugs/helpline.html

BEAT

Eating Disorders Youthline: 0808 801 0711; http://www.b-eat.co.uk

British Pregnancy Advisory Service

Helpline: 03457 304 030; http://www.bpas.org

Self-help resources

Cambridge University's Counselling Service have assembled a number of self-help leaflets on general problems encountered by students during their studies, from work-related issues such as procrastination, blocks, concentration and examinations, to anxiety, depression, loneliness, anger, bereavement etc. The leaflets offer plenty of guidance and practical suggestions for helping you overcome some of the things that you are struggling with. See:
http://www.counselling.cam.ac.uk/selfhelp/selfhelp

Grievances

If you have a grievance about any aspect of your experience at Greene's you carefully read the Greene's grievance policy and follow the procedures that are detailed. You can find a copy of the policy on our website under 'College Policies.'

If you are still not sure how to register your grievance you should speak to the Deputy Principal.

Safeguarding and child protection

Greene's takes safeguarding very seriously. Greene's has policies on safeguarding & child protection, anti-bullying and e-Safety (including cyber bullying) which are available from our website under "policies" and also on Greene's Online under "files and resources".

It is very important that you report any safeguarding or child protection concerns directly to the Deputy Principal as soon as possible. Even if you think that your concerns are small and insignificant you should still report them.

XVI. Activities around Oxford

We try to organise some social events of our own from time to time to put students in touch with each other and to celebrate key moments in the academic year. You will be receiving regular emails from the Student Experience Coordinator regarding events and activities at Greene's. To sign up please reply to the email advertising the activity.

For information regarding other activities and events in Oxford, your best sources of information will be your local Oxford library, and the following website:

Daily Info
https://www.dailyinfo.co.uk

The following information is designed simply to give you an idea of the things you might like to try and to guide you towards further information. Ask the Student Experience Coordinator (academic.administrator@greenes.org.uk) or your Personal Tutor if you would like help finding out about a particular activity.

Sport

Public leisure centres

The city has a number of public leisure centres with swimming pools, sports halls, and gymnasiums. You should look under 'Leisure' on the City Council Website at https://www.oxford.gov.uk/info/20001/leisure_and_culture for a list of centres. Anybody can use these public facilities, and mostly you can simply turn up and pay, although you may need to book in advance for sports such as squash or badminton, and for fitness classes, such as aerobics, Pilates, and circuit training. You should visit your nearest leisure centre in person to find out more about what they have to offer you.

University facilities open to the public

Oxford Brookes University has a range of facilities and activities open to members of the public at a small fee. See http://www.brookes.ac.uk/brookes-sport/. The University of Oxford also offers

membership to the public who live within a one mile radius of the Iffley Road Sports Complex. See http://www.sport.ox.ac.uk.

Private leisure centres

Oxford also boasts a number of private sports centres and fitness suites which you might like to investigate. You will have to pay a membership fee to use these facilities.

The Oxfordshire Health and Racquets Club

269c Woodstock Road, Oxford. OX2 7NZ

Tel: 01865 318 300

https://www.lta.org.uk/

David Lloyd

Oxford Business Park, North Garsington Road, Oxford. OX4 2JY

Tel: 01865 129 6811 – new member enquiries

http://www.davidlloyd.co.uk/club-finder/oxford

Pure Gym Oxford Central

Littlegate House, 16/17 St Ebbe's Street, Oxford. OX1 1PT

Tel: 01865 792 244

https://www.puregym.com/gyms/oxford-central/

OXSRAD (Fitness suite only)

Court Place Farm, Marsh Lane, Headington. OX3 0NQ

Tel: 01865 741 336

http://www.oxsrad.org

https://www.buzzgym.co.uk/oxford/

https://westgateoxford.co.uk/

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Sports clubs

Many public and private leisure centres will have clubs centred around their facilities and you should ask there for more details. You can also consult the following websites for listings of local clubs on the following page:

http://www.oxfordshiresport.org (Go to 'Get Active', then 'GO Active')

http://www.activitiesoxfordshire.info

http://www.dailyinfo.co.uk (Go to 'Oxford Guide' then 'Leisure and Recreation')

Entertainment

Cinemas

Odeon

Oxford has two Odeon cinemas: a smaller one on Magdalen Street and a larger one on George Street. See http://www.odeon.co.uk for listings and to make advance bookings.

Curzon

Set over two floors and incorporating five screens, Curzon Oxford has a cafe-bar with a 'light bites' menu, as well as a night-time bar with lounge areas to enjoy a drink before and after your film. See https://www.curzoncinemas.com/oxford/info

Phoenix Picture House

There is a fabulous Art House Cinema on Walton Street called the Phoenix Picture House, which offers a wider and more international range of films, as well as the opportunity to see theatre, opera and ballet on screen. They offer an extremely good value membership package. See http://www.picturehouses.co.uk.

Ultimate Picture Palace

Small, old, quaint, and worth supporting, you should make at least one visit to the Ultimate Picture Palace on Jeune Street, off the Cowley Road. You will often be able to catch films here that you might have missed at other cinemas, and they have some particularly good late night showings. See http://www.uppcinema.com/.

Vue Cinema

If you have your own transport, you might want to try the Vue Cinema on Grenoble Road. This is a large out of town multiplex and is generally quieter than the Odeon cinemas in central Oxford. For listings and bookings see http://www.myvue.com.

Theatre

You will be able to enjoy both professional and student shows at all times of the year in Oxford's many venues, which include:

The Oxford Playhouse

11-12 Beaumont Street

(For drama, dance, some musicals and comedy)

http://www.oxfordplayhouse.com

The New Theatre

George Street

(For large-scale musicals, opera, ballet, music)

https://www.atgtickets.com/venues/new-theatre-oxford/

Burton Taylor Studio

Gloucester Street

(For smaller scale, student and experimental theatre)

https://www.oxfordplayhouse.com/whats-on/bt-studio/

Pegasus Theatre

Magdalen Road

(For small scale theatre and especially youth theatre and activities)
http://www.pegasustheatre.org.uk

The North Wall
South Parade, Summertown
(A wonderfully intimate performance space for drama, music, and comedy)
http://www.thenorthwall.com

In addition, many Oxford Colleges have their own small theatres where you can see student performances very cheaply. In the summer, you will also find both professional and student companies performing in college gardens or other outdoor venues. Consult the websites listed above or see the theatre listings on http://www.dailyinfo.co.uk. Go to 'Events' then 'Theatre'.

Art

Oxford has plenty of art on offer all year, exhibited at a range of locations around the city. May sees the annual Art Weeks Festival when local artists exhibit their work in their homes. You should definitely make a point of visiting the Museum of Modern Art on Pembroke Street, which hosts fascinating work by contemporary artists. See http://www.modernartoxford.org.uk. For a full listing of exhibitions see http://www.dailyinfo.co.uk (go to 'Events' then 'Exhibitions').

Music

Please find below some resources for musical events:

http://www.dailyinfo.co.uk (go to 'Oxford Guide' and 'Entertainment and Venues' or ' Events') for full music and gigs listings. If you would like to become involved in musical activities, Oxford has a multitude of choirs, bands and orchestras. You could try http://www.gerontius.net for a choir search, or Daily Info. Do also ask at Greene's as we may be able to recommend particular groups.

Religious worship

If you would like to attend religious services in Oxford, you will probably find yourself spoilt for choice. Most places of worship will be listed on http://www.dailyinfo.co.uk (go to 'Events' then

'Worship').

Volunteering

Voluntary work has great value in itself, but may also help you to learn more about the world and more about yourself. You may discover you possess previously unrecognised strengths and talents, and you may have an opportunity to develop a whole range of skills that will support you in your university application and ultimately in a paid workplace.

If you are interested in any volunteering opportunities, please contact the Student Experience Coordinator (academic.administrator@greenes.org.uk) who will be able to offer you guidance.

XVII. Public Transport

Taxis

Taxi companies in Oxford include:

- ABC Taxis 01865 770 077
- 001 Taxis 01865 240 000
- Royal Cars 01865 777 333

You may also book taxis using the Free Now app.

Buses

There are two bus companies in Oxford: Oxford Stagecoach and Oxford Bus Company.
They provide details of their routes, timetables and travel costs on their websites:

- https://www.stagecoachbus.com/about/oxfordshire
- http://www.oxfordbus.co.uk

You can buy single and return tickets on the bus but, if you are going to be using the bus frequently, your best option is a bus pass called the Oxford Key. See http://www.oxfordkey.co.uk/smart-card/ for information and ask the Registrar if you need proof of your student status to qualify for concessionary fares.

Coaches

The coach station is located on Gloucester Green. Here you can pick up:

- National Express coaches to all cities in the U.K. For further information, visit the National Express office on Gloucester Green or go to http://www.nationalexpress.com. You can buy tickets from the office, online, or directly from the driver.
- Coaches to London: the Oxford Tube http://www.oxfordtube.com

- Airline coaches to Heathrow and Gatwick. The Airline is run by Oxford Bus Company and you should consult their website for further details.

Trains

You will be able to consult train timetables at http://www.nationalrail.co.uk

We recommend downloading the Trainline app via http://www.thetrainline.co.uk, or directly from the train company website, if you know the company operating your route.

If you intend to do a lot of train travel during your time in Oxford, you should consider purchasing a Young Person's Railcard, which is valid for a year and saves you a third of the full price for many train journeys. The railcard can be purchased online from https://www.nationalrail.co.uk/tickets-railcards-and-offers/railcards/national-railcards/

XVIII. Living Abroad

Embarking on study in a new institution and town, regardless of your background, can be difficult, and it can take time to become familiar with the people around you and their expectations. We hope that you will approach your Personal Tutor with any questions or concerns, and inform them if you are experiencing culture shock. You can read more about 'culture shock' on the U.K. Council for International Student Affairs website at http://www.ukcisa.org.uk, where you will find advice on how to help yourself cope with the transition to a new country.

Living with a host

Greene's can organise accommodation with host families through our collaboration with Oxford Homestay. This is managed by Siena Dandridge who works closely with the Admissions Manager to ensure that the style of accommodation arranged suits the students' needs and requirements.

All accommodation requests should go to:

Siena Dandridge
enquiry@oxfordhomestay.co.uk
07748564267
http://www.oxfordhomestay.com/

Once you have made contact, Oxford Homestay will send you a profile form for you to complete so your requirements can be fully understood. Oxford Homestay will then send you profiles of suitable host families. Oxford Homestay will liaise with you directly, so there is no need for Greene's to have any involvement. All hosts are DBS checked.

XIX. Visa Conditions

If you are attending Greene's on a Student Visa, Greene's, as your educational provider, is the official sponsor of your visa application. This means that we are responsible for making sure you meet the conditions of your visa. We can have our licence to sponsor international students downgraded or withdrawn if the U.K. Visas and Immigration believes we are not fulfilling this responsibility, and we take our role very seriously. The conditions of your visa cover the areas outlined below. Read these notes carefully so that you understand exactly what is expected of you after your arrival, and during your time at Greene's. Please also consult the UKVI website. **It is important you keep this website under review, as the requirements are**

often updated: https://www.gov.uk/government/organisations/uk-visas-and-immigration

Attendance

- You must have at least 15 hours of timetabled study per week;
- Planned absences (e.g. university open day visits) must be agreed well in advance with the Deputy Principal and notified to the Receptionist;
- Unplanned absence from any timetabled events (e.g. tutorials, homework, examinations, any meetings with staff) or failure to fulfil academic responsibilities (e.g. submission of coursework) is extremely serious and should never happen;
- We record all unplanned absences. If you miss 10 consecutive events without permission or notification, or two weeks of study, we will report your absence to UKVI.

Changes to your course of study

Any change to your course, or to its duration, is a matter for careful discussion with the Academic Office, and will probably need to be reported to the UKVI. Changes to your course of study must not be made unless they have been agreed by the Academic Director and the Academic Office. Discontinuation of your studies at Greene's, or a move to another educational establishment, must be reported in full to the UKVI and will require you to re-apply for your visa.

Work

The allowance for students with a Student Visa can work up to **20 hours** during term time and **full-time** during breaks.

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XX. Healthcare

All students are entitled to certain National Health Service (NHS) facilities. These include emergency treatment at a hospital's Accident and Emergency Department, treatment of serious infectious diseases, essential psychiatric care and family planning services. As an international student with a Tier 4 visa you will have paid the immigration health surcharge and are entitled to the services of a General Practitioner (GP) and all hospital treatment that is available through the NHS.

Medical provision (GPs)

What is a GP?

Everyone in England is registered with a local surgery called a General Practice. Here, anyone with concerns about their health can make an appointment to see a doctor called a General Practitioner (GP). These appointments last about 10 minutes. If you are in full-time education you will probably not have to pay a prescription charge. A GP can also refer you to see a specialist at a NHS hospital if necessary.

Registering with a GP

You should register with a GP surgery as soon as possible:

- Surgeries will only accept patients from within their 'catchment area', so first you must find a surgery that is local to you. You can find a list of local surgeries by visiting http://www.nhs.uk, and scroll down to the 'Find a GP' link.
- You must visit the surgery in person to register as a patient. Take with you your passport, student visa and an ID card. You may be invited for an initial check-up.

Information you need to have about your GP surgery

After you have registered, you should check out your surgery's website, if they have one, or information leaflets.

You need to know the following:

- The surgery's opening hours;
- How to make an appointment (usually by telephone, sometimes also online);
- What to do if you need to see a doctor when the surgery is closed (usually an emergency contact number).

Accident and Emergency departments

Every large NHS hospital has an Accident and Emergency (A&E) department. If you cannot wait to see a GP and need immediate medical attention, you should go to your local A&E department. In Oxford, this is the A&E unit at the John Radcliffe Hospital, Headley Way, Headington, Oxford. OX3 9DU. You will be seen as soon as possible.

Dialling 999

If your situation is an extreme emergency, or if you need immediate medical attention but cannot travel independently to the A&E unit at the John Radcliffe, you should call an ambulance by dialling 999.

XXI. Opening a Bank Account

Choosing a bank or building society

The main banks in Oxford are HSBC, Barclays, NatWest, Lloyds Bank, and Santander. You might want to consider the following criteria in choosing your bank:

- Location: is there a branch near to you and is there a cash machine near to you?
- Interest rates: will the bank pay a good rate of interest on your money?
- Types of account available: in addition to current accounts, does the bank offer an attractive range of savings accounts?
- Types of services available: does the bank offer telephone or online banking services, or does it offer special services for overseas students?
- Charges imposed: are there overdraft charges or interest-free overdrafts?
- Other perks: are there special offers, vouchers or free gifts when you open the account?

Choosing an account

Some banks only offer a limited range of accounts to international students so you must ask carefully about what is available to you. In general, there are two kinds of accounts that you might be interested in opening while you are here:

- A current account should provide some or all of the following services: a cash card (for obtaining money from a cash machine), a debit card (e.g. Maestro), direct debit and standing order facilities. You will be able to access your money immediately. The interest rate, however, will be very low or non-existent.
- A savings account is a good place to put money that you will not need on a regular basis. You could transfer money into it from your current account. The interest rate will normally be higher than that available from a current account.

Opening an account

You will need to visit your local branch in person to open the account. Most banks and building societies will require some, or all, of the following documentation (please also check with your local bank for accepted documentation):

- Passport;
- Visa;
- ID card;
- Letter from Greene's to confirm your studies;
- Proof of your address in the U.K.;
- Letter of reference from your home bank.

It may take a few weeks for your application to be processed and for you to receive the relevant cards – so apply early.