

Emerald Cultural Institute

JUNIOR HANDBOOK • HOST FAMILY



emerald[®]
cultural institute

Experience Tradition, Embrace Innovation



**ENGLISH LANGUAGE
AND PROFESSIONAL
DEVELOPMENT**

eci.ie

WELCOME TO EMERALD

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 handbook 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.

YOUR ARRIVAL

In the airport you should follow the signs to the arrival hall, where a member of the transfer team will have an Emerald sign with your name. The airport can be very busy and if you do not immediately locate your driver, please wait at the Meeting Point in the arrivals hall and one of our staff will find you. When you arrive you will either be brought directly to your host family or your host family will pick you up from school. Don't worry if you feel a bit disoriented at first, your host family will do their best to make you feel at home and to help you to settle in.



YOUR FIRST DAY

On the first Monday morning your host family will either accompany you to school or show you the best way to get to school. Depending on your timetable your classes may be held in the morning or afternoon. You will have a written and oral English test so we know exactly what your level is and can place you in the correct class. After your test, you will have an orientation where we explain the programme and how everything works, and where everything is. You will be given an Emerald student card which has your name and details of your host family. It is very important to always keep this with you. You will then begin your first English lesson. On the first day students will also have an orientation and walking to





WHAT IS EXPECTED OF YOU

Respect - Students must treat all staff, members of the public and each other with respect at all times.

Please And Thank You - Students must remember to be courteous and show good manners to staff, catering staff, members of the public and each other.

Speak English - Students are expected to try to speak English at all times whether you are talking to people of the same or different nationalities.

No Bullying - Bullying is the deliberate and/or repeated action of making another person unhappy. Bullying of any nature will not be tolerated and may result in students being sent home at their own expense. Students are also expected to report any bullying which they see to an ECI member of staff.

Integration - Students are expected to try to integrate with all of the different nationalities and ethnic backgrounds that we have at our centres. Students are also actively encouraged to try to learn as much as possible about the different countries that other students come from.





WHAT TO BRING

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Materials

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

Money

Though it is advisable to not bring large sums of money, we do recommend that students have pocket money to purchase snacks, souvenirs, etc. Students staying in residence will have to pay a €70 refundable deposit on arrival.



Insurance



All students must have comprehensive medical and travel insurance. For information on medical centres please consult the specific centre brochure and contact the Staff

Clothes



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



WHAT TO BRING

WHAT TO BRING – More essentials

- Dictionary/dictionary phone App
- Clothes – hoodies/ jumpers / shorts/ trousers/ T -shirts etc.
- Hoodie/warm sweaters
- Good Rainproof coat with hood
- Underwear and socks
- Runners or good walking shoes
- Small rucksack/bag
- Sports clothes
- Sun Cream
- Toiletries – shampoo, toothpaste, deodorant etc.
- Hairdryer
- Adapter for Irish sockets
- Spare set of towels (one set is provided weekly)



MEDICATIONS (if required) – inhalers/ antihistamines/ etc. Please inform us if students are carrying specific medication



STAYING IN A HOST FAMILY

Don't be afraid to ask if you have any questions.

Your host family will show you your room, which you will be sharing with another student. You will be given towels. Your host family will provide you with breakfast and dinner at home, and a packed lunch to take to school every day. Please keep your room tidy and be respectful of the other student(s) you are sharing with. Families will do one load of washing for you per week. Please ask your host when you should give them the clothes you need cleaned. They will also give you a packed lunch to take on your excursions at the weekend. Always be polite and respectful with your host family and don't be afraid to ask if you have any questions or if there is anything you need.



You are not permitted to take Public Transport after dinner without supervision 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.

Students aged 16 & 17 must be indoors by 11.00pm.

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.

Any student caught taking drugs or any other illegal substances will be immediately expelled & subsequently sent home



HOST FAMILY RULES

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.

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. 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.

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.

Do not enter any premises licensed to sell alcohol. (e.g. Pub).

SAMPLE PROGRAMME

Lessons will alternate between mornings and afternoons over a two-week programme.

Week 1	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9:00-10:30 English Lesson	Arrival	Level Test Orientation Introduce yourself Speaking activity	Movie discussion Write a film review	"The Island Story" Discussion and group decision- making	Class debate Group work Research Present ideas	World of Work: Interview roleplays	Day trip to Kilkenny Castle and City: <i>Go back in time and explore Ireland's most picturesque walled town</i>	Activities organised by Emerald activity staff
10:30-11:00		Break	Break	Break	Break	Break		
11:00-12:30 English Lesson		Irish Food: Discussion Roleplays	Discover Northern Ireland: The Titanic	Irish Sport: Research Discussion	Irish Festivals: Story-writing workshop	Presentations on an Irish theme or topic		
12:30-13:30		Lunch	Lunch	Lunch	Lunch	Lunch		
Afternoon		City centre orientation: <i>Follow a walking tour of Dublin's historic core</i>	Celtic Art/ Drama workshop	National Gallery: <i>Browse its world- class collection of Irish and European art</i>	Irish Gaelic sports workshop/ Zumba	Croke Park & GAA Museum: <i>Tour the legendary stadium and learn about the history of the Gaelic Games</i>		
Evening			Irish dance and music show			Disco		



USEFUL INFORMATION & EMERGENCY NUMBERS

The Emerald Staff and Activity leaders wear green t-shirts so you can find them easily in school and while out on excursions. If you need anything, just ask any member of staff.

When you arrive you will be given the specific emergency number for your school but please take note also of the Emerald Cultural Institute Emergency number which is active 24 hours a day:

Emergency Number 24hs

International access: +353 86 8112047

Local access: 086 8112047

24-hour emergency number

+353-(0)86-8112047

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