

ATLAS
LANGUAGE
SCHOOL

Group Student Handbook

Dublin

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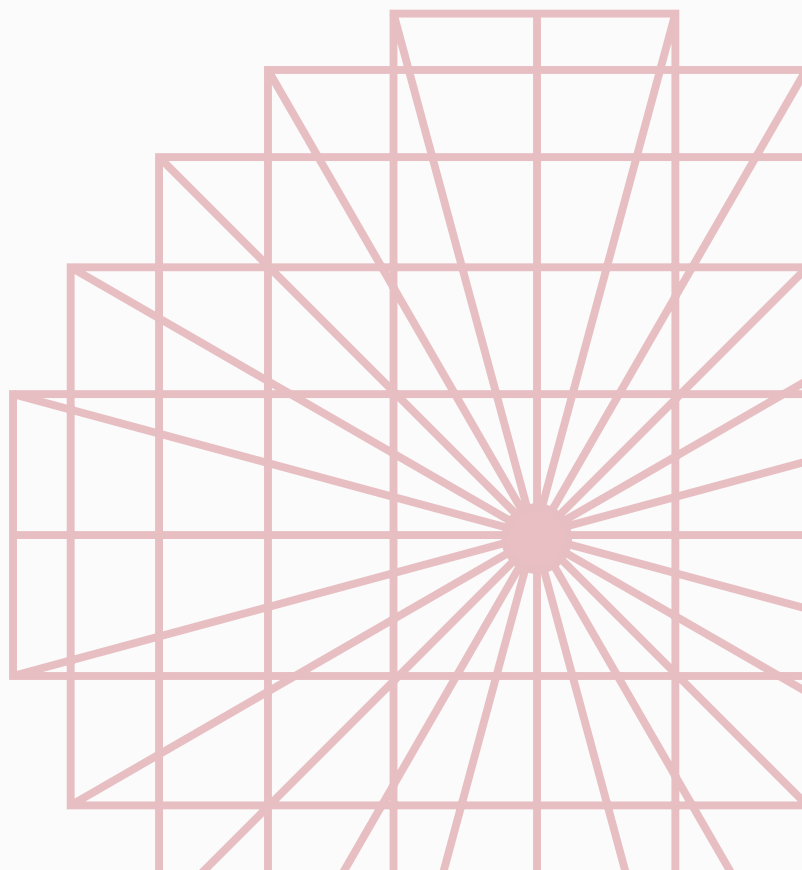
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Welcome To Dublin!

The city of a thousand welcomes, the friendliest city in Europe! We hope you enjoy your stay with us and the rich cultural delights our city has to offer.

Dublin is the capital of the Irish Republic. Located on Ireland's east coast, where the River Liffey flows into the Irish Sea.

You will see the ancient city founded by the Vikings, walk along the cliffs, make new friends but above all have a great time!

The First day in Dublin

Students will be greet at Airport arrival by an Atlas Staff's member. We always use modern and private bus to transfer the group from Airport to the accommodation.

A welcome-pack with information material, a timetable, a Dublin map and a travel pass will be given to students on the bus.

Students will be than moved to a meeting point where all the Irish families are waiting to greet and bring them to their houses.

Families will explain to the students how to get to School

An Atlas leader will coordinate and guarantee assistance for the whole phase.

The First Day in Atlas

On the first day you will arrive at the school around 9 am.

The Groups Co-ordinator will greet you.

Students will then be taken either directly to their classroom or to a common room.

At lunchtime, please be sure to go to the place marked on your timetable.

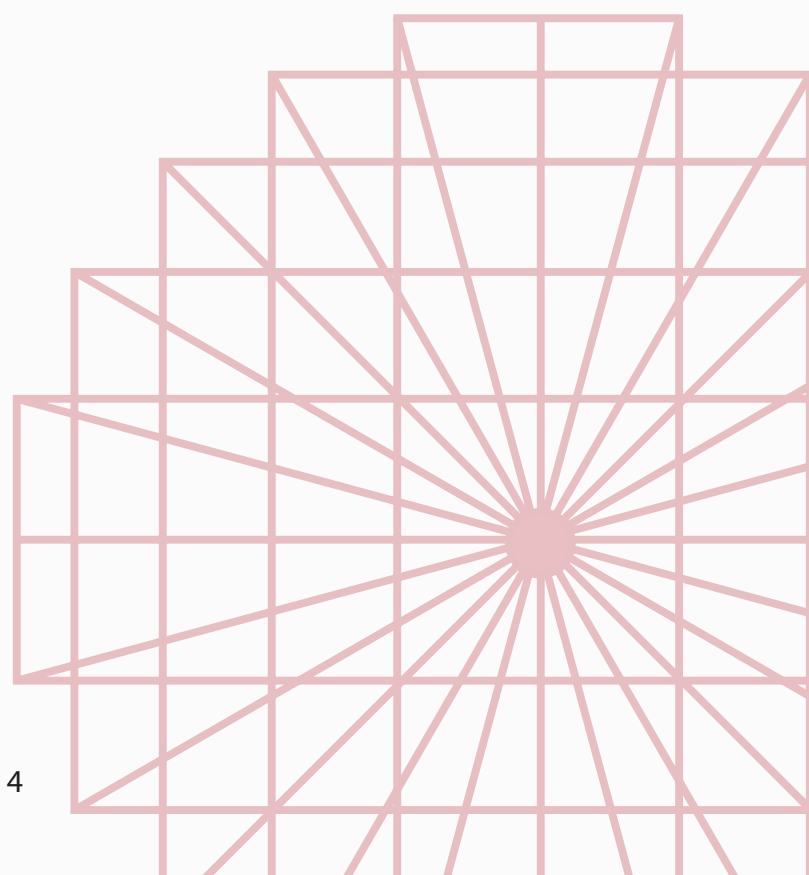
In the afternoon, if students are scheduled to go on an activity, please arrive on time at the meeting point.

How we teach at Atlas Language School Dublin

Our aim is to help you learn how to communicate effectively in English. Knowing about grammar and the ability to use a language are not the same thing.

The primary focus of our classes is on communication skills. You will take part in group work, role-plays, projects and many other fun and engaging activities to give you time to practice and use English in realistic and enjoyable ways. Focusing on accuracy and communication.

The most successful students at Atlas are those who take responsibility for their own learning. Language learning is not a passive process in which our teachers feed you language, you **MUST** use English outside the classroom as much as possible and revise what you have learned every week.



Who can I speak to if I have a problem?

Your satisfaction with all aspect of your stay here in Atlas Language School Dublin is our priority! If there is something that you are not happy with then please speak to a member of staff immediately, so that we can sort out your problem quickly

Atlas Language Team

Groups Co-ordinator
Social Programme Co-ordinator
Accommodation Officer

John McEvoy
Aisling Molloy
Tanja Mccarthy

Problem / Doubt	Who do I speak to?
Lessons / Content	Your teacher or John
Further Study / Exam Advice	Your teacher or John
Social Activities	Aisling
Health / First Aid	Your teacher, Aisling or John
Travel Arrangements	John
Accommodation	Tanja, John or Aisling

While you are in Dublin, if you need to get in touch with us, please call +353 87 380 7530 from an Italian number, or 087 3807530 from an Irish number.

Coming to Ireland

Dublin Information

Local Facilities, services and amenities.

As part of our social programme you will get to see a lot of Dublin it has a huge amount of shops and shopping centres. In the city centre the Ilac Centre, Stephens Green Centre and Jervis Centre have loads of different shops.

Dublin is a safe city and as students you will be in the company of teachers at all times, it should be even safer.

Remember that traffic drives on the opposite side of the road in the Ireland, so please take extra care when crossing the street. LOOK RIGHT and always cross at a safe place.

Always keep your bags close by and do not carry expensive valuables or large amounts of money with you.

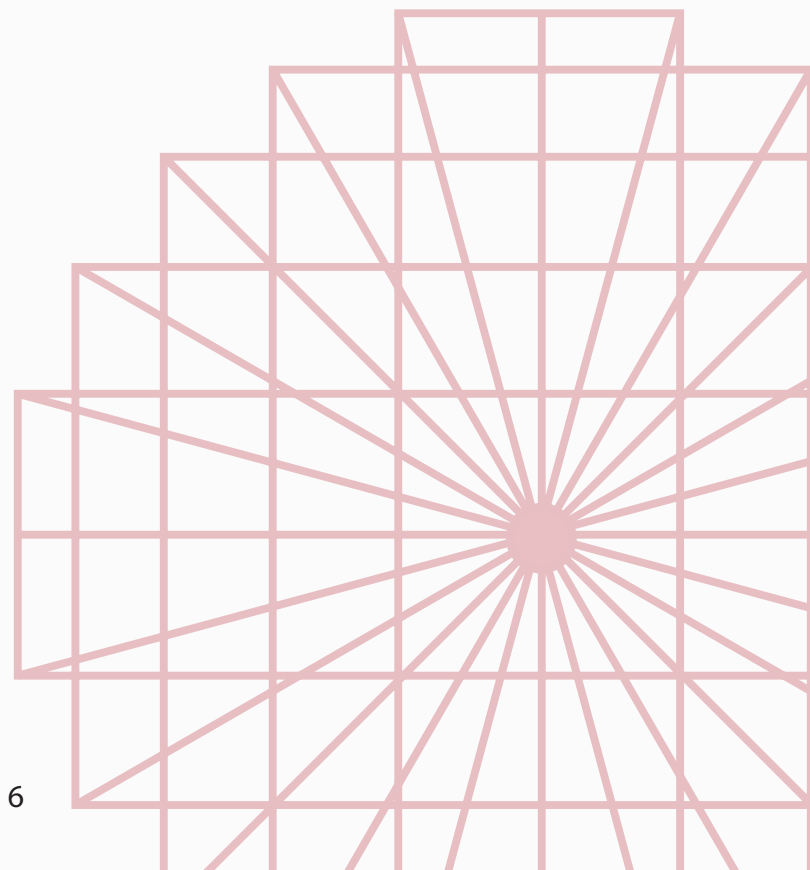
Irish Laws

It is illegal to buy or attempt to buy alcohol, tobacco or cigarettes if you are under 18. Students who fail to abide by the law may be sent home at your expense.

It is **illegal** to drink alcohol **if you are under 18**

Any student found in possession or under the influence of illegal drugs will be reported to the police and may be deported.

Students must remember to pay for anything picked up in a shop. If students are caught shoplifting the police will be called, and heavy fines may be payable. If the shop chooses to prosecute this may result in a criminal conviction.



Accommodation

Host Family

If a student has anything they need to discuss with us about their accommodation they can arrange to see a staff member and we will be happy to help you.

Location

Our host families generally live in the suburbs of Dublin. A private bus organised by the school will take you to and from your host family.

All our families are experienced in hosting overseas students and have been specially selected by Atlas Language School. They are situated in residential areas of South Dublin and within easy access to the city centre.

You will have a clean and comfortable room with study and storage facilities. Our students are treated as members of the family at homestay.

Meals

Our families offer bed & breakfast & evening meal plus a packed lunch. Meals are usually eaten with the family unless otherwise arranged and special diets such as a vegetarian, halal and other requirements can be catered for but which must be specified at the time of booking.

Keys

Most host families will provide students with a key to the front door of their house. All keys must be returned to the family on the last day of your stay.

Laundry

Students will be able to wash their clothes once a week. If you need more access to the facilities just ask the family or use a laundrette in the city centre.

Smoking

The majority of our families operate a policy of non-smoking in their homes. Smoking in the bedrooms is never permitted.

Using Facilities in the home

Students are not allowed to use the family's telephone or internet without permission. If they do use the telephone the call must be paid for. Students may purchase an Irish SIM card for their mobile phone or international calling card. Students may purchase a SIM card in a local shop. Students can purchase credit for their phone in mobile phone shops, newsagents or supermarkets in Dublin.

House rules

Each host family has their own house rules. Students should speak to their host family about this matter and respect the host family and the house rules.

Here are a few of the most important rules:

- Smoking is not permitted in any of the buildings or in the host family home.
- Bedrooms should be kept tidy and any damage done to the room, furniture or décor will be charged to the occupant(s).
- Keys are the responsibility of the student and, if lost, the cost of replacement will be charged to the student.
- We do not accept responsibility for student belongings.
- Students must be careful not to endanger themselves or others on school premises.
- Students may not remain overnight in a homestay allocated to another student. Visits to other homestays may only be made with the consent of the hosts concerned and the school.

Home stay Tips

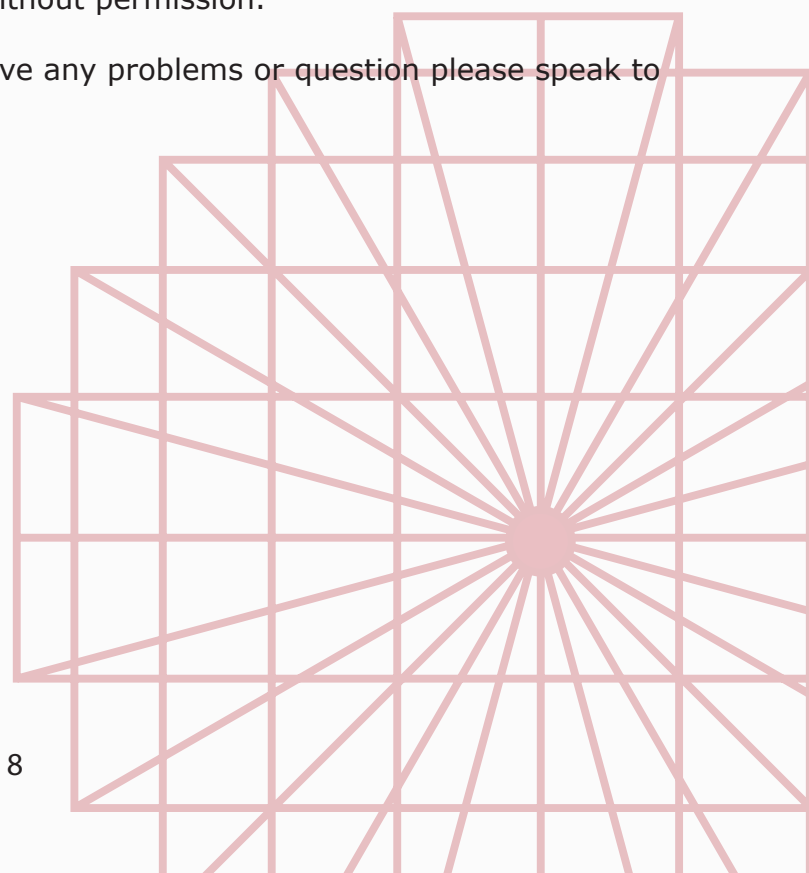
Making the most of home stay

Staying in an Irish home is very exciting and interesting experience. You can learn a lot about Irish culture and it is an excellent opportunity to make friends and practice your English in a social situation.

Here's our advice to help:

- Speak English as much as possible, you will improve quickly.
- It is important to say please and thank you
- Please don't be late for dinner
- Please ask your host where to put your dirty laundry if they are washing it for you.
- Please don't keep any perishable food in your bedroom, ask the host family if you can use the fridge.
- If you break anything, please tell your host.
- Never use the telephone in the house without permission.

We want you to enjoy your stay here if you have any problems or question please speak to John or Tanja and your group leader.



Atlas Rules

Behaviour and discipline

Good student behaviour is important for the smooth running of the school so please make sure you are familiar with the rules and laws below.

Here are a few of the most important rules at Atlas:

- You must follow Irish laws.
- Students must respect others at all times. Bullying will not be tolerated.
- Attendance at lessons is compulsory.
- Participation in all scheduled excursions and activities is compulsory.
- Students **MUST NOT** sit on the stairs in the school building.
- English is the only language spoken in classes.
- Fire escapes, fire equipment and fire alarms are for emergency use only. They must not be used at any other time. Interfering or playing with fire extinguishers is strictly forbidden. Heavy fines are imposed by the center if students do so.
- Drinking alcohol or taking illegal drugs is strictly forbidden.

Bullying

Atlas Language School finds all forms of harassment and bullying unacceptable and it will not be tolerated. Any student found to be bullying will be sent home at their parent's expense.

Absent or Absconding Students

If a student is absent from classes or activities without permission they will be subject to disciplinary procedures.

Disciplinary procedure

For the safety and well-being of all students and staff if a student is found misbehaving they will be subject to the following disciplinary procedures:

1. They will receive a verbal warning from a member of staff.
2. They will be interviewed by a senior member of staff. The Group Leader (if applicable) will be informed.
3. They will receive a written warning. A privilege will be removed such as missing an activity or excursion.
4. Their parents or guardians and/or agent will be informed.
5. They will be expelled from the school and sent home.

Any cost involved in the early return will be your responsibility.

Transport In and around Dublin

One of the best things about Dublin is that everything you need is within walking distance. You can walk everywhere - a great way to save money and keep fit at the same time. However, sometimes you may prefer to use public transport to get around the city or to travel to other parts of the country.

If so, the following advice is for you:

Getting around by bus

Dublin has a pretty reliable network of local bus services - buses are frequent and cheap but not always punctual! Prices vary from depending on distance. Again, a Luas Smart Card might be the best option as the bus requires exact change in coins only.

Getting around by Luas

The Luas is a tram service which is quick and reliable and which runs from north to south, and east to west on the main Dublin city axis. The tramlines are:

The Green Line: connecting Sandyford and Brides Glen to St Stephen's Green in the city centre.

The Red Line: connecting Tallaght to the 02 venue.

The Red and Green lines don't connect and there is a 15-minute walk between St Stephen's Green on the

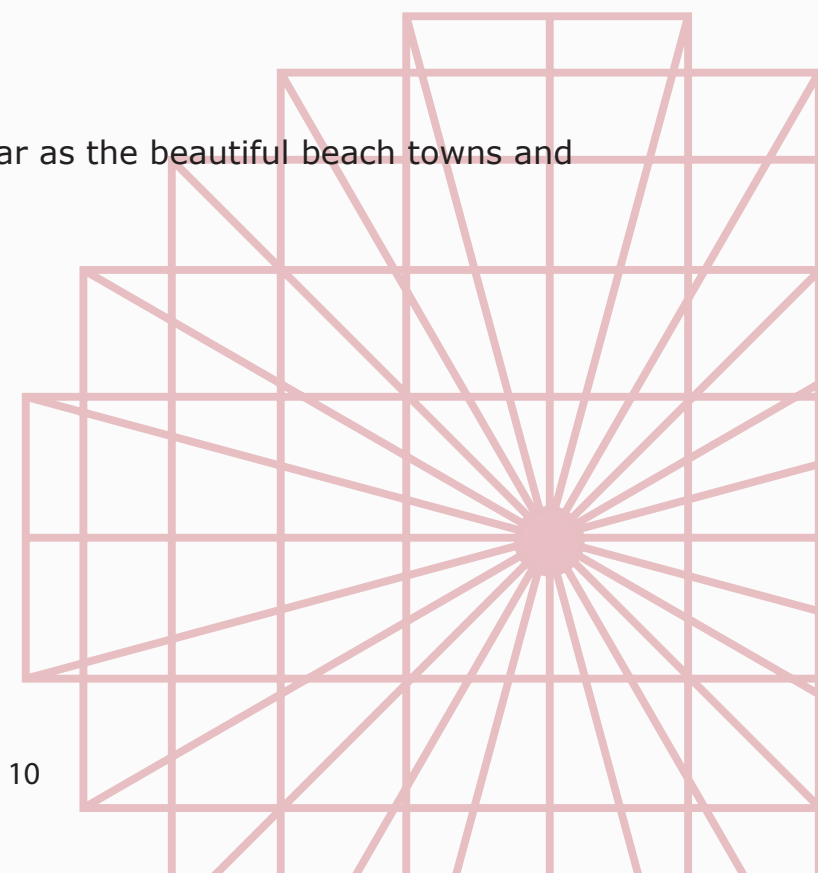
Getting around by bike

Dublin's new bike scheme is the best amenity to hit the city of late.

There are 40 bike stations and 500 blue bicycles dotted around for tourists and locals.

Getting around by train

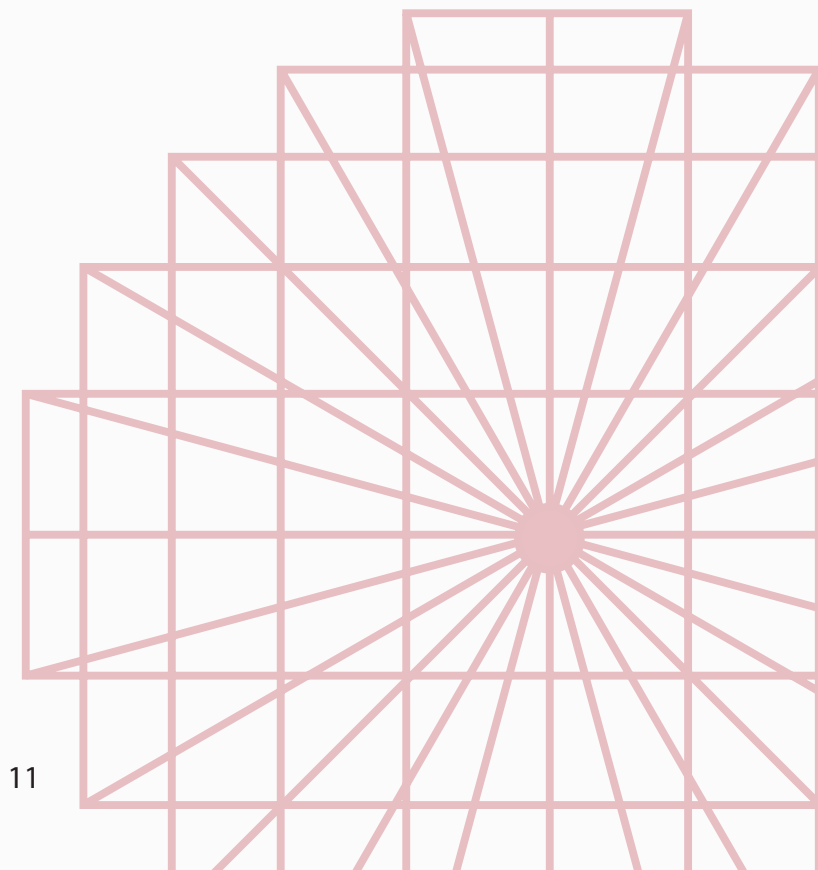
The DART lines hug Dublin's coastline as far as the beautiful beach towns and villages to the north and south.



What to bring with you

We suggest that students should bring:

- 2 pin to 3 pin UK plug adaptor for electrical items
- Suitable clothing for the duration of their stay – t shirts, jeans, shorts, a warm sweater, night wear, underwear, casual jacket, appropriate footwear for sports activities and excursions
- A raincoat and an umbrella. this is Ireland, it can rain at any time
- An Health Insurance Card
- Towels (for every-day use) and toiletries
- Mobile phone charger
- A lockable suitcase or a small coded padlock



We look forward to welcoming you to Atlas Language School!

We hope you enjoy your stay!

