

Junior Handbook Residence

emerald[®]
cultural institute

English Language • Professional Development



Welcome

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

On arrival you will be brought directly to the residence, where you will be assigned your room and given your key card. You will be given a lanyard which will allow you to carry both your room key and all contact numbers on you at all times. Depending on your arrival time, your next meal (lunch, dinner or breakfast if you arrive late at night) will be in the residence canteen. Our staff will let you know the meal times.

Your First Day

On your first day you will have an 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 on it and also the details of the residence and of the school. It is very important to keep this with you at all times.



Staying in a residence



Classes and activities may be held in the mornings or afternoons.

When you arrive you will be told your room number and be given the key card. Don't lose this, as there will be a cost for a replacement key! If you forget your key in your room at any time, don't worry, ask a member of staff to help you. Your room will be cleaned once a week and your sheets and towels will be changed.

All your meals will be in the residence canteen and you will be given a packed lunch when going on excursions at the weekends. In the canteen it is self-service, please always respect the instructions given by staff with regards to queues and meal times.

Timetable – classes and activities

Classes may be held in the morning or afternoon. On the first day students will also have an orientation of Dublin city centre. Your group leader or tutor will tell you what activity is planned every day. You can also keep an eye on the noticeboards which tell you what activities are running every day.

On your first day you will be given a tour of the school and we will show you where the meeting places are, where activities take place and where you will have your meals. Please be aware that the following rules apply at all times:

Rules

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.

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



When not attending class or taking part in activities, you must remain within campus grounds. You must not 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 a member of staff.

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.

You must be inside 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.

On arrival in the residence all students will be asked for a deposit of €50, this will be returned to you when you are leaving provided there is no damage or outstanding fine.

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.

Bedtime – All students are expected to be in their rooms by 10:30pm after evening entertainments after evening entertainment. Bedtime is 11.00 pm & lights out at 11.30pm.



Useful information and 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:

+353 (0)86 8112047

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