



LEWIS SCHOOL OF ENGLISH



Welcome to the Lewis School!

Welcome to the Lewis School

Thank you for choosing our school. Our aim is to help you make good progress with your English, and to make sure your stay is comfortable and enjoyable.



We have created this guide to help you get the most from your time here. Please also feel free to ask us any questions about your studies, Southampton and life in the UK. If you have any problems, please tell us. We are here for you!

Alistair Walker
Director



Important Information



Wi-Fi

Network: **LSOE Students**
Password: **0101010101**



Change of Address/Phone?

It's important to inform Reception if you change address or phone number.



Computer Room

Username: **student**
Password: **student**



Emergency Contact

Please provide us with the name and number of the person we should contact in the event of an emergency.

We're Here to Help You!

Director



Alistair Walker
Owner / Director &
Deputy Designated
Safeguarding Lead

Administration Staff



Jung-A Bourner
Finance &
Administration
Manager



Suzie Brierley
Welfare Manager



**Martina
Tatarnikova**
Office Assistant



Joanne Bell
Homestay Officer



Sandy Scott
Cleaner

Academic Staff



Jonathon Harris
Director of Studies
& Designated
Safeguarding Lead



Abby Croucher
Teacher Trainer



Courtney Benatar
Teacher & Social
Activities Manager



Stephen Dache
Teacher & Resources
Manager



Larissa Ribeiro
Teacher & Marketing
Representative



Andrew Bournier
Senior Teacher



Tom Bradbury
Marketing
Communications
Manager & Teacher



Ben Parry
Teacher



Elliot Woods
Teacher



Matthew Hounscome
Teacher

Marketing & Operations Staff



Marcella Ciravegna
Head of Marketing &
Operations



Tom Bradbury
Marketing
Communications
Manager



Adelle Spindlove
Theatre Express
Manager & Marketing
Representative



Larissa Ribeiro
Marketing
Representative &
Teacher

Need Help or Information?

If it's about...

...general information
...changing course / enrolment
...problems in class
...self-study materials
...computers

speak to

Suzie
Jon / Suzie
Jon
Stephen
Stephen

If it's about...


...social activities
...financial matters
...accommodation
...personal problems
...safeguarding

speak to

Courtney
Jung-A
Suzie
Suzie
Alistair

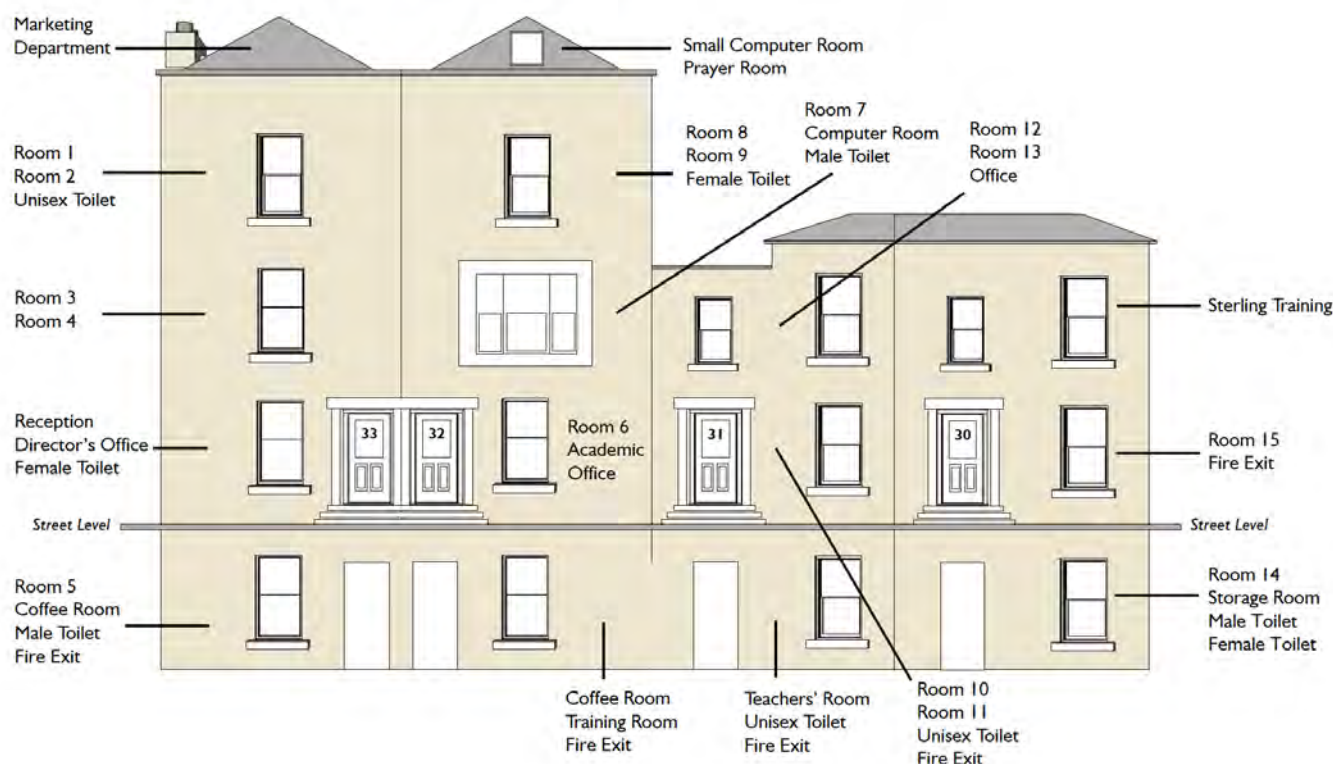
We are a friendly school – please call us by our first names!

Useful Information for Your First Week

Timetable			
1st Class	9.30 – 11.00	General English	Which class am I in?
Break	11.00 – 11.30	2 lessons a day (3 hours)	Check the class list
2nd Class	11.30 – 13.00	General English Plus	(near classroom 6)
Lunch	13.00 – 14.00	3 lessons a day (4.5 hours)	
3rd Class	14.00 – 15.30	IELTS & other 15-hour courses	Problems with your class?
Break	15.30 – 16.00		Speak to Jon
4th Class	16.00 – 17.30	2 lessons a day (3 hours)	

Your timetable will normally be from 9.30 to 13.00 for 15-hour courses, from 9.30 to 15.30 for 22.5-hour courses, and from 14.00 to 15.30 for 7.5-hour courses. At busy times, particularly summer, your lessons can be any time between 9.30 and 17.30, and your timetable may change from week to week.

Lewis School of English Building Plan



Lunchtime



We have a **microwave**, **coffee machine**, **snack machine** and **kettle** in our coffee room. In the city centre there are many cafes, restaurants and shops where you can buy lunch, and you can also eat at Solent University.

Prayer Room



If you wish to pray, Room 1 and the Prayer Room (a quiet room above Room 9) are available for your use. For information about places of worship in the city centre, please visit our Student Zone (see next page).

Visit the Student Zone

<https://lewis-school.co.uk/private-zone/student>



Info (Southampton, UK etc)

Southampton's Attractions
Bank Accounts
British Law
Driving
Health & Emergencies
Information for Non-EEA Students
Phones
Places of Worship
Private Rented Accommodation
Saving Money
School Policies
Travel
Voluntary Work



Days Out

Bath
Bournemouth
Brighton
Bristol
London
New Forest
Oxford
Portsmouth
Salisbury & Stonehenge
Winchester
Windsor



Social Activities

Make friends, practise English and learn about British culture on our fun-filled activities programme. Some activities are free, while for other activities there is a fee.

- ☐ Download this month's programme from the Student Zone.
- ☐ See the activities noticeboard for more information.

Elementary

Pre-Intermediate

Intermediate

Intermediate Plus

Higher Intermediate

Advanced

Online Syllabus

See this week's topics and can-do statements.
Click on your level and select the correct week.

Social Media

Links to our Instagram, Facebook, LinkedIn, TikTok and YouTube accounts.

School Policies

Our school policies are designed to make sure that everyone at the school is safe and happy, and that you have the best conditions for learning English. Below is a list of our policies and a short explanation of what they are. Please read the full policies at <https://lewis-school.co.uk/useful-links/school-policies/>.

Attendance & Punctuality Policy

We have some important rules about attending class and arriving on time. For example:

- ☐ If you are going to be late or absent, you must phone or email us before school starts
- ☐ If you arrive more than 15 minutes late for the 1st lesson, you will not be allowed to enter
- ☐ You must arrive on time to the 2nd and 3rd lessons or you may be refused entry
- ☐ You need 80% attendance or more to receive a course certificate
- ☐ Students under 18 are required to attend all lessons
- ☐ Holidays must be booked through Reception by Wednesday the week before
- ☐ If you regularly miss class without a valid reason, you may receive a warning, and in serious cases you may be expelled

Discipline Policy

This explains the behaviour we expect of our students, and our procedure for dealing with misconduct.

Health & Safety Policy

This explains how we keep you safe and secure. We recommend that you read the safety advice.

Policy for Under-18s Attending Joining Adult Courses

Our minimum age for Adult Courses is 16. If you are under 18, please make sure you read this policy.

Safeguarding Policy

This explains how we ensure the safety and protection of all children and vulnerable adults at the school.

Radicalisation & Extremism Policy

This explains how we safeguard our students against extremist views.

Equality Policy

This outlines how our school promotes equal opportunities and respect for all our staff and students.

Sex & Gender Policy

This outlines how we support students in relation to gender identity issues.

Complaints Policy

This explains what to do if you are not happy with our school and wish to make a complaint.

About Your Lessons

For information about changing levels, homework, self-study, progress tests and more, visit <https://lewis-school.co.uk/adult-useful-links/adult-lessons/>.

Changing Course

If you would like to change your course, we can transfer you to another course. All remaining fees will also be transferred. A balancing charge will be made if the new course costs more.

Please note: this does not apply to 1:1 Lessons, which must be booked as an additional course.

Irregular Verbs

Infinitive	Past Simple	Past Participle	Infinitive	Past Simple	Past Participle	Infinitive	Past Simple	Past Participle
bite	bit	bitten	have	had	had	see	saw	seen
break	broke	broken	hear	heard	heard	shoot	shot	shot
bring	brought	brought	hide	hid	hidden /	show	showed	shown
build	built	built			hid	sing	sang	sung
buy	bought	bought	hit	hit	hit	sink	sank	sunk
catch	caught	caught	hold	held	held	sit	sat	sat
choose	chose	chosen	hurt	hurt	hurt	sleep	slept	slept
come	came	come	keep	kept	kept	speak	spoke	spoken
cost	cost	cost	know	knew	known	spell	spelt	spelt
cut	cut	cut	lay	laid	laid	spend	spent	spent
do	did	done	learn	learnt /	learnt /	stand	stood	stood
draw	drew	drawn		learned	learned	stick	stuck	stuck
drink	drank	drunk	leave	left	left	swim	swam	swum
drive	drove	driven	lose	lost	lost	take	took	taken
eat	ate	eaten	make	made	made	teach	taught	taught
fall	fell	fallen	mean	meant	meant	tell	told	told
feed	fed	fed	meet	met	met	think	thought	thought
feel	felt	felt	pay	paid	paid	understand	understood	understood
find	found	found	put	put	put	wake	woke /	woken /
get	got	got	read	read	read		waked	waked
give	gave	given	ride	rode	ridden	wear	wore	worn
go	went	gone	ring	rang	rung	win	won	won
grow	grew	grown	run	ran	run	write	wrote	written
			say	said	said			

Phonetic Symbols

Consonants	Vowels	Diphthongs
/ p / pen /pen/	/ iː / see /siː/	/ eɪ / name /neɪm/
/ b / big /bɪg/	/ ɪ / his /hɪz/	/ əʊ / no /nəʊ/
/ t / tea /tiː/	/ l / twenty /'twenti/	/ aɪ / my /maɪ/
/ d / do /duː/	/ e / ten /ten/	/ aʊ / how /haʊ/
/ k / cat /kæt/	/ æ / stamp /stæmp/	/ ɔɪ / boy /bɔɪ/
/ g / gap /gæp/	/ ɑː / father /'fɑːðə/	/ ɪə / hear /hɪə/
/ f / fill /fɪl/	/ ɒ / hot /hɒt/	/ eə / where /weə/
/ v / very /'veri/	/ ɔː / morning /'mɔːnɪŋ/	/ ʊə / tour /tʊə/
/ s / said /sed/	/ ʊ / football /'fʊtbɔːl/	
/ z / zoo /zuː/	/ uː / you /juː/	
/ l / lip /lɪp/	/ ʌ / sun /sʌn/	
/ m / my /maɪ/	/ ɜː / learn /lɜːn/	
	/ ə / letter /'letə/	

Practise English Everywhere!

Some useful ideas for improving your English outside the classroom

Go to our **FREE** study clubs such as Conversation Club.

Do some volunteer work.

Borrow a book from our mini library.

Join our social activities programme

Make friends from around the world

Watch English films and TV programmes, with or without subtitles. Listen to the radio too!

Go to the Study Centre and read our advice on how to be a good language learner

Do some **FREE** self-study with our online syllabus

Stay with one of our homestay hosts.

LEWIS SCHOOL OF ENGLISH

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