



Speakeasy School of English

Teaching English to Foreign Students



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WELCOME TO SPEAKEASY!

Speakeasy is small family-run language school located in Chiswick, a lovely part of West London not far from the city centre.

We opened our doors to foreign students in September 2002. Since then we have taught English to thousands of foreign speakers from all over the world. We have been accredited by the British Council since 2009, and successfully passed our Independent Schools Inspectorate (ISI) inspection in 2012, and were the first London-based Callan Method school to be accredited by the Callan Method Organisation. Please note, since October 2016, we are only accredited by the British Council and CMO, not the Independent Schools Inspectorate. We no longer sponsor Tier 4 students, but still accept international students who wish to enrol on Short Term Study Visas for up to 11 months or less.

Our aim is and has always been to provide effective and good quality English courses at affordable prices in a warm and friendly environment, and to help the students improve their language abilities for academic purposes, career advancement and everyday social and practical purposes. We offer English language courses to adult students (aged 18 and over), and hope to provide our students with a stimulating and rewarding experience, not only in terms of studying English, but also by presenting them with the unique cultural opportunities that only living in London can offer. We would also like to assure you that during your stay at Speakeasy, we will be always ready to help you with any special requests or problems you may encounter whilst living and studying here.

Our website, www.speakeasyschool.co.uk gives up to date information on the courses available at Speakeasy, and on the other services we offer to students. If you would like to ask us a question, please contact us and we will be more than happy to help you.

We look forward to seeing you very soon!

Nick & Maggie Jenkins



OUR LOCATION

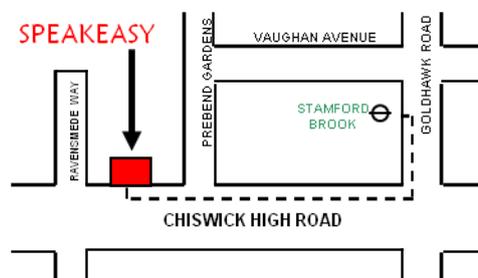
CHISWICK is a beautiful residential part of West London, renowned for its numerous bars, cafes and restaurants. It is about 6 miles west of Hyde Park Corner, and situated in a loop of the River Thames south of Acton, with Hammersmith to the east and the lovely area of Kew just a mile or so to the west, with its famous Botanic Gardens. Most people come to Chiswick to admire the 18th century architectural style of Chiswick House and visit the home of the artist William Hogarth. There is also a very pleasant riverside walk that runs along the Thames, with a selection of historic pubs, which are especially popular in the summer months. The School is located on Chiswick High Road, less than 2 minutes walk from Stamford Brook Underground Station. The main road is equally accessible by buses running between Hammersmith, Fulham, Shepherd's Bush, Ealing, Twickenham and Richmond.



HOW TO FIND US

To get to Stamford Brook Underground Station you need to get on the District Line (Green). It is important to remember that Stamford Brook is located on the Richmond or Ealing Broadway part of the District Line. If you are heading from central London, take any west-bound District Line Train, if it goes to Richmond or Ealing Broadway, then just stay on the train until you reach Stamford Brook, otherwise change at Earls Court for a Richmond or Ealing Broadway service.

The quickest route to the school is shown by the dotted line. This route begins at the Underground Station. Taking the exit onto the street, turn right. Walk along Goldhawk Road until the first junction. Take a right into Chiswick High Road. The school is on your right hand side approximately 50 metres along this road.



Our school is also equally easily accessible by buses No 27, 190, 237, 267, 391 and H91, running in both directions.

WE LOOK AFTER OUR STUDENTS!

We teach English to adult students (18+) from all over the world. We are open from 9.30 a.m. until 9.30 p.m., Monday to Friday, and closed at weekends, bank holidays, Easter and Christmas*. Students are welcome to start their classes any day of the week, at any time of the year, with a choice of how many hours per day/ per week they wish to study.

WELFARE

Whatever you need while you study in London, we can help. Let us know if you have problems with your accommodation or at work; if you need a local doctor or dentist; or even if you are looking for somewhere to practise your faith. From opening a bank account, to applying for your student discount cards (Oyster, ISIC, etc), we'll be happy to assist you in whatever way we can. Detailed information about the services we offer can be found in the Speakeasy Student Handbook available on our website at www.speakeasyschool.co.uk.

ACCOMMODATION

We provide an accommodation service for our students with the help of our trusted accommodation agencies, Britannia Student Services Agency and Hosts International. You can choose to live with an English family, in Residence Halls, Flat shares or Hotels. We will be pleased to recommend the type of accommodation that meets your needs and budget and make all reservations on request (see Accommodation Details).

AIRPORT TRANSFER

We will arrange for you to be met at any of the London airports or mainline stations and ensure that you get to your chosen destination safely. When you book a pick-up service, the driver will be waiting for you in the arrivals area of the terminal carrying a sign with your name on it. Return transfers from the accommodation to the airport/ station are also available.

EARN WHILE YOU LEARN

While you are studying with us, we will happily assist you in finding a suitable job to improve both your English and your bank balance! (Subject to visa regulations).

SOCIAL ACTIVITIES

Although we **do not** organise leisure activities for students, we are always happy to help with ideas on a variety of day trips, walks, shows, parties, etc that you can enjoy every month. For information on day excursions and short breaks you can pick up a copy of Anderson Tours brochure available at our reception; for a programme of sightseeing and theatre events you can refer to the leaflet stand, or check the posters on our information board. For suggestions on what to do after school, visit our facebook page or check the posters on the information board.



VISA REQUIREMENTS Students who require visas for the UK are advised to visit the UK government website: www.ukvisas.gov.uk, or to contact the nearest British embassy, consulate or high commission to check the current visa requirements. They are required by the authorities to attend a full-time course of a minimum of 15 hours per week, and be able to support and accommodate themselves whilst studying in the UK. If you wish to apply for a student visa for the first time, or want to extend an existing visa, we are happy to provide you with information and assistance in contacting the appropriate authorities.

OUR COURSES:

CALLAN METHOD

Speakeasy School teaches English using the Callan Method which works fast, is fun to use and has proven to be successful with any student, regardless of their age, nationality or learning ability. It was first developed by Mr Robin Callan in 1960, and is based on the Natural Approach, similar to the way children learn their first language: the student first hears a new word, then imitates what he hears, later sees the word written, and finally writes it himself.

The Callan Method comprises of 12 Stages, from beginner to advanced level, and takes an average of 1 year to complete from start to finish.



What makes us different from other courses?

- **SPEED**

The Callan lessons are conducted at a very fast speed (240 words a minute), which prevents boredom, makes each student concentrate, stops him from translating in his head, allows him to hear more words repeated more times, and makes it easier for him to understand English outside the classroom. The speed of our lessons also allows us to progress through the Stages of the method, taking you up to the level of the First Certificate Exam in less than a year.

- **CONTINUOUS REPETITION**

The lessons are taught through constant repetition and revision of grammatically correct sentences. By revising everything four, or five times, the Method ensures that the student remembers what he learns (usually for the rest of his life), no matter how poor his memory is.

- **CONSTANT CHANGE OF TEACHER**

The Callan teacher changes every hour, so depending on how many hours students study per day, they get taught by two, or three different teachers. The reason for the constant change of teacher is to overcome the boredom of going over the same material lesson after lesson. A change of teacher also helps the students understand different voices and accents.

CAMBRIDGE ENGLISH: FIRST

The Cambridge English: First Exam (FCE) is an internationally recognized qualification in English, accepted by many employers and educational institutions. It is set at the upper-intermediate level, and covers four main language skills – reading, writing, listening and speaking, as well as assessing grammar and vocabulary.

Students who reach Stage 10 of the Callan Method are offered the Cambridge English: First Exam preparation course, which normally takes 12 weeks, and is usually intertwined with the Callan Method Stage 11 and 12 (which is optional, but recommended as it provides the students with additional vocabulary required for the exam). The preparation classes are conducted in a traditional method of teaching, and include exam techniques, intensive writing practice, as well as extra speaking and listening exercises. They also focus on specific grammar issues, as well as vocabulary, including phrasal verbs and prepositional phrases.

CAMBRIDGE ENGLISH: ADVANCED

The Cambridge English: Advanced (CAE) is the second highest level Cambridge ESOL Exam and is accepted by the majority of British universities as fulfilling their English language entrance requirements.

The CAE preparation classes are available to students who have completed Stage 11 of the Callan Method and wish to further their English language studies or are working towards the Cambridge Proficiency Exam. The course focuses on advanced grammar and vocabulary, as well as helping students to improve their language skills by using them in a wide range of contexts.

IELTS

The International Language Testing System tests English proficiency in all four language skills – listening, reading, writing and speaking. It is recognised by more than 6000 organisations worldwide. Educational institutions, along with employers and government immigration agencies rely on IELTS as part of their recruitment or admittance procedures. The IELTS preparation course is designed for students whose English ranges from intermediate to advanced, and is intended to familiarise the candidates with the format of the test and exam techniques.



THE TIMETABLE

is arranged to allow choice and flexibility. Students can choose to study for two, three or four lessons per day. Each lesson is 50 minutes long, followed by a 10-minute break. Day classes are run in blocks of three (or four), with each study block divided into three (or four) 50-minute periods, i.e. from 9.30am to 12.20pm (or 1.20pm), from 12.30pm to 3.20pm (or 4.20pm). Afternoon and evening classes consist of two 50-minute sessions, and take place between 3.30pm and 9.20pm.

FREE TRIAL LESSONS

Before signing on, the student is given an opportunity to try a Callan Method lesson for free. This is to allow him time to read about the Callan Method and understand how it works before committing himself to the Course. The student is able to see the Callan Method in action, and share his experience with other students already taking the course. Please let us know in advance if you would like to come and try us for free.

HOW TO ENROL

The following diagram shows how to enrol at the School.



ACCOMMODATION DETAILS

Accommodation arrangements for our students are made by Britannia Student Services and Hosts International, British Council registered agencies with over 20 years of experience. The types of accommodation offered are as follows:

HOMESTAYS

are the ideal type of accommodation for the English language students, presenting them with an opportunity to speak English outside the classroom and the experience of being part of a British home. Our host families offer comfortable accommodation of a high standard, and are located near stations or bus routes in zones 2, 3 and 4, providing easy access to the school as well as the centre of London.

Homestay accommodation is available on a half-board (HB), bed and breakfast (BB) or self-catering (SC) basis. The most frequently requested meal plan is half board, which means you receive two prepared meals per day (breakfast and dinner), seven days per week. Special diets (e.g. vegetarian, halal etc.) can be catered for and should be specified at the time of booking. The bed and breakfast option means that only breakfast is included in your meal plan, and self-catering students must purchase and prepare their own meals.



HALLS OF RESIDENCE (.BEAUMONT COURT, BRITANNIA SOUTH BANK AND TUFNELL HOUSE)

offer students an independent lifestyle, the chance to socialise with peers and a true taste of the student experience. Arranged through Britannia Student Services, halls of residence provide a high standard of living with furnished bedrooms, modern kitchens, fun communal areas, and many have excellent en-suite bathrooms. They are located primarily in zones 1 and 2, offer single, twin, double and studio rooms. Halls of Residence are available on a self-catering (SC) basis only.

OTHER ACCOMMODATION

such as **studios** and **house/flat shares** offer an independent lifestyle and are more suitable for the long term student. This type of accommodation is provided on a room only basis, and often includes shared kitchen and bathroom facilities. It cannot usually be pre-booked from overseas; we recommend that long-stay students requiring this type of accommodation initially book accommodation in homestays or hostels. We will be pleased to help arrange alternative accommodation for them after arrival. Alternatively we can recommend a selection of good, centrally located budget **hotels**. Please ask us for details.



TERMS & CONDITIONS (ACCOMMODATION)

PAYMENT

All bookings must be pre-paid and an accommodation-booking fee of £25 per person is applicable. Payment for the entire period of stay is due on application.

CANCELLATION POLICY

If you cancel your accommodation 30 days or more prior to the booked arrival date, we will refund your fees in full (minus the £25 handling charge). If you cancel your booking within 29 days to 8 days prior to arrival – 1 weeks' cancellation charge will apply. Within 7 days to 3 days prior to arrival – 2 weeks' cancellation charge will apply. No refund will be given for cancellations received 2 days or less prior to arrival or for no-shows. **Please note, HALLS of RESIDENCE cancellations, postponement or curtailments of stay received 4 weeks prior to arrival will incur a cancellation charge of 4 weeks.** Booking fees are not refundable in all cases.

CURTAILMENT

If you have to cut short your stay, accommodation charges, once paid for, are not refundable. In the case of your accommodation being unsuitable, you will be relocated to a suitable alternative.



TERMS AND CONDITIONS OF ENROLMENT

The terms and conditions apply to all students at the School, and you should try to read and understand them. If you need help in understanding them, please let us know, and we'll be happy to be of assistance. For more information about the School's policies and procedures, please refer to the Student Handbook available on our website.

GENERAL

OPENING TIMES

The School and its facilities are open to all students from 9.30 a.m. to 9.30 p.m. The School is closed at weekends, on bank holidays, at Easter and at Christmas. Please note there is no reduction in fees if the Course includes a bank holiday.

TUITION HOURS

Each study hour is 50 minutes long, followed by a 10-minute break. Students are expected to attend class regularly and on time. No refunds or credits are given in respect of missed classes.

CHANGES IN COURSE

The School reserves the right to alter the timetable, transfer the students from one class to another, combine classes and cancel courses.

DISCIPLINE

In case of flagrant misconduct or proven criminal offence, the School reserves the right to expel any student. In the event of expulsion no refund of fees will be made.

PAYMENT

COURSE FEES

do not include course books, accommodation or airport/station transfer fees. You must pay in full for tuition before you can start a course at the School.

COURSE BOOKS

may be purchased from the School office at £10 each.

REGISTRATION FEE

is £20 (or £30 for overseas students) and applies to each course booking. It covers all the necessary paperwork related to your course, e.g. student cards, letters, certificates, etc.

TRANSFER OF PAYMENTS

Please note that payments made by one student cannot be transferred to another student at the School.

ACCOMMODATION

will only be arranged if a full payment plus booking fee of £25 is received in advance (see Accommodation Details: Terms and Conditions). Please note that the School acts in good faith and in arranging student accommodation is acting as the supplier's agent. We do not accept any responsibility for the acts/ defaults of third parties, but will endeavour to help with any problems occurring as a result of the above.

AIRPORT/ STATION TRANSFER

fees are payable in advance. The Fees Table gives you the options available. Arrangements can only be made once proof of payment is received.

REFUNDS

A REFUND is only issued if a student is refused entry to the UK by the immigration or visa authorities, or if an extension of his/her visa is declined. If a refund is requested as a result of the above, 10% of the fees paid will be retained for administrative purposes, subject to a minimum £50 charge.

There are no other grounds for a refund. A refund will not be considered if any of the following have occurred:

- the student has broken the law or breached the conditions of their visa, and is therefore required to leave the country;
- the student's visa is refused as a consequence of not attending the course regularly;
- an appeal is pending;
- the student leaves the UK during his course and is subsequently refused re-entry;
- the student applies for the wrong type of visa.

Decisions as to whether a student is entitled to a refund are based on original refusal documents, which must be provided; as well as the original enrolment documents issued by the School, which must be returned. The School reserves the right to seek independent confirmation of visa refusals from the British authorities. Important: the student must inform the school about the refusal and apply for a refund within 6 months of the visa refusal date.

Please note: Non-visa students, who have booked and paid for their Course, are not entitled to a refund under any circumstances, however, at the principal's discretion, their course may be deferred to a later date.

NON-REFUNDABLE PAYMENTS

The registration fee, accommodation booking fee, and airport/ station transfer fee once paid, are not refundable under any circumstances, but at the principal's discretion may be deferred to a later date.

POSTPONEMENTS

Students wishing to postpone their course must notify the School at least 2 weeks beforehand. The original enrolment letters must be returned before replacements can be issued.

STUDENTS' HOLIDAYS

The school is closed for two weeks at Christmas and two weeks during Easter.

There is no personal holiday entitlement for courses of less than 12 weeks.

Students are entitled to a holiday of one week for every 12 weeks of study.

All students must notify the school Office in advance before they take a personal holiday outside of the above dates. Failure to do so may result in being marked absent, and the School may notify the Home Office or immigration authorities.



SCHOOL FEES

CALLAN METHOD COURSES

No. of Months	No. of Weeks	20 lessons per week (16.6 contact hours)		15 lessons per week (12.5 contact hours)		10 lessons per week (8.3 contact hours)		
		09:30-13:20	12:30-16:20	09:30-12:20	12:30-15:20	15:30-17:20	17:30-19:20	19:30-21:20
	1	130	100	90	80	60	70	70
	2	240	190	170	150	115	135	135
	3	330	280	250	210	165	190	190
1	4	400	360	320	260	200	240	240
2	8	780	700	620	500	390	460	460
3	12	1140	1020	900	720	580	660	660
4	16	1504	1328	1170	935	750	850	850
5	20	1840	1630	1430	1130	920	1030	1030
6	24	2160	1920	1680	1320	1080	1200	1200
9	36	3060	2700	2340	1890	1440	1620	1620
12	48	3840	3360	2880	2400	1680	1920	1920

Please note, 1 lesson = 50 minutes

■ Special course prices are available at certain times of the year. Please contact us for details.

EXAM PREPARATION COURSES (price includes exam fee and course materials)

No. of Months	No. of Weeks	20 lessons per week (Exam prep + Callan Method)		15 lessons per week (Exam Prep only)		10 lessons per week (Exam Prep only)		
		09:30-13:20	12:30-16:20	09:30-12:20	12:30-15:20	15:30-17:20	17:30-19:20	19:30-21:20
	1	305	295	290	275	265	275	275
	2	395	375	365	340	320	340	340
	3	485	455	435	395	370	395	395
1	4	565	525	505	445	405	445	445
2	8	905	825	785	665	595	665	665
3	12	1225	1105	1045	865	785	865	865

ACCOMMODATION FEES (per person per week)

	Homestay Rates	R/Halls Rates (SC only)	Flat shares (SC only)
Single BB/SC	£185/£205	£310	£240
Twin BB/SC	£175/£195	£205	£225
Single HB	£210	n/a	n/a
Twin HB	£200	n/a	n/a

BB = Room & Continental Breakfast, SC= Room only with use of kitchen

HB = Room, Continental Breakfast and Dinner

Please note: Homestay rates may vary slightly depending on location

ADDITIONAL SCHOOL CHARGES

Course Registration Fee	£20 (UK) £30 (abroad)
Callan Method Student Books	£10 each
Callan Method online practice access	free
Exam preparation course charge: exam fee + coursebook(s)	£230
Accommodation Booking Fee	£25

TRANSFER FEES (One way)

Heathrow	£45
Gatwick	£80
Stanstead	£80
Luton	£80
Victoria station	£45

Other destinations on request

CONTACT US



www.speakeasyschool.co.uk
info@speakeasyschool.co.uk

Phone: +44 20 8995 8772
 Fax: +44 20 8995 7363

24 Chiswick High Road, Chiswick
 London W4 1TE
 United Kingdom

