

Student Handbook



Programme Overview

Classes & Activities

- Classes from 9.30am to 13.00pm - Monday to Friday.
- Activity programme from 14.00pm Monday to Friday.
- Full-day excursions every Saturday.
For some excursions students leave early and return late in order to have more time at their destination. In these instances, students will have an early breakfast, sandwiches for lunch and hot Dinner as the evening meal.
- Students must attend all organised activities.
- Students should wear their school ID and carry a mobile phone at all times while off campus.

Arrival

All students who have booked a airport transfer are met at the airport by a member of our staff and brought to their destination. On arrival they will receive a student pack and have an orientation of the area. This orientation will cover all aspects of living in the host family and is a great chance to ask any questions you might have.

	Morning	Afternoon
Monday	English Lesson	Bowling
Tuesday	English Lesson	Sports- Football, Basketball, Hurling.
Wednesday	English Lesson	Treasure Hunt, Disco
Thursday	English Lesson	Swimming and Water Sports
Friday	English Lesson	Cultural Tour
Saturday	Full Day Excursion to Dublin	
Sunday	Relaxation & Host Family	
Monday	English Lesson	GAA Stadium Tour
Tuesday	English Lesson	Sports – Football, Tennis, Basketball
Wednesday	English Lesson	Irish Dancing Session, Disco
Thursday	English Lesson	Swimming & Water Sports
Friday	English Lesson	Leisure & Shopping
Saturday	Full Day Excursion to Waterford	
Sunday	Relaxation & Host family	

Staff & Contact Information

Management Staff

- Directors:
- Centre Manager:
- Fire Marshall:
- Assistant Manager:
- Director of Studies:



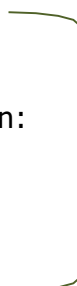
Will be advised on arrival

✓ **Academic Teacher**

✓ **Activity Leaders Coordinators**

Contact Information

- Phone: Main Office General:
- Email for all non-urgent communication:
- School Emergency Phone Number:
- Emergency Phone:



Will be advised on arrival

Methodology

Syllabus, Levels & Progress

We understand our responsibility in creating a results' driven syllabus which helps students develop an informed curiosity and a lasting passion for learning English. Our syllabus is devoted to delivering high-quality learning programmes that can unlock learners' potential. It provides a strong platform for learners to progress from one stage to the next, and is well supported by teaching and learning resources. For over 20 years, we have worked with schools and teachers worldwide to develop syllabuses that are suitable for different countries, different types of schools and for learners with a wide range of abilities.

Our syllabus focuses on achieving:

- ✓ better communicative ability in English
- ✓ better abilities to understand English in a range of everyday situations and in a variety of social registers and styles
- ✓ greater awareness of the nature of language and language-learning skills
- ✓ an understanding of the nuances involved with learning English within the Irish culture

Our programme provides a combination of General English, Irish Cultural Immersion and Task Based Learning. The basic approach we take is "inclusive", with an emphasis on the Communicative Approach. We concentrate on all skills including Speaking, Reading, Writing, Grammar and Listening. Communicative games and conversation are facilitated. We use methods to expose students to English-speaking situations which build confidence in using and understanding the language of "real life". The emphasis is on learning by doing. Students are assessed before being assigned to classes to ensure appropriate level placement.

We are proud of our highly interactive and engaging programme. Teachers work with the students to elicit conversation and improve speaking skills. To increase the amount of student talking time, pair work and group work interactions are facilitated. Conversation with fellow students is a very good way to learn English.

Practice Makes Perfect!

We provide everything required for lessons - textbooks, resources, project and art materials. All our classrooms offer state of the art learning facilities.

Learning more than a language Learn as much as possible about the Irish culture and the English-speaking culture in Ireland. Learn about our way of life to maximize your time in Ireland and enjoy conversations with English-speaking people, including all our staff and fellow students. Your time in our school is a great opportunity to speak to people from other cultures and from all around the world. Try to speak English as much as possible and include other foreign students in your conversations, that's how to make new friends! Open up a new world of friendships and conversation.

Academic Assessment

Initial Assessment for Class Allocation

Assessments serve several functions for English learners. The primary function is to assess *language level and ability*. Our programme requires students to complete a pre-arrival English language test to ascertain their level related to the CEFL framework.

Students are assessed on their first day by teacher to ensure that everyone is at the right level. If a student feels they are in the wrong class, please speak to your teacher and they will make sure you are changed accordingly.

Ongoing and End of Course Assessment

The Assessment and Evaluation process is outlined in the following 5 stages:-

1. Pre-arrival Placement test

Students complete a question grammar based test, in the comfort of their own home, before coming to Ireland. Assessing the technical level of students ensures a smooth transition into a class that fits their needs.

2. Class Needs Assessment

The purpose of needs assessment for students within their classroom setting is a vital part of our Academic Programme. By answering questions about their goals and motivations, students can focus on what roles English will play in their future personal and professional plans and more importantly involve students in the planning of lessons, taking their concerns and interests into account.

3. In Course Assessment

In class assessments are carried out during and at the end of the course, to reconcile the learning objectives that were established during the Needs Assessment stage. This allows students to reflect on what they have achieved during their studies and allows teachers to gain a better understanding of the effectiveness of their teaching skills.

Academic Assessment

4. Evaluation

Evaluations (Student Progress Reports) are presented to students along with their certificates at the end of their course. The evaluation is based on the students' individual performance and journey throughout their Academic journey.

5. Student Reflection

At the end of the course, students are asked to give feedback on their Academic and overall experiences in the school. This is submitted and reviewed by the school to ensure continuing high standards are delivered throughout our programmes.

Feedback / Questionnaires

At the end of your course, you will receive a feedback questionnaire. We are very interested in your opinions, so please include as much information as possible. You should feel free to provide an honest assessment. If you are very happy with your experience, please give us that feedback too!

Certificate & Exit Feedback Report

A certificate of attainment is awarded on completion of your course. It will certify the duration of your course and your English level. On completion of your course, you will receive written feedback outlining your progression and suggesting areas you can work on when you return home. You can also arrange an assessment with your teacher to discuss your ability and progress.

General Conduct Guidelines

Guidelines

- A good level of general behaviour and manners are required in school, during activities and at all other times.
- Serious breaches of school policies/regulations as deemed by the college, will result in a student being sent home. In these circumstances, no refunds will be given and students/parents are responsible for all related costs.
- Examples of such behaviour are: stealing/shoplifting or vandalizing property, abusive/threatening behaviour to others and possession of drugs, alcohol or smoking. Please see our Expulsion Policy.
- Leaving the centre is forbidden unless with permission of the Centre Manager. Hitch-hiking is forbidden.
- Students should not carry large sums of money or valuables with them in the school or during their activities.
- It is mandatory that students attend all organised activities. Missing activities without prior consent is against school conduct guidelines.
- No entrance to the pool or swimming outside of supervised sessions is permitted.

Communication

While it is unlikely that you will have many problems during your stay, here are some recommendations in the event of any issues which may arise:

There is a daily meeting. Students should use this time to discuss any issues with a member of staff.

We also ask parents to remind their children to take a common sense approach to their own safety. Students should take the usual precautions they would at home.

General School Policies & Student Welfare

Personal Belongings

The centre cannot accept responsibility for loss or damage to student's personal property how so ever incurred. However, students should report all property lost or found to a member of staff to allow us to assist you.

Alcohol and Drugs Policy

The possession or consumption of alcohol or drugs (other than prescription medicines) is strictly forbidden and will lead to expulsion.

Class Room Policy

In order to ensure a pleasant learning environment, students behave according to the class rules, such as:

- Eating or drinking in classrooms is prohibited, except water.
- Students should arrive 5 minutes before class, as late arrivals cause class disruption
- Students should respect teachers, staff & fellow students and act in such a fashion as not to cause offence or harm to others
- English is the only language to be spoken in the classroom.

Communication Policy

- Student and staff notice-boards are used in the relevant areas.
- Office staff & teachers are available to answer student queries.
- Feedback on courses, accommodation, facilities and activities is collected on completion of course.

Child Protection & Student Welfare, Bullying and Harassment Policy

Child protection and student welfare is at the forefront of our teams responsibilities and we endeavor that every child has a rewarding and safe experience at the centre, please see our polices on our website.

Damage Policy

Students are liable for any damage caused by them to school property and other student's property. Payment should be made promptly by parents/group organisers for any damage.

Non-Discrimination Policy

The centre admits students of every race, color, religion, creed, sexual orientation, national and/or ethnic origin, or physical limitation, depending on safe access availability of each centre. The centre is also committed to implementing policies governing equal access and equal opportunity in the area of admissions, recruitment, activities, facilities etc.

Student Complaints

If a student has a complaint regarding their tuition, it is our policy that the following procedure is followed:

1. The student should raise the issue with their class teacher or group leader, who will strive to resolve the situation.
2. If a solution cannot be found, then the complaint will be taken to the Director of Studies.
3. Where necessary, the Director of Studies will investigate the complaint and have an individual meeting with both parties.
4. Where necessary, the Director of Studies/Centre Manager will then arrange a meeting with both parties to work in resolving the situation.
5. If a resolution cannot be reached, then the student will be transferred to another class.
6. For non-tuition related issues, please speak to our Centre Manager.

Mobile Phone Policy

Mobile Phones are to be turned off during class, activities and after school activities.

Disciplinary & Expulsion Policy

In most cases, the member of staff who witnesses a breach of conduct will address it there and then with the student. In some cases, the Centre Manager will be involved.

It is our aim to work with the students to resolve issues and discourage behavior that is inappropriate. However, if the student has committed a serious breach of our student conduct guidelines an immediate expulsion will occur. If a student is unwilling to cooperate, we will then inform their group leader or parents directly. Should the child continue to misbehave we will expel the child after a warning to this effect.

If a child is expelled from our camp, we will keep them under our care for 24 hours in order to allow parents to make the necessary flight arrangements for them to return home and we will also facilitate transfers etc. All costs should be borne by the parents or guardians. If a student is to return home, once a flight is arranged we will escort the student to the airport and see them through check-in and to visa control, having gained confirmation that the child will be met on arrival. Should a parent refuse to arrange to facilitate the child leaving the camp, the relevant embassy will be informed of the situation.

Covid Isolation Policy

Currently under Irish Law, if a person tests positive for Covid they must self isolation for 7 days from when their first symptom appeared . For example if a child has a headache since Sunday, takes a test on Wednesday they will then isolate until the following Sunday. Should a student test positive for Covid while on camp, we will isolate them and they be unable to attend classes or activities. They will have their lessons online, These regulations may no longer be in place by summer 2025.

Student Health & Safety Policy

The centre places great importance on the health, safety and wellbeing of our students and will do everything possible to ensure that the school is comfortable and free from risk. Any accident, no matter how small, or any observations you make regarding health and safety matters should be reported to a member of staff.

- If a student feels unwell, they should contact the Centre Manager.

They will decide if the student has to be brought to the nearest doctor/ hospital.

Where students have allergies or other medical conditions that we are informed of, we will do our best to inform the Centre Manager. Students should also inform LLC of any allergies or medical problems that they deem appropriate. The centre cannot be held responsible for ensuring students medical demands are met – please see our policy below.

In Case of Emergency

In case of an emergency, students can look to the nearest adult for help or where necessary, should directly call the Irish Emergency Services on 112. You phone the emergency services by calling **112** or **999** from any phone. Both numbers are free of charge. If you cannot make a voice call, you can text **112** in an emergency.

If the emergency is not life-threatening, consider other options before calling 112 or 999.

For example:

- go to your local emergency department using your own transport - arriving in an ambulance does not mean you'll be seen quicker
 - call families GP
 - talk to a pharmacist
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Medical and Travel Insurance Policy

All students must organise medical insurance in their own country before travelling to Ireland. We also recommend that students/parents of students take out travel insurance in case of accident or loss of luggage. Students from EU countries should bring their European Medical Card. This will not cover dental treatment or elective procedures. The centre takes no responsibility for any medical expenses incurred by students. Most restrictions for Covid-19 have now been lifted in Ireland but should a child display symptoms of Covid-19, we as guardians will have the right to test children and to isolate them should it be necessary. In these circumstances, parents/leaders may be requested to take responsibility for the child and to take them into their care, should we be unable to provide this service for any reason.

Allergies & Chronic Medical Conditions Policy

We would advise parents or guardians of students with serious medical conditions to consider whether their child is mature enough regarding the self management of their medical condition to attend a course abroad.

At the Irish Centre, it is our policy to act like any reasonably prudent parent when dealing with an emergency situation. However due to the short term nature of stays (normally 2 – 4 weeks) we are not in a position to train staff in dealing with specific students' medical conditions.

Should you decide that the programme is not suitable for your child we will be happy to cancel their booking and refund the course pre arrival. Should parents or guardians decide to send children to one of our camps, they in doing so acknowledge that their child is capable of attending such a course. In addition parents or guardians should be aware that the school and its staff cannot be responsible for any medication or prevention of allergies or other conditions.

Parents should be aware that the majority of our staff have no medical training. We have first-aid boxes at each centre with a member of staff responsible for this. This does not extend to after school activities. There is no legal or contractual duty for any member of staff to administer medication or supervise a student taking medication. In an emergency situation, we expect all our staff to act as a reasonably prudent parent would. Where details are provided to the centre students medical conditions, this information may be communicated where possible to relevant staff, medical personnel etc. but it is the responsibility of the child to be able to communicate all necessary medical information on their condition.

In Case of Fire

Evacuation:

During class: On hearing the alarm, students should stand to attention by their desk and when instructed by the teacher of the class as to the exit route to be followed, should leave the classroom in single file. On the way out teachers should close the door of the classroom and all doors on the escape route which will not be used again. No talking or laughing should be permitted during the evacuation in order that any instructions given may be heard. Overtaking should not be allowed. Members of staff not in charge of students, on hearing the alarm, should go immediately to the assembly point as indicated. At the assembly point each individual class or group or persons should stand together. Do not move away from there until given permission to do so by staff.

Please Note fire evacuation posters in the building for evacuation routes.

Packing List

Layers are essential in Ireland as the weather is very changeable.

Students generally wear comfortable clothing like t-shirts with jeans or shorts.

Students should pack enough clothes for at least 7 days.

Clothing Sample:

- 7 x T-Shirts, 2 x Jeans, 2 x Shorts
- 2 Jumpers – 1 Normal, 1 Heavy/Warm (*A warm ICE Hoodie can be ordered pre-arrival or purchased on site for €30*)
- Underwear and socks
- Rain jacket
- Peaked cap
- Swim wear & swim cap
- 2 sets of sports wear – tracksuit/shorts/t-shirts
- 2 sets of footwear

Other Essentials:

- Towel
- Toiletries – (*toothpaste & toothbrush, facecloth, deodorant, shower gel, shampoo (No aerosols are allowed in the dorms)*)
- Sun cream
- Hair dryer (*if necessary*)
- Phone charger
- Travel adaptor
- Sports bag
- Face masks – *required in all medical settings*

On Arrival You Will Receive:

- Pen and writing pad
- Classroom material
- Agenda of activities

Spending Money

Our programme is all inclusive, but all children bring pocket money for sweets, souvenirs etc. We recommend € 50 per week. This is completely your decision, some children will have less and some a lot more but we think that € 50 is sufficient.

Thanks for
Choosing us!

