Group Leader Manual

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cultural institute

Experience Tradition, Embrace Innovation

Group Name

Centre

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Welcome to the Emerald Cultural Institute

We are all very excited to welcome you to our wonderful city and to help you make the most of your stay by experiencing the best of Dublin. This manual should provide you with all the relevant information you may need for your stay in Ireland, however please don't hesitate to ask if you have any questions.

The manual also contains the important information you need for your stay with the Emerald Cultural Institute - rules, regulations, health and safety are all covered. Please read these sections carefully.

Finally, there are some sections we would ask you to fill in and give back to us - please do so, as your opinion is important to help us keep improving.

Introduction

In today's fast-paced and rapidly-changing world, effective communication is more important than ever, and English as a means of international communication is key. International Education has become a permanent and ever-growing feature of modern society and today traditional English language programmes form only part of a complex range of study-abroad programmes required by groups and individuals as a way of achieving personal, educational or professional goals. Mobility involving cultural exchanges among countries worldwide has become an integral part of professional development in a way that could not have been imagined a few years ago.

The Emerald Cultural Institute has over thirty-five years of experience providing quality language, professional development and cultural programmes to groups and individuals of all ages and from more than 60 countries worldwide. As learners' needs change, we have developed a sophisticated range of courses to meet those needs; academic year programmes, university pathway and examination preparation courses, tailor-made specialised programmes for groups and individuals, online and blended learning and in-service courses for teachers, training through English.

We bring energy and enthusiasm in responding to the new reality that is international education today and to developing suitable programmes across a broad spectrum. We also provide expert training in a variety of different locations so that clients can choose the type of programme and the location that best meets their unique needs. We remain committed to an on-going evaluation of what we do in response to the constantly evolving world of international education, without ever losing sight of the fact that it is the individual learner who is at the centre of what we provide.

Learning a language offers a new perspective on the world and on life and we are proud to be part of that experience.

Ireland: History & Heritage at a glance

The pre-history of Ireland

- The pre-history of Ireland has been pieced together from archaeological and genetic evidence.
- It begins with the first evidence of Mesolithic hunter-gatherers settling in Ireland after 8000 BC.
- It finishes with the start of the historical record, around 400 AD.
- The prehistoric period covers the Mesolithic, Neolithic, Bronze Age and Iron Age societies of Ireland.
- For many European countries a historical record begins when the Romans invaded. However, as Ireland was not invaded by the Romans its historical record starts later, with the coming of Christianity.

Bronze Age Ireland

- The Bronze Age in Ireland lasted from 2500 to 500 BC
- Bronze is an alloy of tin and copper.
- Items produced included axes, daggers and awls.
- During this period the climate in Ireland deteriorated and as it did, many upland areas turned into peat bogs while the lowland regions were made into farmland.

The Arrival of the Celts

- The Bronze Age drew to a close as new cultures were slowly introduced.
- The Celts spread across central and Western Europe and arrived in Britain and Ireland around 500 BC.
- The name “Celts” came from the Greeks who called the tribes of the North the “Keltei”.
- Though by no means pacifists, the arrival of the Celts did not coincide with an invasion.
- The Celts had the advantage of possessing Iron, which was stronger and more durable than bronze.
- At this time, Ireland was divided into different territories and kingdoms which were defended by hilltop forts.
- Within each village blacksmiths, druids and poets were held in high esteem, but it was the warriors who were the aristocracy and who sought fame and recognition by going to battle.
- The Celts used a law known as Brehon Law; it basically meant that a person’s identity was defined by the kingdom in which they lived. Land was owned by tribes, as opposed to individuals, and wealth was measured in cattle.
- The first written Irish appeared during this period and was in the form of Ogham script; a series of lines and grooves etched in stones.

Viking and Medieval Ireland

- During the Early Christian Period in Ireland (400 AD – 1000 AD) there were many monasteries scattered around the country. St. Patrick introduced Latin Christianity into Ireland in the 5th century and during the 6th and 7th centuries Irish monasteries were great centres of learning, sending missionaries such as St. Columba to the rest of Europe. Religious art, such as the Ardagh Chalice and the Book of Kells flourished. These monasteries were often attacked by the Irish in search of treasures.
- However, the problem worsened in the 8th century when Vikings from Scandinavia began to raid Ireland.
- In 795 AD Viking long ships began to reach Irish shores. At first they began to raid monasteries along the coast, but later they raided further inland.
- The Vikings who came to Ireland from 795 to 840 AD were mainly from the area that is now known as Norway.
- The Danish Vikings came to Ireland from about 849 AD and fought the Norse Vikings.

The Norman Conquests

- In 1155, the English Pope Adrian IV, issued a papal bull (known as Laudabiliter) that gave Henry II of England permission to invade Ireland as a means of strengthening the Papacy's control over the Irish Church.
- Pope Alexander III, who was Pope at the time of the invasion, gave Henry dominion over Ireland.
- The Norman invasion of Ireland began on 1 May 1169 when a force of loosely associated Norman knights landed near Bannow, County Wexford at the request of Dermot MacMurrough, the ousted King of Leinster, who sought their help in regaining his kingdom.
- Richard de Clare (known as Strongbow) was sent to Ireland to fight on behalf of Diarmud.
- It was understood that Strongbow would then leave. However, he fell in love with Aoife, daughter of the king of Leinster, and remained.
- When Diarmud died, Strongbow became king with Aoife as his queen.
- In 1172 Strongbow built Dublin's Christchurch cathedral.

Early Modern Ireland – British Protestant Rule

- The years 1536 to 1691 saw the first full conquest of Ireland by England.
- This conquest established two central themes in future Irish History: control of the country by London based governments and animosity between Catholics and Protestants.
- The most serious threat to English rule came during the nine years war between 1594 and 1603 when Hugh O'Neil, a powerful chieftain, rebelled against the English government with military aid from Spain.
- The rebels eventually surrendered to the Stuart King James I in 1603.
- The Battle of the Boyne in 1690 between the British Protestant King William of Orange and the Catholic King James was one of the most influential battles in Irish history.
- The battle was won by the British King William of Orange.

Union with Great Britain

- In 1793, France declared war on Britain and in 1798 the French Revolution began. The concept of liberty, equality and fraternity that was generated by the French Revolution appealed to the Irish.
- Irish Catholics wanted equality; Irish Protestants wanted parliamentary reform, both wanted economic reform.
- Moderate Irish politicians wanted Catholic Emancipation and parliamentary reform. Others like Theobald Wolfe Tone and Lord Edward Fitzgerald were more extreme.
- In 1792 the United Irishmen were established with the aim of breaking the connection with England and the Anglican Rule. They united dissenters and Catholics.
- In 1793, the Catholic Relief Act was passed to give Catholics the right to vote.
- In May 1798, an Irish Rising occurred.
- In 1800, the Act of Union was signed by George III and came into operation in 1801. The Union stated:
  - Ireland would join with Britain to form a single Kingdom.
  - The Irish parliament would be abolished.
  - The Anglican Church was to be recognised as the official Church Of Ireland.
  - There would be free trade between Ireland and Britain.
  - No Catholics would be permitted to hold public office.
  - There would be no Catholic Emancipation.

Daniel O'Connell

- Born in 1775, Daniel O'Connell was part of the native ascendancy but also learned Irish as he mixed with Catholic Irish peasantry.
- On a visit to France, he was marked by the violence he had witnessed during the French Revolution and this probably helped to forge his commitment to pacifism.
- When the Act of Union failed to achieve emancipation for Catholics, O'Connell became more involved with politics. In 1823 he founded the Catholic Association with the specific aim of gaining emancipation.
- He was elected to the English parliament in 1828 and after years of being a thorn in the side of the English government, O'Connell achieved Catholic emancipation in 1829.
- O'Connell has been known throughout history as the "Liberator".

The Irish Famine (1845 -1849)

- The Irish Famine of the nineteenth century was caused by two major factors: disease and the legal plundering of Irish agricultural produce by the English.
- Irish families who had owned land for generations had to hand it over to their non-resident landlords. These made the Irish farmers work but took everything that was produced on the land.
- The Irish farmers were permitted to keep small plots of potatoes that became their chief source of food and income.
- When the potato blight hit Ireland, it destroyed over 90% of the potato crops, leaving farmers without food.
- The Irish people were also expected to pay high rents and tithes to their masters and the English church (of which they were not members).
- The rents and tithes were paid for with the sale of potato crops, so when these failed, the Irish were unable to pay and thus evicted.
- When other countries tried to help the Irish with shipments of food and clothing, they were intercepted by English gunboats and forced to detour via England where they had to either pay hefty fines, or the shipment was "lost".
- As a result of starvation and emigration, during the Famine the Irish Population dropped by one third.
- Many Irish people saved for the fare to leave Ireland on ships bound for America known as "Famine ships". These also became known as "Coffin Ships" due to the large numbers of people who died in the horrific conditions on board.

The 1916 Easter Rising

- The Easter Rising of 1916 was one of the defining moments of Irish History.
- The rebellion was originally planned as a nationwide event but only had a significant impact on Dublin.
- During the early 19th and late 20th century anti – British sentiment was growing rapidly, made more evident with the formation of the Republican Political party Sinn Féin ("ourselves alone") in 1905.
- Home Rule came to dominate domestic British politics in 1885 until the start of World War One.
- Home Rule was the name given to the practice of allowing Ireland more say in how it was governed – freeing the Irish from the rule of London and thus appeasing those who wanted Ireland to have more power at home.
- Home Rule had been increasingly called for and was once again due to be introduced in 1914. However, it was again put off with the start of the First World War.
- Thousands of young Irish volunteers were sent to the trenches, in the misguided belief that Ireland would be granted Home Rule.
- At this time there were plans for a countrywide rebellion that would overturn the British government.
- The rising was planned by seven men, mostly from the Irish Republican Brotherhood who had formed a "Military Council".
- The insurgents proclaimed an Irish Republic with Patrick Pearse as president.
- They occupied positions around Dublin. Their headquarters was the General Post Office.
- Over the week, the British deployed over 16,000 troops in order to suppress the uprising.
- About 450 people were killed and over 2,000 were wounded.
- Sixteen of the rebels were executed.
- The Rising was not initially supported by the Irish population.
- However, when the rebels were executed, public opinion changed and many were considered heroes.

More Recent Times ...

- In 1922, the Irish Free State came into being.
- The Irish Civil War was a conflict between Irish nationalists in 1922-23 over whether or not to accept the Anglo-Irish Treaty.
- The Treaty came about as a result of both political agitation and guerrilla warfare by the Irish Republican movement, organised respectively by Sinn Féin and the Irish Republican Army between 1918 and 1921.
- In 1918, Sinn Féin won a general election declaring that they would withdraw from the British parliament, declare an Irish Republic and secede from the British Empire – rejecting earlier offers of Home Rule or limited self-government for Ireland.
- For the following three years, but especially from the middle of 1920 until the summer of 1921, the War of Independence caused about 2,000 deaths in Ireland.
- The Irish Free State included 26 of Ireland's 32 counties.
- Since 1949 it has been known as the Republic of Ireland.
- Despite its violent beginnings, the Irish State has remained a liberal democracy.
- In 1937, a new constitution removed many links with Britain.
- Ireland's neutrality during the Second World War demonstrated its independence in matters of foreign policy.
- From 1937 to 1998, the Irish constitution included a claim on Northern Ireland as a part of the national territory.
- During this time, the Provisional IRA tried to unite Ireland by force.
- In 1998, as part of the Good Friday Agreement, the Irish constitution was altered by referendum to remove the territorial claim to Northern Ireland.
- In the 1990's and 2000's, Ireland experienced an economic boom in which the country's GDP surpassed that of many of its European neighbours.
- In 2008 Ireland experienced a severe crisis in the banking and financial sector which caused the country to fall into a recession. However, with a massive surge in industries such as IT and technology, which has brought the European Headquarters of companies such as Facebook, Google, LinkedIn and Dropbox to Dublin, Ireland's economy is continuing to grow.

Ireland: A cultural overview

Farms, townlands, villages, parishes and counties.

Farming is a central part of Irish life; outside of Dublin, farming is the primary occupation for most people. The farming tradition dates back to the beginnings of human settlement in Ireland. Historically, cattle represented a primary source of wealth and status. Today our economy still depends heavily on our farming exports.

The Normans brought the ideas of the village, parish and county to Ireland. These structures are still very important in the life of Irish communities. The village and parish are key focal points around which sporting rivalries and other forms of local identity are built. Most people feel a strong sense of loyalty to their native county, a loyalty clearly expressed on the sports field.

Food

Although Irish cuisine now incorporates dishes from all over the world, traditional Irish fare is based on fresh vegetables, fish, (especially salmon and trout), shellfish and good quality meat like lamb and beef. Homemade soup is always a popular choice, especially when it is served with traditional soda bread. Ireland has a wide range of hand-made cheeses. Irish stew, Dublin Coddle, the Irish breakfast, and bacon and cabbage are also very popular dishes.

Sport

A wide variety of sports are popular in Ireland – the most popular being Gaelic football, hurling, rugby and soccer. Swimming, golf, martial arts, soccer, cycling, and snooker also have high levels of participation.

Legends and Folklore

The mythology of pre-Christian Ireland did not entirely survive the conversion to Christianity. However, much of it was preserved in medieval Irish literature, which represents the most extensive and best preserved of all the branches of Celtic mythology. The legends and stories of Ireland have been passed from one generation to the next. The legendary characters are familiar to every Irish person and are very much part of the culture of the country.

Language

English is the most commonly spoken language on the island. Irish is spoken as a first language only by a small minority, primarily, though not exclusively, in the government-defined Gaeltacht regions of Connemara, Donegal, Kerry, Cork and Waterford. A larger minority speak Irish as a second language, where 40% of people in the Republic of Ireland and 10% of people in Northern Ireland are Irish speakers.

Article 8 of the Constitution of Ireland states that "… Irish is the national and first official …" language of Ireland. English is recognised as the state's second official language.

Pub culture

Pub culture, as it is termed, pervades Irish society across all cultural divides. The term refers to the Irish habit of frequenting public houses (pubs) or bars.

Typically, pubs are important meeting places for people to gather and meet friends in a relaxed atmosphere. Best known and loved amongst tourists is the traditional pub, with its traditional Irish music (or "trad music"). Such pubs often serve food, particularly during the day. Modern pubs still emulate traditional pubs, perhaps substituting traditional music for a DJ or contemporary live music.

Literature & the Arts

For a comparatively small country, Ireland has made a large contribution to world literature in both the Irish and English languages. Famous Irish writers include James Joyce, Bram Stoker, Jonathan Swift, Oscar Wilde and Ireland's four winners of the Nobel Prize for Literature; William Butler Yeats, George Bernard Shaw, Samuel Beckett and Seamus Heaney.

The Irish language has the third oldest literature in Europe (after Greek and Latin). Poetry in Irish represents the oldest vernacular poetry in Europe, with the earliest examples dating from the 6th century.

The early history of Irish visual art is generally considered to begin with carvings found at sites such as Newgrange. It can be traced through Bronze age artefacts, particularly ornamental gold objects, and the Celtic brooches and illuminated manuscripts such as the Book of Kells.

Irish traditional and folk music is famous throughout the world. Irish 'trad' is undoubtedly one of the most unique and most impressive parts of Irish culture. The Dubliners, the Clancy Brothers and Christy Moore are folk musicians and are hugely popular with Irish people and visitors.

Irish Rock and Roll groups are also popular worldwide - thanks to musicians like Horslips, Van Morrison, Thin Lizzy and more recently U2, Snow Patrol, The Cranberries, The Script and The Coronas.

Holidays and Festivals

The national holiday in the Republic is St. Patrick's Day, which takes place on the 17th March. It is marked by parades and festivals in cities and towns across the island of Ireland, and by the Irish diaspora around the world. The festival is in remembrance of St. Patrick, the patron saint of Ireland.

There are always other local festivals and fairs taking place in Dublin and its surroundings. It is worth asking your centre manager if there are any taking place during your stay.

If you want to know more...

Some of the best books about Irish History are:

'Trinity' by Leon Uris - Uris tells the story of Ireland from the Famine of the 1840s to the Easter Rising of 1916

'Ireland: A social & cultural History' by Terence Brown

'The Oxford Companion to Irish History' by S.J. Connolly

'Modern Ireland 1600 - 1972' by R.F. Foster

Must read books about Ireland:

'Ireland: History, People, Culture' by Paul Brewer

For younger readers or learners of English: "Under The Hawthorn Tree" by Marita Conlon McKenna

'A Treasury of Irish Myth, Legend and Folklore' by W.B. Yeats

'Dubliners' by James Joyce (As Ulysses is one of the most difficult books around, even for Irish people, Dubliners is a better option!)

'Best Loved Irish Legends' by Eithne Massey - includes stories read by every child in Ireland

Must-see films about I eland

Suitable for all age groups:

The Secret of Roan Irish

Into the West

Darby O'Gill and the Little People

A Shine of Rainbows

Waking Ned

In America

Song of the Sea

Leap Year

Belfast

Brooklyn

Classic Irish films

The Quiet Man

Ryan's Daughter

Suitable for 15 and older

(not suitable for younger viewers)

Once

Mickybo and Me

My Left Foot

In the Name of the Father

Some Mother's Son

Michael Collins

The Wind that Shakes the Barley

The Banshees of Inisherin

Some useful information...

Dear Group Leader,

Welcome to the Emerald Cultural Institute! We hope that you enjoy your time at ECI and in Ireland. Here is some information about the school that all students should be aware of. Please take the time to read it and keep it until the end of your stay. If there is any information not included here, please do not hesitate to ask any member of staff, as we all aim to make your Language & Cultural experience in Dublin both rewarding and memorable.

What To Bring:

Students will be given teaching materials in class but make sure all students bring PENS and a COPYBOOK with them to school every day.

All students must have comprehensive medical and travel insurance. For information on medical centres please see from page 23 on or ask your centre manager.

Clothing: Ireland has a variable but temperate climate and weather extremes are rare. Students and group leaders should bring some rain gear and warm clothes with them, and also suitable shoes for activities and excursions.

First Day

On their first day students will have a level test, followed by an orientation.

They are then placed in the class that is most appropriate to their level. Progress depends on their participation, extra study and how much English they use outside the classroom.

They will be given a student card with their accommodation information and a student number. Ensure that your students KEEP THIS CARD WITH THEM AT ALL TIMES. They do **NOT** need to carry their passport with them in Ireland. Make sure they leave it in their room for safekeeping.

Lessons

Monday-Friday: English lessons every morning or afternoon, always in the same classroom unless otherwise notified.

There will be lessons during the week based on Irish History and Culture and Fridays will be devoted to a round-up, a quiz, or mini-presentations by the students on the topics covered during the week.

Certificates

Every student receives an Emerald certificate at the end of their course. Should students notice spelling mistakes in their name on their student card, please inform us otherwise the same mistakes will appear on the certificate. Information on this includes name, dates & level of the course studied.

Money

Food, activities and public transport to activities are all included in the course so students do not have to bring money with them, unless they want to buy snacks, souvenirs, etc.

IT IS NOT ADVISABLE FOR STUDENTS TO CARRY LARGE SUMS OF CASH WITH THEM.

Activities

Activities for students take place from Monday to Friday before or after classes, with different activities each day for students to try and enjoy. The centre manager will inform you of what is planned for your group and will provide you with all the technical details. Please refer to your centre manager also for information regarding your group's weekend excursion.

Transport

Important information regarding different transport tickets

Students who need a transport card to travel to school are provided with different types of tickets and passes based on the means of transport they require to reach the school from their accommodation. Generally students are given a green Leap Card.

Once a Leap Card is given it is the responsibility of the student to keep it safe. If it is lost, it must be replaced by the student at their own expense.

Do

Ensure your ticket is valid for the Luas zone/line for which you are in/on. You can download a map showing all the Luas zones from www.luas.ie.

Ensure you are in possession of a ticket that corresponds to your age. E.g. A child ticket must only be purchased for children aged 15 years and under. An adult ticket is for anyone over the age of 15.

Ensure your ticket contains valid dates of travel." Valid to" and "Valid from" dates must be clearly printed on each ticket.

Don't

Board any bus, tram or train when not in possession of a valid ticket.

Lose or forget your ticket. There is no refund or replacement if the ticket is lost or stolen.

Use someone else's ticket. Strictly, one ticket per person.

Public transport officials are consistently conducting ticket Inspections, especially on the Luas. Officials inspect all customer tickets to check that they are valid. If a passenger fails to produce a valid ticket, he/she will be issued with a fine (Standard Fare Notice SFN) which amounts to €45 or more. There is nothing the school can do if you are issued with a fine.

If a student has received a fine, please ask your Centre Manager for advice on how to pay this.

Where to buy tickets:

The various forms of transport tickets can be purchased from Luas Ticket Machines located at each stop or at Luas/Dublin Bus Ticket Agents. A Luas ticket must be bought at the stop, before boarding the tram. Bus tickets can be bought directly on-board but it is necessary to have the exact fare - NO CHANGE is given. Students staying with a host family close to school or in a residence will walk a short distance to school every day. If they live a little further from school, they will be given a transport ticket. The Emerald staff will always be happy to help with any queries about the bus, Luas, DART, train or any other transport options in Ireland.

Travel Passes – Leap Card

A Leap Card is a reusable plastic smart card that can be used instead of paper tickets to pay-as-you-go for transport in Dublin. Currently Leap Cards can be used on Dublin Bus, DART and Commuter Rail, Luas. Leap cards can also contain your 5-day or weekly pass.

Safety Procedures

Safety Procedures for Junior Students - Host Family Accommodation

DO:

- Carry your student card given to you by the Emerald Cultural Institute. It has all of the contact information for the host family & school.
- Stay with your group at all times when on excursions.
- Look **right** before crossing the road; remember that in Ireland cars travel on the left.
- Please cross the road when safe to do so, at a safe place and at traffic lights.
- Give the host family a letter from the school/group leader when you have any evening or weekend activity as soon as you receive it.
- Be friendly & polite with your host family & other students staying there.
- Respect the host family's house rules.

Group Leaders please be aware:

- for any activities in the evenings or weekends, the host families need to be advised by letter at least 1 day before.
- please give families as much notice as possible when planning on staying out for dinner with the group. It is not possible to advise on the same day.
- that host families have your mobile number in case of emergency.
- that you have all your students' mobile numbers in case of an emergency.

Curfew times apply to all Emerald Junior students

DO NOT:

- Carry large sums of money with you.
- Carry your passport around with you. In Ireland it is not necessary to carry official identification with you.
- Go out alone, particularly in the evenings.
- Take short cuts or use badly lit laneways. You should only use the main routes as identified by Emerald staff/Group Leaders.
- Buy cigarettes or alcohol. It is **illegal** for anyone under 18.
- Enter any premises that sells alcohol.

Students staying with host families:

- Unaccompanied students are not permitted to take Public Transport after dinner and it is strictly forbidden for all students to go into the city centre alone.
- Students aged **under 18** cannot be given a key to the house.
- Students aged **13** must not leave the vicinity of their home in the evening & must be **indoors by 9pm**.
- Students aged **14 or 15** must be **indoors by 10.00pm** unless there is a late activity in the school, in which case the host family will be informed in advance.
- Students aged **16 & 17** must be **indoors by 11.00pm** unless there is a late activity in the school, in which case the host family will be informed in advance.
- A letter of permission must be given to each host family for every excursion out of normal school hours.
- Students may NOT stay in the host family home during normal school hours unless they are ill.
- All students **in groups under the age of 18 must be supervised by their group leader** at all times.
- Any student caught taking drugs or any other illegal substances will be immediately expelled & subsequently sent home

Safety Procedures for Junior Students – Residential Accommodation

DO:

- Carry your student card given to you by the Emerald Cultural Institute. It has all of the contact information for the residence and school.
- Stay with your group at all times when out on excursions.
- Look **right** before crossing the road; remember that in Ireland cars travel on the left.
- Respect the rules of the residence and always listen to indications given to you by residential supervisors.
- Be friendly and polite with your fellow students and with all Emerald staff.
- Be punctual for all classes and activities.

DO NOT:

- Carry large sums of money with you.
- Carry your passport around with you. In Ireland it is not necessary to carry official identification with you.
- Go out alone, particularly in the evenings. You CANNOT leave the residence unaccompanied.
- Take short cuts or use badly lit laneways. You should only use the main routes as identified by Emerald staff/Group Leaders.
- Buy cigarettes or alcohol. It is **illegal** for anyone under 18.
- Enter any premises that sells alcohol.

Residence Rules

When not attending class or taking part in activities, students cannot leave **the campus without permission at any time.**

- Alcohol & Drugs will not be tolerated. Students caught in the possession of either of these will be sent home immediately.
- Students are required to attend evening activities organised in the residence. For information about your evening programme please speak to your Centre Manager.
- All residents must leave the building if a fire alarm is sounded. Tampering with the fire extinguishers or smoke detectors or setting off a false fire alarm will be cause for severe disciplinary action and a substantial fine.
- The residence will be locked at 10.30 each night. Students must be within the residence by this time. **There are no exceptions to this rule even with permission from parents or guardians.** Bedtime is 11.00pm & lights out at 11.30pm.
- Please do not make any noise in your room, corridor or in the shared areas that could disturb other residents.
- Residents must take care of all the furniture and fixtures of the residence, & any damage or breakages must be paid for.
- Smoking is not permitted and smoking indoors is always prohibited
- On arrival in the residence all students will be asked for a deposit of €70, this will be returned to them when they are leaving provided there is no damage.

Group leaders please ensure that the residential staff have your mobile number in case of an emergency.

Please ensure also that you have all of your students' mobile numbers in case of an emergency.

Group Leader Responsibilities

We would greatly appreciate your cooperation with the following points to make your group's time with us fun and stress-free!

Please provide a mobile phone number with which ECI staff/host families can contact you.

Please accompany the group when they are not in class, i.e. meal times (in school/residence), activities & excursions. Please make sure they arrive back to their families/return to their rooms in the residence after the evening activities.

Please stay with students who are ill & accompany them to receive medical attention if necessary.

Please help to maintain discipline in the group outside the classroom & provide support to ECI staff in matters of discipline in lessons, activities & residence/host family accommodation.

Please inform ECI staff of any serious matters regarding the group, e.g. ill health. We're here to help!

Please ensure all students get to school & get home safely (for students who are staying with host families).

Please follow the group's programme & inform ECI staff at least one day in advance if the group is not going to participate in an activity (host families are given a copy of the group's programme & plan their own schedules around this).

Please help ECI staff ensure all students have a great time!

Please notify your Centre Manager or the Child Protection Officer if there are any welfare concerns regarding your students.

Please familiarise yourself with the ECI Child Protection Policy that can be found in the Centre Manager's Office and sign off on same.

Please complete the form at the back of this manual with your contact details, detach and give to the centre manager.

Please also provide your centre manager with a list of your students' mobile numbers.

Letters to Host Families Regarding Students

At the back of this manual are templates for the letters which host families will receive when a student has a late evening activity, a one-day or a two-day trip outside the school. It is **very important** that students' host families are aware of junior students' timetables. Junior students **should not be late** for meals or for their designated time to be home unless the host family have received one of the letters.

Group Leader Letter:

There is also a template for you, the group leader, should you wish to bring your group somewhere outside normal school or activity programme hours. It is very important that students' host families are aware of junior students' timetables. Junior students should not be late for meals or for their designated time to be home unless the host families have received one of the letters at the back of this manual.

Bullying and Harassment Policy

The Institute is committed to supporting the rights of all students to be treated with dignity and respect. It is the policy of the Institute to provide all students with an environment free of bullying, intimidation, harassment or sexual harassment.

All students should be aware that bullying, intimidation, harassment or sexual harassment are unacceptable and will be considered a serious breach of conduct.

Students who believe they are being subjected to bullying, intimidation, harassment or sexual harassment should report the problem as early as possible to the Institute Director or any staff member. Concerns can also be submitted by email at any time to the Junior Programme Manager at activities@eci.ie. Please be assured that all complaints will be treated in confidence, and will be attended to immediately.

Child Protection Guidelines for Staff and Group Leaders

Staff and Group Leaders:

Should read the Child Protection Policy that can be found in the Centre Manager's Office.

Should be sensitive to the risks involved in participating in some contact sports with young people and exercise particular caution in areas such as swimming pools, showers, etc.

Should report cases of bullying behaviour to either the Centre Manager or the Child Protection Officer.

Should avoid becoming over involved or spending a great deal of time with any one young person. There should always be clarity about the purpose and nature of your relationship with any young person.

Who have a concern about the nature of a particular relationship involving a young person should discuss it with the Designated Child Protection Officer. There is a Designated Child Protection Officer in each centre. Please find out the Child Protection Officer at your centre. This can be found in the Centre Manager's office.

Should be sensitive to the potential risk to personal safety and to the risks which may arise if they meet alone with a young person in a room. Where it is feasible they should leave the door slightly ajar or inform another colleague that they will be alone in the room with the individual in question.

Should endeavour to develop a positive attitude amongst all which respects the personal space, safety and privacy of their peers.

Should never physically punish or in any way be verbally abusive to anyone.

Should consult with the Centre Manager before travelling in a car alone with young people in order to be made aware of the company procedures relating to this matter. The Centre Manager should be informed in advance of each such journey.

Should be sensitive to the fact that jokes of a sexual nature or inappropriate language may be offensive to others and should never be used in the presence of children.

Activity Suggestions for Group Leaders

Activity ideas can be found here, AND in the 'Emerald Activities and Excursions' section.
To find out which activities are included in your programme, or how to visit activities listed that are not included in your programme, speak to your Centre Manager – they are happy to help!

The following websites have lots of great suggestions about excellent activities and experiences in Dublin:

www.visitdublin.com

www.heritageireland.ie

Some suggestions of Free Indoor Venues

Dundrum Town Centre: For shopping, eating out and cinema: www.dundrum.ie

Irish Museum of Modern Art: www.imma.ie

Hugh Lane Gallery: www.hughlane.ie

National Photographic Archive: www.nli.ie

Rathfarnham Castle: www.heritageireland.ie

St Mary's Abbey: www.heritageireland.ie

Chester Beatty Library: www.cbl.ie

George's St Arcade (Indoor Market): www.georgesstreetarcade.ie

Whitefriar church – containing the remains of St Valentine: www.carmelites.ie

Places to visit and walk, within a short train/bus journey of Dublin City

Where: Marlay Park, Rathfarnham, Dublin 14.
Marlay Park is a suburban public park located in Rathfarnham, Dublin 14. The parkland comprises woodlands, ponds and walks as well as tennis courts, football pitches and markets.

How to get there:
Routes 14, 15 (from Trinity College) and 74 (from Dundrum Luas)

Where: Dun Laoghaire – Victorian Harbour Town.
What to do:
Self-guided walking tour, traditional farmer's market Sundays 10am-4pm.

How to get there:
Take the DART (train) southbound to Dun Laoghaire station OR Take the 7, 7A or 46A bus from Nassau St.

Where: Dalkey – Quaint fishing village 30 minutes south of Dublin City.
What to do:
Coastal walk, self-guided walking tour, traditional farmer's market Fridays 10am-4pm, walk around Killiney Hill.

How to get there:
DART (train) southbound to Killiney Dart train station.

Where: Bray & Greystones – Victorian seaside resort & coastal walk.
How to get there and what to do:
Take the DART train to one DART train station (Bray or Greystones) and walk along the cliffs to the next DART train station, take the DART train back to Dublin City.

Where: Howth

What to do:

A beautiful fishing village with coast walks, pier walks, lighthouses and fish & chips!

How to get there:

Take the DART train Northbound, alight at Howth DART station.

City Centre Parks & Squares – pockets of calm in the city centre.

St Stephen's Green

Merrion Square

Trinity College Dublin grounds

Phoenix Park

Meeting House Square, Temple Bar - (traditional farmer's market Saturday morning).

One-Day Trips

Powerscourt and Glendalough

Irish National Stud and Castletown House

Kilkenny Castle and Dunmore Caves

Clonmacnoise and Viking Boat Cruise on the Shannon

Malahide Castle and Howth

Dublin Zoo and Howth

National Heritage Park and Enniscorthy

Glendalough and Wicklow Gaol

Galway City and Walking Tour

Evening Activities & Leisure Centres

Swimming - Meadowbrook Leisure Centre, Dundrum: www.dlrleisureservices.ie

Cinemas - Dundrum & Stillorgan (Stillorgan is a bit cheaper): www.movies-at.ie/dundrum/ & www.odeoncinemas.ie

Jumpzone: www.jumpzone.ie

Bubble Soccer

Riverdance, the world-renowned show of Irish music and dancing can be experienced in Dublin in The Gaiety (St. Stephen's Green), one of the city's oldest and most beautiful theatres, during the summer months. Tickets cost between €35 and €60, subject to availability. If you are interested in going to the show, please ask your centre manager for more information (only available during the summer months).

Emerald Activities and Excursions

In-School Activities:

We aim to give our students as many different experiences as possible. Our energetic activity staff have been trained to be as inclusive as possible and they are expected to encourage students to make the most of every minute that they spend with us at the Emerald Cultural Institute. There is something for everyone and definitely a few new experiences for ALL!

A few of the in-school and evening activities we offer are:

Basketball, volleyball, tennis, soccer, Gaelic games, tag rugby, Table quiz, treasure hunts, drama, art, hip hop, martial arts, Irish dancing and music, Trash Fashion Night, The Emerald Olympics, Board Games, Disco Night, murder mystery evenings, Harry Potter quidditch tournaments, circus skills & juggling workshops and other themed evenings.

Students will discover new talents and new interests and will do this in a fun, relaxed AND English-speaking environment!

As part of their course students will also have lessons on Irish History and Culture which will culminate in quizzes and mini presentations at the end of each week.

Topics covered in the Irish History and Culture lessons include Pre-Christian Ireland and the Celts, Irish Symbols, Customs and Folklore, Irish Writers and Irish Language and Society.

The following are brief descriptions of some cultural activities available in Dublin.

Any extra activities or changes to programmes must be requested well in advance and are subject to availability and may require a supplement. The cost of extra activities and excursions vary according to the size of the group, whether an Emerald Guide is required and if using public or private transport.

Half-day Activities

Airfield Estate:

Situated beside the Dundrum shopping centre, Airfield Estate's 38 acre working farm, gardens, café and heritage experience offers visitors a wonderful opportunity to enjoy and learn about food, farming and nature in a natural and relaxed environment.

City Centre Orientation

The City Centre Orientation is the perfect introduction to Dublin City Centre. The route takes students from Grafton Street on the South side of the city to O'Connell Street on the North side taking in Dublin's most famous sights and getting directions to all of Dublin's best places along the way.

City Hall

The 18th century City Hall is a government building with beautiful architecture and rich history. There is now an exhibition on the history of Dublin City, called "Dublin City Hall, The Story of the Capital" located in the vaults.

Christ Church Cathedral
The Cathedral dates from 1038 & is one of two main Irish Cathedrals in Dublin City Centre. The Cathedral has impressive architecture, intriguing stories and a large arched crypt, which dates to the original Viking church & now houses an impressive museum.

Dail Eireann / Leinster House
Leinster House is the seat of the national parliament of Ireland. The National Parliament is known as the Oireachtas, which consists of the President and two Houses.

The first Dáil was convened on 21 January 1919 and met in the Mansion House in Dublin. It was not recognised under British Law; nevertheless it declared an Irish Republic.

Dublin Castle
Dating mostly from the 18th century, Dublin Castle was the seat of British rule in Ireland, and is now a major Irish government complex. A tour of Dublin castle includes many impressive sights and stories which take in the highlights of Dublin's history.

Dublinia
Dublinia is a great interactive attraction - bringing Viking Dublin, Medieval Dublin & Irish archaeology to life with reconstructions of Viking & Medieval towns for students to explore.

Epic Ireland
Dublin's newest visitor attraction tells the story of Ireland's immigration, its people and the contribution made by them in their new home. It is an unforgettable interactive experience for all ages.

GAA Museum
The Gaelic Athletic Association Museum at Croke Park is a highly interactive museum. It allows students
to learn about and experience one of the most important parts of Irish culture.

Georgian Walking Tour
The Georgian Walking Tour features some of Dublin's most significant buildings from the most impressive and important period in Irish architecture.

GPO Witness History 1916
The General Post Office is the centrepiece of Dublin's grandest ceremonial street, O'Connell Street. One of Ireland's newest museums, the GPO Witness History puts students right inside the GPO during Easter Week in 1916 where they will be immersed in the action as they compose newspaper reports, examine the original copy of the Proclamation and send Morse code to declare the Irish Republic by radio.

14 Henrietta Street
"Georgian townhouse to tenement dwelling": Henrietta Street is the most complete collection of early to mid-18th century houses in Ireland. Work began on the street in the 1720s. 14 Henrietta Street tells the story of the lives of the people who lived there, and how social change affected them over time. Appointments may be difficult to secure and numbers are often limited. Please contact in advance to book.

Irish Rock 'n Roll Museum
The Irish Rock n' Roll Museum Experience explores the development of Irish Rock presented against the intriguing historic backdrop of the area, and its people's need for a creative space to make, rehearse and perform music.

Irish Whiskey Museum
The world's first museum about Irish whiskey tells the story of Irish whiskey through the ages. Students will learn about learn the interesting history of whiskey, from its humble beginning, inevitable downfall, and current revival. Tour is only available to adults over 18 years old (supplement applies).

National Gallery
Opened in 1864, the National Gallery has an excellent collection of Irish and European art. The Gallery recently underwent an extensive renovation.

National Museum – Kildare Street
Opened in 1890, the National Museum of Ireland, Kildare Street, contains artefacts dating from 7000BC to the 20th century. A tour through the artefacts of pre-historic Ireland and a look at the genuine artefacts of Viking and Medieval Dublin is truly astounding.

National Museum – Collins Barracks
The National Museum of Ireland at Collins Barracks is Ireland's new national museum of the decorative arts and of Ireland's economic, social, political and military history. Irish cultural history is explained through artefacts ranging from weaponry, furniture & costume to silver ceramics and glassware.

Natural History Museum
Animals have been central to Irish life for centuries. The Natural History Museum is interesting both for its impressive collection of animals (some of which are now extinct) and for the stories telling how the animals were acquired (many 150 years ago). National History Museum is closed for renovation in 2025.

National Print Museum
The National Print Museum provides an intimate and novel heritage experience. Visitors will have the opportunity to interact with the collection directly through guided tours and try your hand at a little printing. Suitable for younger students.

National Wax Museum
The National Wax Museum tells the story of Irish cultural history over four floors of wax figures from Ireland's history, politics, sport, television, film and music scene. It is designed to be a truly interactive experience and so allows students to immerse themselves in Irish life.

Phoenix Park Bikes
Cycle through Europe's largest park. The Phoenix Park covers over 700 hectares, and also houses Ashtown Castle, gardens, lakes, sporting facilities, the 63-metre-high Wellington Monument obelisk, the Zoo, a herd of 300 deer, the residences of the US ambassador and Áras an Uachtaráin, the Irish President's residence.

St. Patrick's Cathedral – the main Cathedral of the Church of Ireland.
St. Patrick is said to have baptised converts at a well within these cathedral grounds. Impressive architecture, including Ireland's tallest spire, can be seen here, as well as many objects of cultural interest, with fascinating stories behind them.

Book of Kells' Experience
Students can visit Ireland's most famous book, the ornate Book of Kells, made by monks in the 8th century, housed in Ireland's most beautiful library (supplement applies).

The Guinness Storehouse
The Guinness Storehouse, located in the heart of Dublin, is a celebrated historical brewery site that has been transformed into Ireland's most popular tourist attraction. Across its seven floors, visitors explore interactive exhibits, Guinness advertisements, and conclude with a pint at the Gravity Bar, boasting stunning Dublin views. Only available to adults over 18 years old (supplement applies).

Kilmainham Gaol
Kilmainham Gaol in Dublin is a historic former prison turned museum, chronicling the poignant stories of Ireland's fight for independence. Visitors can explore its cold cells and execution yards, where many revolutionaries were detained and some executed. Appointments may be difficult to secure and numbers are often limited. Please contact in advance to book.

The Little Museum of Dublin
The Little Museum of Dublin, reopened June 2025 after extensive renovation, offers a vibrant snapshot of Dublin's 20th-century life, curated from public donations. Set in a Georgian townhouse, its eclectic exhibits range from U2 memorabilia to historical artefacts, painting a rich, intimate portrait of the city's cultural and social evolution. Suitable for older students.

The Museum of Literature Ireland
The Museum of Literature Ireland (MoLI) celebrates the rich literary heritage of Ireland, set in the historic UCD Newman House on St Stephen's Green. It showcases interactive exhibitions, rare manuscripts, and personal items from Ireland's literary giants, offering visitors an immersive journey through the stories and lives that have shaped Irish writing and culture. Suitable for older students and lovers of literature.

One-Day Trips

Birr Castle

The Birr Castle Gardens and Science Centre are both rich in amazing feats of science and engineering as well as rare trees and flowers, wonderful wildlife, and walks along peaceful rivers and the lake. Travel back in time to the time when Birr Castle was the centre of scientific discovery and Innovation. Visit the restored Great Telescope which was the largest one in the world at the time and discover the story behind the invention of the steam turbine which changed the face of sea travel and led to the invention of the jet engine.

Clonmacnoise

The monastery of Clonmacnoise is in County Offaly on the River Shannon. Founded over 1500 years ago, Clonmacnoise had strong connections with the kings of Connacht. The strategic location of the monastery rendered it a major centre of religion, learning, craftsmanship and trade. Many of the high kings of Tara and Connacht are buried here. The site includes the ruins of a cathedral, seven churches (10th-13th century), two round towers, three high crosses and the largest collection of Early Christian graveslabs in Western Europe. An audiovisual presentation tells Clonmacnoise's long and interesting history.

Dublin Zoo

Dublin Zoo is located in the Phoenix Park, one of the largest walled city parks in Europe. Students can see the most important park in the country, home to Aras an Uachtaran (the house of the Irish president), the Garda stables, the Papal Cross, a 62 foot obelisk and a herd of wild Fallow deer.

Glendalough

- Glendalough is one of Ireland's national monuments, a monastery surrounded by the beautiful Wicklow Mountains. The monastery was established by St. Kevin between 493-617AD. It was a place of pilgrimage for centuries but Viking raids from the 9th century onward did great damage to Glendalough.
- Extensive restoration, however, occurred in the 19th century. The remains of the main monastic complex are reached through the original stone portal just beyond the visitor centre and include an impressive church, bell tower, round tower, priests' house and cemetery.
- The most impressive thing about Glendalough is the natural beauty of the area. In search of solitude in which to pray and meditate, St. Kevin settled in a cave 30ft above the upper lake, known since as St. Kevin's Bed. The lakes are just as beautiful a place to relax today.

Howth

Howth is a truly beautiful fishing village located in north county Dublin. It is home to Ireland's most beautiful coastal walks and pier strolls as well as having a wealth of history, literature and historical monuments. Howth offers students a genuine experience of many aspects of Irish life. Students can walk the piers to the old Irish lighthouse and watch fishing trawlers dock and unload their catches.

The cliff walks are very popular among the Irish people, as are the traditional fish and chips served at the harbor. Students can visit the beach and Howth Castle as they take in the atmosphere of a tranquil village which has been the site of many episodes of Irish history.

Irish National Heritage Park

The National Heritage Park consists of the reconstruction of 16 historical sites set in a magnificent 35 acre mature forest. It explains Ireland's history from the Stone and Bronze Ages, through the Celtic period and concluding with the Viking and Norman influences.

Sites included in the park are Mesolithic Camp, Portal Dolmen, Stone Circle, Ringfort, 10th Century Monastery, Crannóg, Viking Boatyard (2 full size ships) and Norman Motte and Bailey. The River Slaney flows through the Park and the Norman Castle with its gleaming white limewash has an imposing gate towering above massive walls. The park shows vividly how men and women fought for survival against their environment, the elements, wild creatures and invaders.

Japanese Gardens

The Japanese Gardens have been carefully preserved as one of the gems of Ireland's heritage. As was fashionable in the early 1900's, these Japanese style gardens were commissioned and laid out following a journey; the gardens trace human life in 20 stages from birth until old age and eternity. A specially chartered ship was used to bring materials from Japan including stone lanterns, a tea house and a miniature village carved out of rock from Mount Fuji. The gardens also have a fine collection of unusual shrubs and trees and particularly striking mature bonsai trees.

Kilkenny Castle

Situated in the heart of a historic and picturesque city, Kilkenny castle stands on a majestic site beside the river Nore. The present castle was built in 1172 and was the key stronghold of the Butler family, Earls and Dukes of Ormond, from 1391 to the present day. The castle lies in a beautiful 50-acre park and presents visitors with a look at the life of this powerful family through the centuries. One floor houses the Butler Gallery, which mounts frequently changing exhibitions of contemporary art. Kilkenny City has a rich and interesting history which students will be able to explore while on this trip

Malahide

Malahide is a modern village with the traditional feel of a typical picturesque countryside coastal town. Malahide village contains beautiful cobblestone streets, restaurants, markets and shops, which lead to one of the east coast's most impressive beaches and marinas. A trip to Malahide Castle is central to visiting Malahide.

National Stud

Horses have been one of the most important animals in Irish culture for centuries. Established in 1902, the National stud is today owned and run by the Irish Government for research into and advice on breeding horses. The stud consists of 958 acres of land. Provided on the farm are 288 boxes for the accommodation of mares, foals and stallions. The Sun Chariot Yard (which houses the mares), the Foaling Unit, Saddler Shop and Forge are separated from the stallion boxes by the Museum and the Black Abbey. The Museum serves as a historical archive of the stud which was opened in 1977. It was converted from a groom's house and old stallion boxes. The new visitor centre has been developed to include a full Restaurant and Craft Shop.

Powerscourt Gardens

Powerscourt gardens are regarded as some of the greatest in Europe - a grand finale to the formal gardening tradition. The gardens' special features include:

The walled rose gardens

The tower valley

The Italian garden

The pets' cemetery

The Japanese garden

Viking Boat Cruise on the Shannon

With on-board narration and stunning intimate views of Irish nature, students on the Viking Boat Cruise on the Shannon can experience some of the river's beautiful flora and fauna.

Wicklow Gaol

Wicklow Gaol, with its deep historical roots dating back to the 18th century, offers an immersive glimpse into its past as a prison. Visitors are taken on a compelling journey through interactive exhibitions and dramatic reenactments, uncovering the poignant tales of inmates, the hardships of emigration, and pivotal moments in the Irish fight for independence.

Galway City and Walking Tour

The Galway City and Walking Tour invites visitors to explore the heart of Galway's vibrant culture, history, and tradition. This guided stroll winds through medieval streets, showcasing landmarks, colorful locales, and the lively spirit of the city's music, language, and artisanal craftsmanship.

Dunbrody Abbey and Hook Lighthouse

Dunbrody Abbey presents the ruins of a 12th-century Cistercian monastery, offering a glimpse into medieval monastic life. Nearby, Hook Lighthouse, the world's oldest operational lighthouse, offers breathtaking views and a history spanning over 800 years, set on the picturesque Hook Peninsula.

Trips organised with our partners:

Emerald is delighted, through our partners, to offer the following trips. These trips are offered with an additional supplement. Please contact Emerald to confirm the supplement and availability.

Cliffs of Moher and Galway

Cliffs of Moher is Ireland's most awe-inspiring natural attraction, featuring majestic sea cliffs that offer stunning views of the Atlantic Ocean. After soaking in the natural beauty, continue your adventure to Galway, a lively west coast city known for its vibrant arts scene, historical architecture, and bustling streets, offering a perfect mix of natural wonders and cultural richness.

Some Tips about Dublin

Irish Seafood is one of the best things Ireland has to offer. It you can't make it to Clare, where the seafood chowder is amazing, make sure of visit Howth, where Beshoffs serve fish & chips.

Watch some Irish sport - Gaelic Football, Hurling and Rugby all make for an exciting afternoon!

Dublin has some great cinemas: the Savoy on O'Connell Street, Cineworld on Parnell Street or Dundrum Cinema which is right on the Luas.

In the event that students have forgotten items of clothing or that pieces of luggage have been delayed, head to Penneys! It is the cheapest department store in Ireland - you will find anything you need at a great price!

Irish breakfasts are the best in the world. Don't leave without having a proper fry of black pudding, white pudding, rashers, sausages, eggs and potato farls. Famous cafés like Bewleys offer delicious Irish breakfasts!

If you want to try some home-grown fruit, make sure to get your hands on some strawberries, raspberries, apples and pears!

Ireland's National Galleries and Museums are really fantastic (and entrance to most is free). The smaller galleries are also worth a look. Temple Bar has the fantastic Gallery of Photography in Meeting House Square!

If you're looking for special cafés in Dublin, Butlers Chocolate Cafés, with its numerous locations in the city centre and a café in Dundrum Town centre, make a delicious cappuccino or hot chocolate and you get a free chocolate with your drink! For Irish pastries head to Avoca in the city centre or in the Powerscourt Gardens. For fun meal ideas try the Hard Rock Café on Fleet Street or Eddie Rockets all around the city.

Emergency & Medical Centre Information

SCHOOL: Griffith College

Doctor: Eldon House Surgery

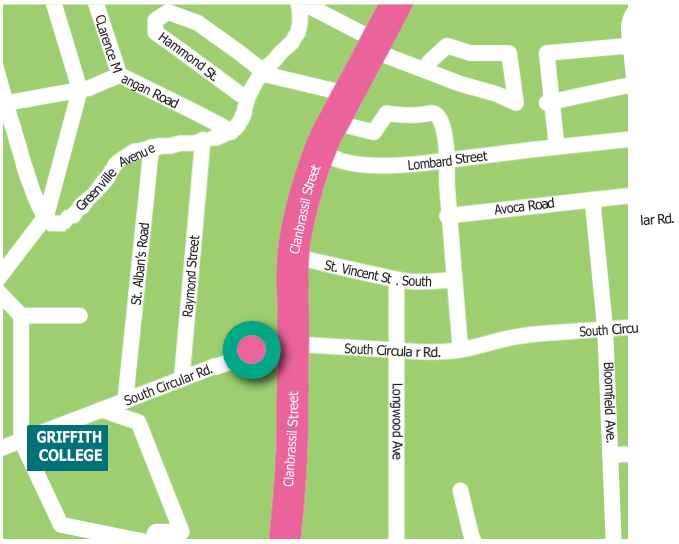
119 South Circular Road, Dublin 8
Phone: +353 1 4533745
Additional Information: Phone in advance for an appointment
Bring E111 (European Health Insurance Card) or private medical insurance documentation with you.

Surgery Hours:

Monday - Friday	09.00 – 12.00 and 14.00 – 17.00
Out of hours doctor on duty	+353 1 4539333

Useful Phone Numbers:

Local Pharmacies	**Numbers**
Leonard's Corner Pharmacy	+353 1 4534282
South Circular Pharmacy	+353 1 4537069
Local Hospitals	
St. James's Hospital	+353 1 4103000
St Vincent's Hospital	+353 1 221 4000
St. Vincent's Private Hospital	+353 1 263 8000
Local Garda (Police) Station	
Kevin Street Garda Station	+353 1 666 9400



Directions from Griffith College:
1. Head **east** on **South Circular Road** toward **St Alban's Road**
2. Continue on **South Circular Road** until you come to a **cross roads.**
3. Continue onto **Harrington Street**
4. Turn left at **Upper Camden Street**

(Harcourt Health will be on the **right**)

SCHOOL: Sandford Park

Doctor: Ranelagh Medical

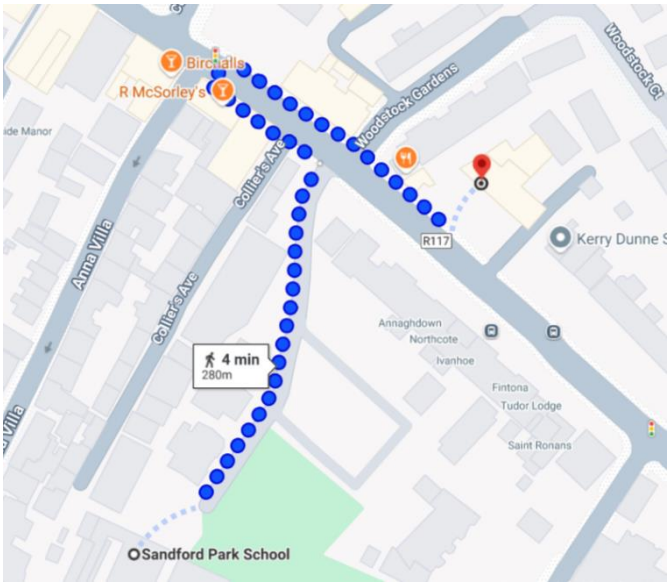
22 - 26 Sandford Road, Ranelagh, Dublin 6
Phone: +353 1 4986900
Additional Information: Phone in advance for an appointment
Bring E111 (European Health Insurance Card) or private medical insurance documentation with you.

Surgery Hours:

Monday - Friday	08:00 - 17:30
Out of hours - doctor on duty	+353 1 4539333

Useful Phone Numbers:

Local Pharmacies	**Numbers**
Meagher's Pharmacy	+353 1 4971665
Burke's Pharmacy	+353 1 4972190
Local Hospitals	
St. Vincent's Private Hospital	+353 1 263 8000
St Vincent's Hospital	+353 1 221 4000
Local Garda (Police) Station	
Donnybrook Garda Station	+353 1 6669200



Directions from Sandford Park:

1. Head **northeast** toward **Sandford Road**
2. Turn **left** onto Sandford Road
3. Cross the road
4. Ranelagh Medical will be on the **left**

SCHOOL: Trinity Hall Campus

Doctor: Rathgar Medical Practice

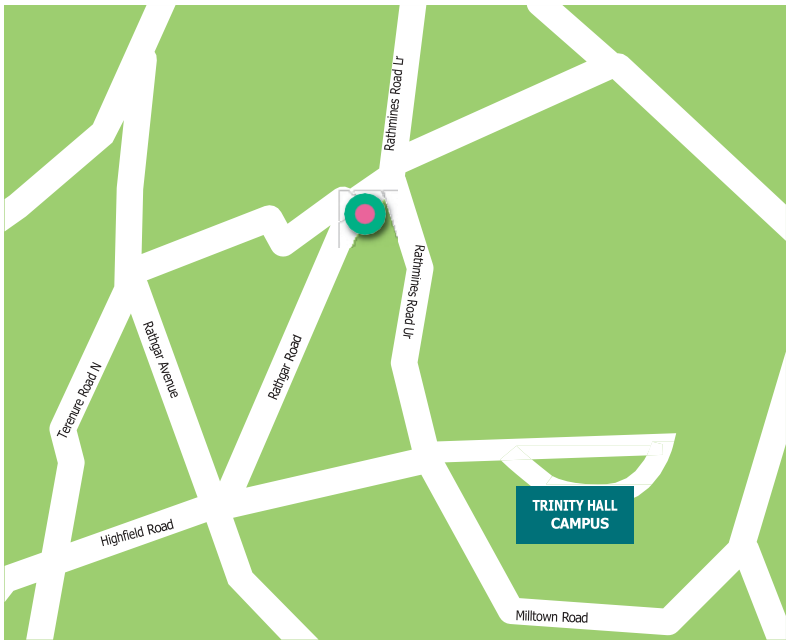
150 Rathgar Road, Rathmines, Dublin 6
Phone: +353 1 4977106
Additional Information: Phone in advance for an appointment. Bring E111 (European Health Insurance Card) or private medical insurance documentation with you. On average, a check up can cost you between €60 - €80.

Surgery Hours:

Monday	9:30 - 12:30	14:00 - 17:00
Tuesday	9:30 - 12:30	14:00 - 17:00
Wednesday	9:30 - 12:30	
Thursday	9:30 - 12:30	14:30 - 16:00
Friday	9:30 - 12:30	14:30 - 15:30

Useful Phone Numbers:

Local Pharmacies	**Numbers**
Roche's Pharmacy, Rathgar	+353 1 4972693
Rathgar Late Night Pharmacy, Rathgar	+353 1 4970046
Local Hospitals	
St Vincent's Hospital	+353 1 221 4000
Blackrock Clinic	+353 1 2832222
Local Garda (Police) Station	
Rathmines Garda Station	+353 1 6666700



Direction from Trinity Hall:

1. Take a **right** onto **Darty Road**
2. Turn **left** to stay on **Darty Road**
3. Turn **right** onto **Rathmines Road Upper** and walk until **Rathgar Road**
4. Turn **Left** onto **Rathgar Road** and the doctor's office is on your **left**

SCHOOL: Alexandra College

Doctor: Ranelagh Medical

22 – 26 Sandford Road, Ranelagh, Dublin 6
Phone: +353 1 4986900
Additional Information: Phone in advance for an appointment
Bring E111 (European Health Insurance Card) or private medical insurance documentation with you.

Surgery Hours:
Monday - Friday 8.00 – 17.30
Out of hours – doctor on duty

+353 1 4539333

Useful Phone Numbers:

Local Pharmacies	**Numbers**
Meagher's Pharmacy	+353 1 4971665
Burke's Pharmacy	+353 1 4972190
Local Hospitals	
St Vincent's Hospital	+353 1 221 4000
St. Vincent's Private Hospital	+353 1 263 8000
Local Garda (Police) Station	
Donnybrook Garda Station	+353 1 6669200

Directions from Alexandra College:
1. At school entrance, turn **left.**
2. Continue walking **until the crossroad.**
3. Turn **left.**
4. Continue walking and Ranelagh Medical will be on your **right.**

emerald cultural institute
Experience Tradition, Embrace Innovation

10 Palmerston Park, Rathgar, Dublin 6
T +353 1 4973361
F +353 1 4975008
emerald@eci.ie
www.eci.ie

Evening Letter

Date: .....

Dear Family,

We wish to inform you that your student(s) will be home late on .....

as they are going to ..... Their group leader will supervise them at all times.

Meeting Point: Time

....

They should arrive home at approximately .....

Thank you for your help and co-operation.

Yours sincerely,

.....

Centre Manager

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F +353 1 4975008
emerald@eci.ie
www.eci.ie

One-Day Trip letter

Date: .....

Dear Family,

Your student(s) will be going on a one-day trip this coming ..... to .... The student(s) must meet up with the rest of the group at the below meeting point at the stated time:

Meeting Point: Time

....

Please ensure that your student(s) arrive at this point no later than the pick-up time indicated above.

We would ask you to provide a packed lunch and to have their evening meal prepared for them when they arrive back on ..... evening at approximately .....

Thank you for your help and co-operation.

Yours sincerely

.....

Centre Manager

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10 Palmerston Park, Rathgar, Dublin 6
T +353 1 4973361
F +353 1 4975008
emerald@eci.ie
www.eci.ie

Two-Day Trip letter

Date: .....

Dear Family,

Your student(s) will be going on a two-day trip this coming weekend to .....

The student(s) will be collected by our coach at the following meeting points:

Meeting Point:	Time
.....	.....
.....	.....
.....	.....

Please ensure that your student(s) arrive at this point no later than the pick-up time indicated above.

We would ask you to provide a packed lunch and to have their evening meal prepared for them when they arrive back on ..... evening at approximately .....

Thank you for your help and co-operation.

Yours sincerely

.....

Centre Manager

emerald cultural institute
Experience Tradition, Embrace Innovation

10 Palmerston Park, Rathgar, Dublin 6
T +353 1 4973361
F +353 1 4975008
emerald@eci.ie
www.eci.ie

Group Leader Letter

Date: .....

Dear Family,

I wish to inform you that your student(s) will be home late on .....

as I, their group leader have organized that the group go to .....

Your student(s) will return home later than usual due to the excursion.

It is important that I stress to you that your student(s) will be under the supervision of their group leader at all times.

We would like to take this opportunity to thank you for your co-operation with us over the past few weeks.

Yours sincerely

.....

Group Leader

Course Evaluation Questionnaire (CA/4/01)

Name of Group Leader: .....

Agent .....

Evaluations are extremely important to us. We use them to try and improve the quality of every aspect of our courses. Group leaders' opinions are greatly appreciated as leaders receive valuable feedback from the students and also have strong views on how courses should be organised. Please complete the questionnaire as accurately as you can – we assure you we will act upon your suggestions.

The arrival	Poor	Fair	Good	Excellent
How was your arrival in Ireland and transfer?				
And your welcome at the school?				
How was your first impression of ECI?				
Was the school as you expected it to be?			Yes?	No?
Any comments?				

The English course	Poor	Fair	Good	Excellent
What was your students' overall opinion of the course?				
Which aspect did they enjoy most?				
Was the level of teaching good?				
What did you think of the teaching materials?				
Did your students integrate well?			Yes?	No?
Were the teachers helpful and friendly?			Yes?	No?
Suggestions or comments?				

The Accommodation	Poor	Fair	Good	Excellent
How would you rate the student accommodation?				
How would you rate your accommodation?				
What did you think of the food?				
Would you suggest any changes?				

Please indicate if your group was accommodated in residence or host family:

The Social Programme	Poor	Fair	Good	Excellent
What did you think of the excursion(s)?				
What did you think of the activities?				
How would you rate the evening activities?				
Were the staff helpful?			Yes?	No?
Did they engage well with the students?			Yes?	No?
Was there enough supervision?			Yes?	No?
Suggestions?				

Conditions for leaders	Poor	Fair	Good	Excellent
How did you enjoy your stay?				
Did you receive adequate support and assistance and have enough time with the centre manager?			Yes?	No?
Did you have all the facilities you needed?			Yes?	No?
What improvements can you suggest?				

General	Poor	Fair	Good	Excellent
How would you rate the course overall?				
Would you recommend the course to others?			Yes?	No?
Would you like to bring your students to an ECI course again?			Yes?	No?
Would you be prepared to write a testimonial?			Yes?	No?
Any other comments?				

Signed: .....

Date: .....

Thank you for helping us. Please hand this in to the Centre Manager before you leave.

Group Information

Please complete the following, detach & give to the centre manager, together with a list of all your students' mobile numbers.

Group Name:

.....

Group Nationality:

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Group Leader Name (S):

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Group Course Dates:

From: To:

....

Group Leader Mobile Number

Country Code +353	Area Code (0) 87	Phone Number 7654321

Emerald Cultural Institute
10 Palmerston Park,
Rathgar,
Dublin
D06 H9X8
Ireland

t +353 1 4973361
f +353 1 4975008
e emerald@eci.ie
www.eci.ie
24-hour emergency no +353-86-8112047

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