

Pre-Arrival Welcome Pack: Guildhouse School

Dear Student,

We are delighted that you have chosen to study at Guildhouse School this coming September and we are looking forward to welcoming you into our community. We are proud that so many international students choose to study at Guildhouse each year—nearly 30 different nationalities calling Guildhouse home! As well as enjoying the rich academic experience we offer, you will also experience a vast range of unique cultural and social opportunities here in London.

This welcome letter will explain all the ins and outs of arriving at Guildhouse and will guide you to having a successful start to the school year, introducing you to the key people and giving you all the needed information to arrive.

1. Visa instructions, arriving in the UK, money/ insurance

Please follow us on Instagram where we will update you with the latest information, both for pre-arrival and during the Guildhouse year:

[Guildhouse School Instagram](#)

Pre-Arrival Webinar

We will be hosting an exciting Pre-Arrival webinar on **Tuesday 12th August at 12:00 UK** time for students and their families to engage with the Senior Leadership and Student Services teams, where there will be plenty of opportunity to ask questions about the school. We will be providing more in-depth information about enrolment, induction, the day-to-day life of a student, and so much more.

To attend the webinar, please follow this link:

<https://teams.microsoft.com/meet/374811788342433?p=rNK5c2RHO0vBnqUXzp>

Arriving in the UK

Please ensure to arrive promptly in the UK no later than Tuesday 1st September as you will need to attend mandatory enrolment at Guildhouse School. Our school is open for enrolment on Saturday August 29th, Sunday August 30th, and Monday August 31st, from 10:00- 15:00. Please make sure to bring your laptop/tablet with you to enrolment to prepare them for class use. Please note that Guildhouse accommodation (Premier House) is open from 09:00AM on Saturday 29th August, but please do let us know if you are arriving in the UK earlier than this date and staying with family or in a hotel.

Make sure you pack:

- Your passport
- Flight tickets
- Booking confirmation if you have booked a taxi transfer with us

You may not be able to connect to WIFI using your home mobile at the airport, so please ensure you have downloaded all the necessary documents to your phone and that they are easily accessible to allow you smooth passage through immigration.

Visa

If you need a visa to study in the UK, our Admissions Team will have been in communication with you to provide you with the materials needed to apply for your visa. Please ensure that you apply for your visa, link your UKVI account with your eVisa **BEFORE** arriving in the UK as you will need to show your eVisa to the Immigration Officer at the airport. ***You will not be able to apply for your visa in the UK. Please remember to keep your boarding pass, decision letter and your share code from UKVI and to bring them with you when you come to enrol at the school. You will need these to prove your right to study during Enrolment.***

Money

In addition, please do not carry large quantities of cash as this poses a very high risk to yourself. We do not accept cash at Guildhouse due to money laundering laws. Your fees should be paid via bank transfer to Guildhouse bank account as per instructions on your invoice, and these must be paid before you arrive in the UK. Once in the UK, we recommend that you open a UK bank account as you will need additional finances to pay for small ongoing expenses for your education which includes trips and books. We can help you with this.

Insurance

We require that you either buy our student travel insurance or provide us with proof of your private insurance that will cover you for any emergencies whilst you are studying in the UK.

2. Where to Arrive, and Life in Boarding, and Staying Safe

Arriving

If you are boarding with us in Premier House, you must go there first. The address is: **150 Southampton Row, WC1B 5AN**. You can drop your bags off here and have a boarding induction prior to enrolment at the school. Due to space constraints, please do not arrive at the school with your luggage.

Exeats and Approved Hosts

An Exeat is an official permission to leave the school campus and applies to all boarding students. It is taken outside of the school day, on weekends, or during school holidays. Exeats require an “approved host”, an immediate family member, or a guardian. A guardian is someone legally responsible for you and your care, welfare, and academic progress, and is appointed prior to enrolment.

Approved hosts must be over the age of 25 and either a UK citizen or on UK settled status; exceptions would be if an immediate family member (parents, grandparents, siblings) is visiting you and you are staying with them in hotel accommodation.

You can stay with a “host” during the school holidays or weekends on an ad-hoc basis, with a limit of 4 exeats per term.

London is a busy, multi-cultural, exciting place and we want you to enjoy the city. We encourage to take day passes on the weekend and explore the city you’ll be calling home—wandering down Oxford Street, seeing a show in the West End, or spending some time in the British Museum or V&A. That said, there are some risks, and it is important that you stay safe and make calculated decisions.

Here’s a list of do’s and don’t to help you stay safe:

Do	Don’t
Have your mobile phone charged.	Put your phone or wallet in your back pocket!
Plan your journey before travelling.	Carry large amounts of cash
Travel with others that you trust.	Leave your bag or other items unattended in a public space – including at school.
Wear a helmet if you use a bike.	Accept food or drink from a stranger.
Use crossings and follow road signs.	Leave your drink unattended.
Always ensure someone knows where you’re going and what you are doing.	Walk alone at night – keep to well-lit roads.
Only use Uber (if you are over 18 years old) or licenced taxi companies (like the London Black Cab). Ensure the number plate matches what is displayed on the booking.	Give out private information (such as bank details or passwords), reply to text messages, download attachments or click on any links in emails if you’re not sure they’re genuine.
Keep valuables stored safely (preferably in a safe, which are provided in our student rooms).	Buy tickets for events from people on the street.
Report anything that you see that makes you feel uncomfortable online.	Carry a weapon – it is illegal.

Student Handbook

The student handbook contains everything you need to know about what we expect from you, and what you can expect from us. It is important that you have read and understood the contents of this document. Please find it on your Year Group Teams noticeboard group once you have activated your student account on Microsoft Teams.

For those students who are boarding with us in Premier House, you will find a Boarding Student Handbook too. Please familiarise yourself with this document too. If you are living in Independent Accommodation, there is no need to read this handbook as it doesn’t apply to you, but feel free to read it if you wish to learn more about the boarding house.

3. What to Bring (and What NOT to Bring)

What to Bring (and What Not to Bring)

Preparing for boarding is an exciting step, and arriving well-equipped will help you settle quickly and comfortably into life at **Guildhouse School** and **Premier House**.

What to Bring

We recommend that you bring the following essential items:

- **Clothing for all seasons**
London weather can be unpredictable, so please bring a mix of warm layers, waterproof outerwear, and lighter clothing. Smart-casual outfits are suitable for school and evenings, alongside comfortable clothes for relaxing and weekends.
- **A suitable device for learning**
All students are required to bring a device they can use in lessons. The school uses Microsoft Office, so your device must be able to run Microsoft applications effectively. **A laptop or tablet** is recommended. Your device must also be able to **connect to the school Wi-Fi**.
- **School essentials**
A small selection of stationery (pens, notebooks, folders) to support your studies from day one.
- **Toiletries and personal care items**
Including towels, shower gel, shampoo, and any personal hygiene products you regularly use.
- **Bedding touches**
While bedding is provided, you may wish to bring a favourite pillow or blanket to help make your room feel more like home.
- **Photos and small personal items**
These can really help personalise your space and support wellbeing, especially during the first few weeks.
- **Sportswear and trainers**
For Physical Education, activities, and use of school facilities.
- **Any prescribed medication**
This must be declared on arrival and managed in line with our medical procedures. Any prescribed medication must come with a prescription written in English.
- **Adaptors and chargers**
UK plug adaptors will be needed for international students, along with chargers for your devices. You can purchase these once you are here to ensure these are compliant and safe

What Not to Bring

To ensure the safety and wellbeing of all students at Premier House, there are some important restrictions:

- **Prohibited items**
This includes alcohol, cigarettes/vapes, illegal substances, and any items that could be considered dangerous (e.g. knives, weapons).
- **Games consoles and non-essential gaming equipment**
These are not permitted in Premier House to encourage a healthy balance between study, rest, and engagement in the boarding community.
- **High-value or irreplaceable items**
We strongly advise against bringing expensive jewellery, large amounts of cash, or sentimental valuables, as the school cannot take responsibility for loss or damage.
- **Large electrical appliances**
Items such as kettles, microwaves, or cooking equipment are not permitted in boarding houses due to safety regulations.
- **Candles, incense, or open-flame items**
These are strictly prohibited due to fire safety requirements.

A Final Note

Boarding at Premier House is about becoming part of a supportive and inclusive community. Being well-prepared helps you feel settled, confident, and ready to make the most of your experience at Guildhouse School.

Our boarding team will support you every step of the way, so if you are unsure about anything, please do not hesitate to ask before you arrive. We very much look forward to welcoming you.

4. Devices, mobile phones, and other important pieces of information

Mobile Phones

In line with recent UK Government guidelines, mobile phones are not permitted to be used within the school day. Mobile phones will be collected at the start of the day and stored safely, for students to collect once their classes finished. If you are a boarding student, you may decide to leave your phone safely in your bedroom during the school day.

Device Use

You may be permitted to use devices, such as laptop and tablets, in your class time at your teacher's discretion. Year 11 and Year 12 exams are handwritten, and many of these classes may choose to be tech free. Notebooks and pens are provided to students during enrolment and can be collected from Reception during the academic year. However, you may choose to bring your own notebooks and stationery.

Year 13 students are required to have a laptop for exams, the school uses the DigiExams platform. All exams for Year 13 students are completed with this platform, which does not run on tablets or iPads.

5. Key Members of Staff

There are a lot of members of staff who are not teachers, and they're here to help you in whatever you need. Let's meet them!

The Senior Leadership Team (SLT)



John Wilson
Head Teacher



Verity Hadden
Deputy Head
Teacher /
Academic



Jamie Forbes
Designated Safeguarding Lead
(DSL)
Deputy Head Teacher / Pastoral

The Pastoral Team (PD's)

There are three pastoral directors, one for each year. They are there to help you with your academic progression, address any concerns, and support you in your school year.

The Admin Team

Here you'll find the Student Services team. We can help with a wide range of queries, including visas, finances, and Exeats. You're also very welcome to drop by if you're feeling homesick, need someone to talk to, or just want a quiet space to relax. You will also find in this office our Attendance officer, who can help with absence marks or general attendance questions.

The Medical Team



Adam Carroll
Deputy DSL
School Nurse



Kate Harman
Wellbeing
Counsellor

Our school Nurse, Adam Carroll, is available at school every day to support any medical needs you may have. As part of the induction process, you will be briefed on what to do if you are feeling unwell. We also have a Student Wellbeing Counsellor, Kate Harman, who will be at school a few days a week to meet with students. Appointments can be requested with our school Nurse.

Personal Tutor

Your Personal Tutor (PT) will be your 'go to' member of staff for any questions, concerns or issues that you have. They will monitor your attendance, punctuality, behaviour, wellbeing and academic progress, guiding you through the academic year. You will meet with your PT daily. There will be a programme of activities that take place across these sessions. In addition, you will have dedicated 'Personal Development' sessions each week, focusing on Personal Social and Health Education, as well as other enriching topics.

Make sure to follow us on Instagram and look out for the questions and polls.

If you have any questions, please feel free to contact us. We look forward to seeing you in September!

Kind regards,
Student Services Team

