



## Atlas Language School

Portobello House  
34A South Richmond Street  
Portobello  
Dublin D02 YH79

(01) 478 2845

(Mon - Fri, 8.30am - 5.30pm)

+353 83 118 1593

(emergency)

## Who to contact?



### School manager:

Ciarán

School Manager's Office

(Find My office on the first floor)



### Front of House/ Student Support:

Eve, Isabella & Lisa

[info@atlaslanguageschool.com](mailto:info@atlaslanguageschool.com)

General Information and questions

(Find us at Reception)



### Academic:

Gary

Academic Office

(Find my office on the first floor)



### Change of Level/Class, Exam Registration:

Tim & Ram

Exams Office

(Find my office on the second floor, across from the Library)



### Accommodation:

Claire, Erika & Bruna

[accommodation@atlaslanguageschool.com](mailto:accommodation@atlaslanguageschool.com)

Accommodation Office

(Find our office on the ground floor, behind reception)



### Admissions:

Maria, Dessa, Ottavia, Natasha and Karine

[admissions@atlaslanguageschool.com](mailto:admissions@atlaslanguageschool.com)

Admin Office

(Ask for us at Reception)

## General Information

### Useful links:

#### Student Handbook:



Studying at Atlas, Living in Dublin, Accommodation, Services, Managing your Finances, Working in Dublin, School Policies etc.

#### Terms and Conditions:



### Classes:

AM: 9am - 12.50pm, break 10:40 - 11:10

PM: 1.30pm - 5pm, break 15:10-15:30

PLUS classes: 2 days 13:30-16:00, *Please check your emails, and the information on the Academic red board on the stairs to find out the days and class number.*

### Level Change:

1. Talk to your teacher
2. The teacher will make a level-change letter
3. Talk to Tim  
Tuesday, Wednesday or Thursday  
10.40am-11.00am / 12.40pm-1.00pm / 10pm-3.30pm

## Public Transport

The best option for both Dublin Bus, Luas and Dart is the Leap Card. It is a pre-paid **travel card** which saves you carrying change and Leap Card fares are usually 20% cheaper than cash single tickets.

2 options:

1) If you are **studying for 6 months** or more, or you are under 26 years old, you can request a Student Leap Card by applying on the following website: [www.studentleapcard.ie](http://www.studentleapcard.ie) You will need to pay €10 and collect your Student Leap Card at a collection point within the next 15 days.



2) If you are **studying for less than 6 months**, you will only be able to receive a regular Leap Card. They can be bought in several supermarkets for €5 and then need to be topped up with credit.



### Leap Top-Up App:

We recommend you to download the Leap Top-Up App on your phone as this allows you to add credit to your card.

### Tip:

When you hop on the bus, tell the bus driver where you are going so he only takes that credit off the card. Be careful, the machine on the right will take the daily maximum.

## Bank/Visa Appointments

### Bank appointments:



EU students are advised to open a bank account through the AIB Mobile App, Revolut or Money Jar.

Non-EU students are advised to look for bank appointments on their own but can also request one at reception. Once your appointment is booked, you will need the following documents to open your bank account:

- Passport
- Booking Form / Student Letter
- Proof of address (can be the Medical Insurance if booked through Atlas)



Make sure that the name on the documents is your full name as in your passport and that the address is correct.

### Visa appointments:



If this is your first English course and you have never registered with the Immigration Services (INIS), you will need to do so in person. Anyone who needs to book an appointment need to register by creating an account:

<https://portal.irishimmigration.ie/en/>

Please make sure that you have your passport details and a valid email address to share with the customer representative when you call.

All the necessary documents will be sent to you by email, however, please feel free to send an email to [info@atlaslanguageschool.com](mailto:info@atlaslanguageschool.com) in order to ask for further/new documents.

## Emergencies



### Police, Fire, Ambulance: 112 or 999

#### Garda Station (Police):

- Kevin St. Garda Station, Dublin 8  
01 666 9400

#### Medical Centres:

- Dublin City GP, 48 Harrington St, Dublin 8  
01 402 0022  
- E&S Doctors, 31-32 Wellington Quay, Temple Bar, 01 552 9458 (Spanish speakers)

#### Hospitals:

- St. James Hospital, James Street, Dublin 8  
01 410 3000  
- Mater Hospital, Eccles St., Dublin 7  
01 803 2000

## Emergency Evacuation

There are **fire escape route plans** in every classroom. Make yourself familiar with and be aware of these escape routes

In case of an emergency evacuation, leave the building by the nearest fire exit, following your teacher's and the Fire Marshal's instructions

