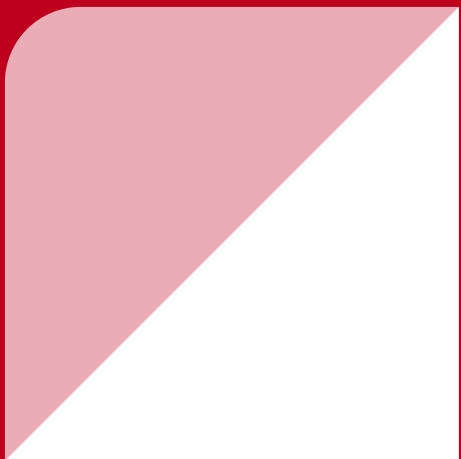


**ATLAS**  
**LANGUAGE**  
**SCHOOL**

**AM STUDENT INDUCTION**

**2026**

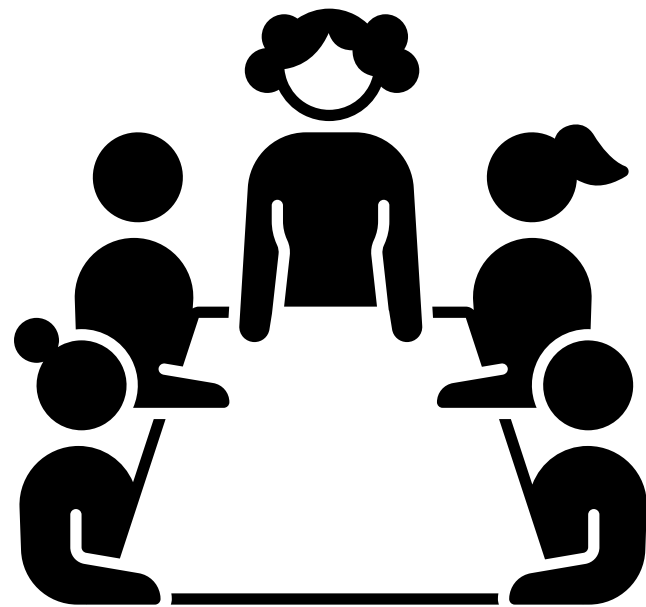


# FIRST DAY AT ATLAS

## SPEAKING TEST

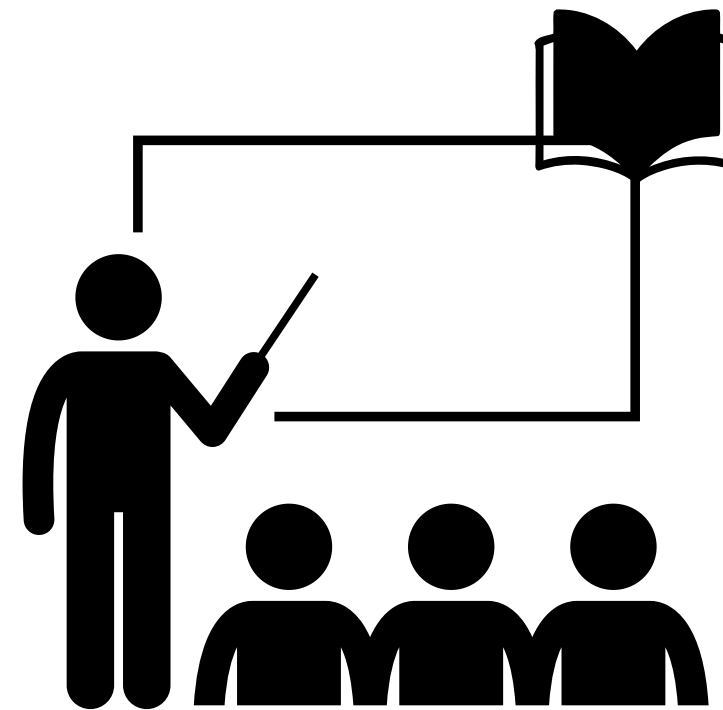


## INDUCTION



## COURSE BOOK + CLASS

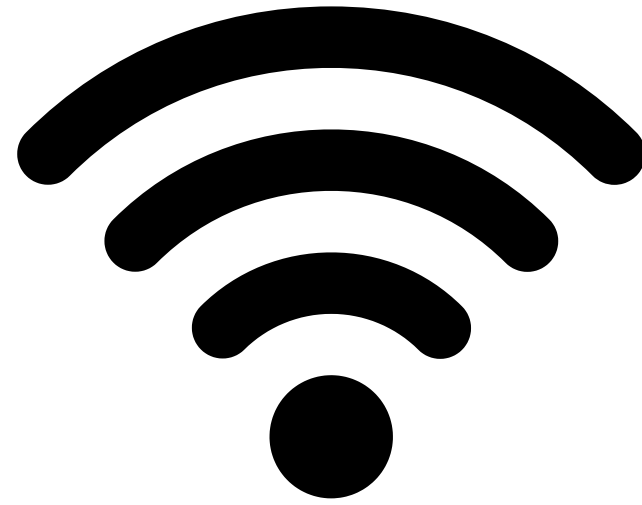
Break 10.40am  
Class finished 12.50pm



## ORIENTATION TOUR!

2.00pm  
Meet at Atlas Lobby





**Network: Atlas Students**

**Password: studentwifiatlas**

# Online Placement Test

Complete this before your speaking test



# MEDICAL FORM



[Link](#)

CONFIRM YOUR EMAIL

CONFIRM YOU ADDRESS HERE IN IRELAND

EMERGENCY CONTACT DETAILS

MEDICAL CONDITIONS

SPECIAL EDUCATIONAL NEEDS

# PORTOBELLO HOUSE



ATLAS LANGUAGE SCHOOL,  
Portobello House,  
34A South Richmond Street,  
Dublin 2  
D02 YH79



**2**

**201-208 + LIBRARY**



**Gents toilet**

Exams Office

**1**

**101-108 + STUDENT ROOM**



**Ladies toilet**

Academic Office

**G**

**G01-G08 + RECEPTION**



**Gents toilet**

Accommodation Office

**B**

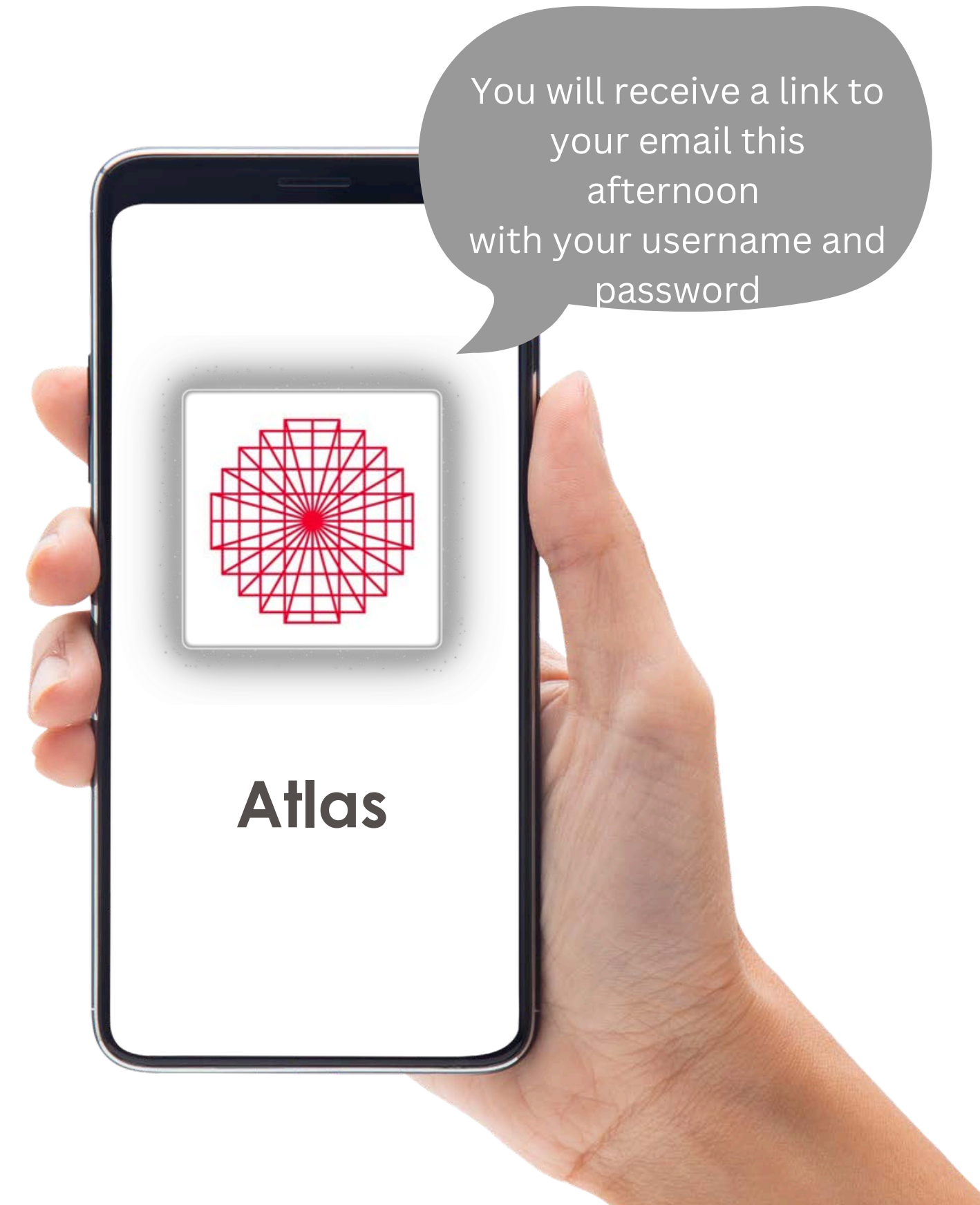
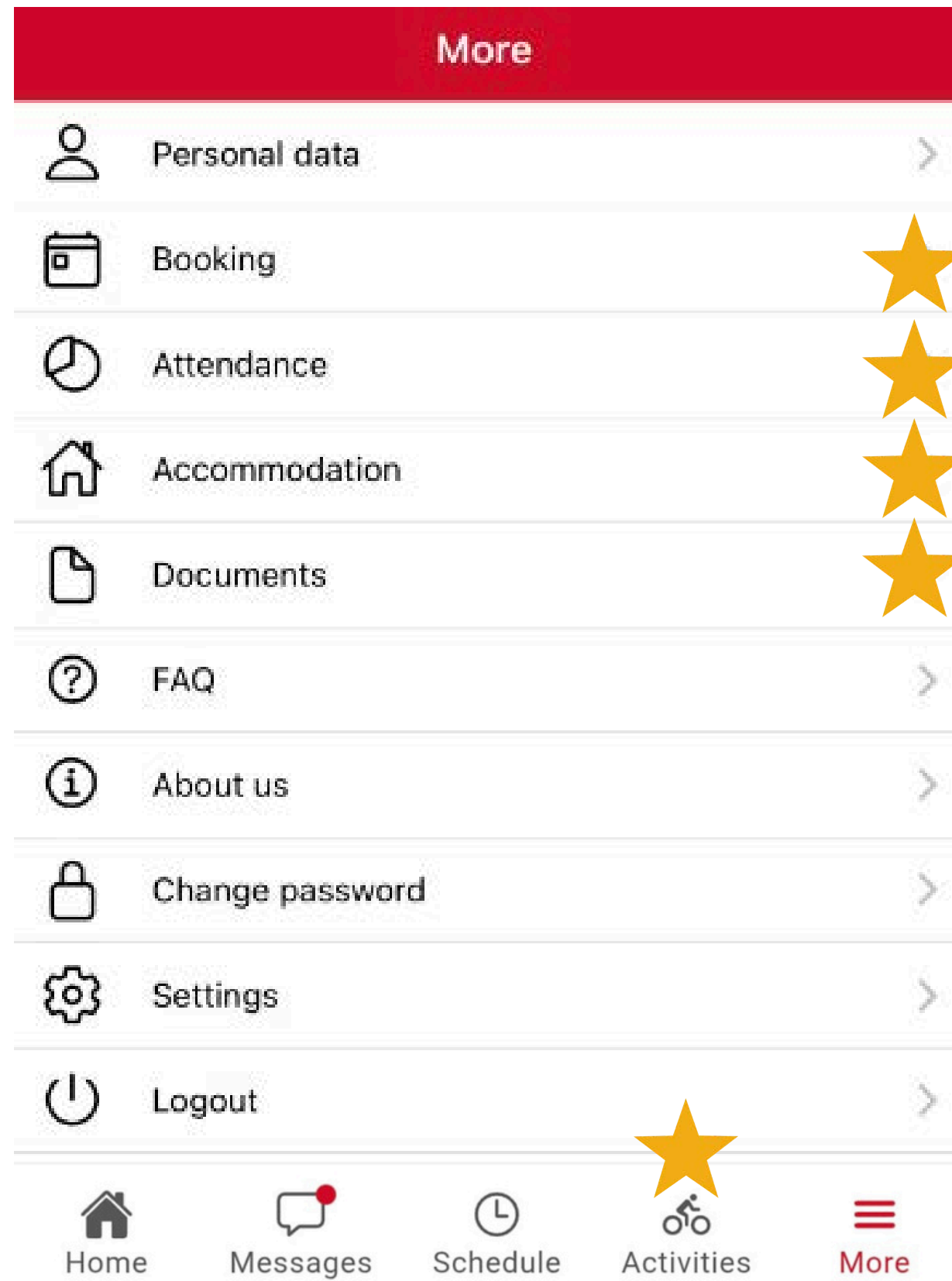
**B01 & B03 + CAFÉ**



**Ladies toilet**

Teacher Rooms

# DOWNLOAD THE ATLAS APP

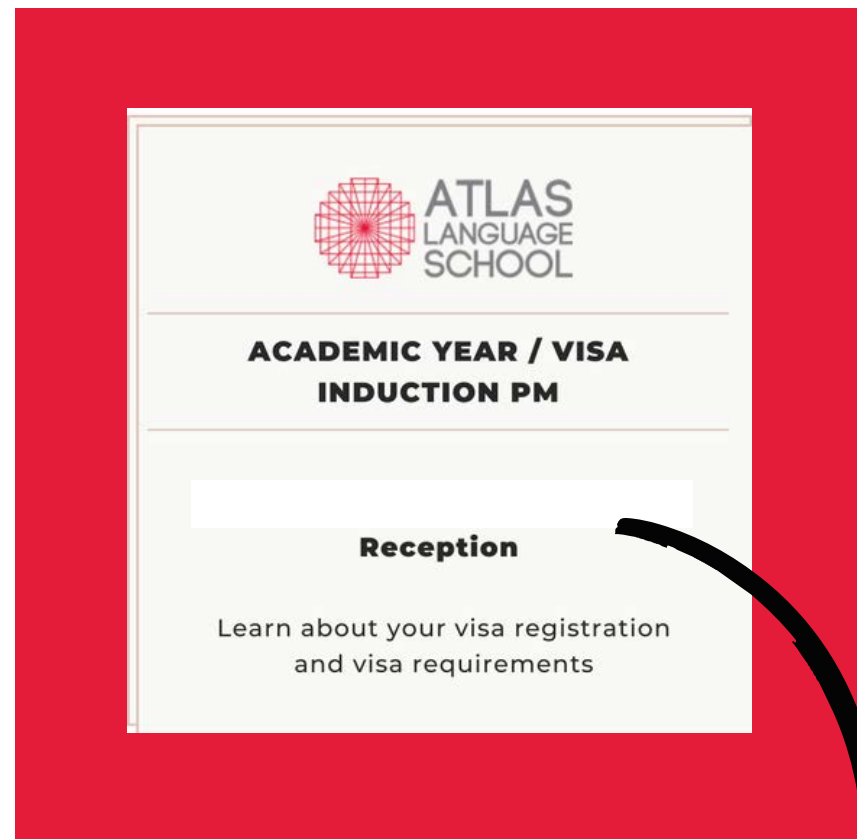


# Academic Year - VISA INDUCTION



**Non-EU students  
studying 12+ weeks**

**admissions@atlaslanguageschool.com**



**Maria**  
Admissions  
Manager



**Ottavia**  
Admissions  
Officer



**Karine**  
Admissions  
Officer



**Dessa**  
Admissions  
Officer



**Natasha**  
Admissions  
Officer



**Tuesday 13:00 PM**

**Meet at reception**

- how to get your student visa
- how to get an Irish bank account
- how to take holidays from school
- how to renew your visa



# Insurance Form



Application Form for Overseas Student Personal Accident and Medical Expenses Insurance			
Designed and Managed by	 <b>Thompson Insurances</b> Corporate & Personal Brokers	Underwritten by	
<p>The Student should complete all questions on this form.</p> <p>It is important that all material facts are disclosed in conjunction with this insurance application. Material facts are those which are likely to influence the assessment of this request for cover by the Underwriter. If you are unsure whether or not something is a material fact it should be disclosed. Failure to disclose a Material Fact could invalidate any insurance arranged or result in a claim not being paid due to non-disclosure.</p> <p>A copy of Thompson Insurances Terms of Business is attached and a copy of the policy document showing the full terms and conditions of the insurance is available on request.</p>			
<b>Section 1 – Course Information</b>			
College Name			
Student Name			
Student Course Start Date			
Student Course Finish Date			
<b>Section 2 - Student Information</b>			
First Name			
Family Name			
Gender			
Address in Ireland (if known – if not College Address)			
Date of Birth			
Country of Origin			
I declare that:-			
A) I have read and understand the questions above and to the best of my knowledge and belief the answers, statements and particulars given in this form are true and complete and I have not misstated or suppressed any MATERIAL FACTS.			
B) I understand that (i) the Education Provider provides information only in relation to the Overseas Student Personal Accident and Medical Expenses Insurance (ii) I am under no obligation, by virtue of the provision of this information, to purchase this insurance product (iii) the Education Provider does not provide any insurance mediation service in relation to the insurance product (iv) Insurance mediation is provided by Thompson Insurance who can be contacted at 16 Upper Grand Canal Street, Dublin 4, Ireland. 00353 (1) 4817700 or <a href="mailto:college@nti.ie">college@nti.ie</a> or via their web site <a href="http://www.nti.ie">www.nti.ie</a> and whose terms of business is attached.			
C) If any written answer has been made by another person then such person shall for that purpose be deemed to be my agent and I have read, understand and agree with the answers, statements and particulars given in this form.			
D) I understand that the parties to the insurance contract proposed are free to choose the law applicable to this contract and unless specifically agreed to the contrary the contract will be subject to Irish law whose courts alone shall have jurisdiction in any dispute which may arise in connection with the policy and I agree that this form, together with any other information supplied by me shall form part of any contract of Insurance arranged hereon.			
E) I am aware that I will not be insured for any pre-existing medical condition that is a medical condition, as defined by the policy for which I have sought medical advice or treatment in the last 12 months.			
F) I wish to purchase policy for    90 days <input type="checkbox"/> 248 <input type="checkbox"/> days <input type="checkbox"/> 365 days    (Tick box as appropriate)			
G) If you do not wish your cover to start immediately tick here (You can defer cover for up to 14 days from the date of this form - please advise your Education Provider)			
<b>Student Signature</b>			<b>Dated</b>

If you have purchased insurance with Atlas please **fill out the form** in your welcome pack and **return to reception TODAY**

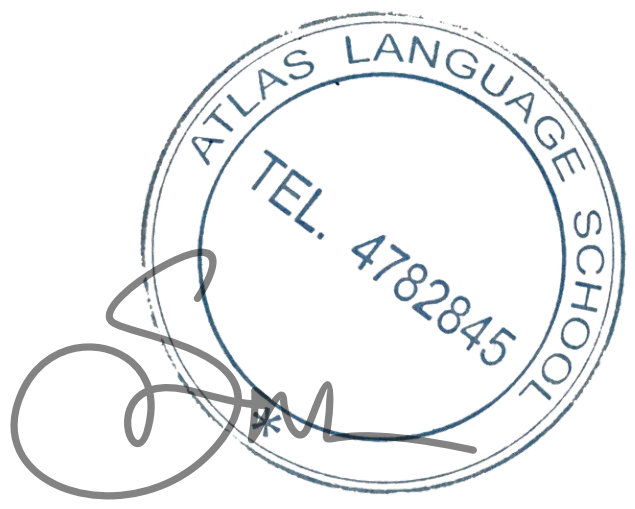
# ERASMUS+ STUDENTS



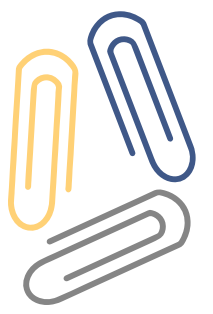
Check your schedule for classes and activities

	Session One 9am - 10:40am	Session Two 11:10 - 12:50	Activity
Monday	Lesson 1	Lesson 2	Orientation tour of Dublin Meeting point - Atlas at 2:00 pm
Tuesday	Lesson 1	Lesson 2	PLUS CLASSES 1:30 pm - 4:00 pm*
Wednesday	Lesson 1	Lesson 2	PLUS CLASSES 1:30 pm - 4:00 pm*
Thursday	Lesson 1	Lesson 2	PLUS CLASSES 1:30 pm - 4:00 pm*
Friday	Lesson 1	Lesson 2	Book of Kells Meeting Point - One Central Plaza at 2:00 pm
Saturday	Wicklow Gaol Meeting Point - Atlas at 10:00		

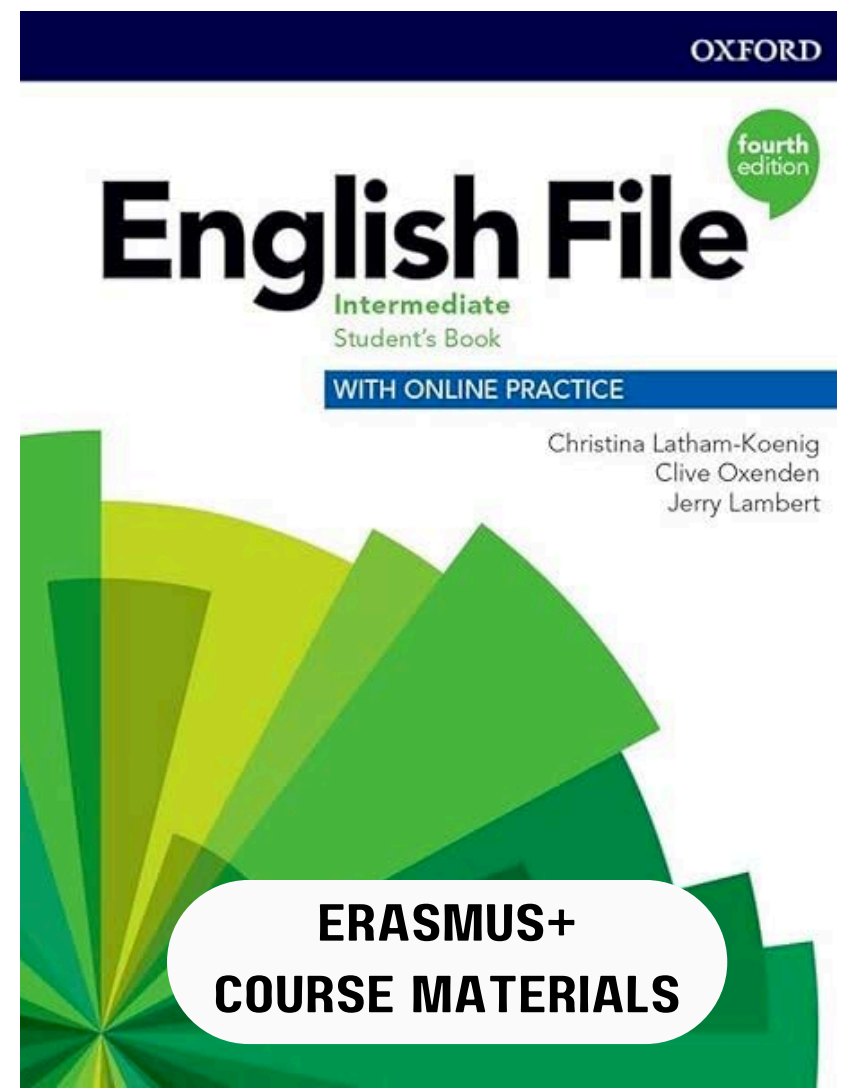
	Session One 9am - 10:40am	Session Two 11:10 - 12:50	Activity
Monday	Lesson 1	Lesson 2	Orientation tour of Dublin Meeting point - Atlas at 2:00 pm
Tuesday	Lesson 1	Lesson 2	Museum of Decorative Arts Meeting point - Atlas at 2:00 pm
Wednesday	Lesson 1	Lesson 2	TBC
Thursday	Lesson 1	Lesson 2	TBC
Friday	Lesson 1	Lesson 2	Book of Kells Meeting Point - One Central Plaza at 2:00 pm
Saturday	Wicklow Gaol Meeting Point - Atlas at 10:00		



Documents to be signed/stamped?  
Give to reception  
**TODAY**  
Collect on Friday after  
you return your  
course book



Return your book to reception  
at the end of your course



# FRONT OF HOUSE

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



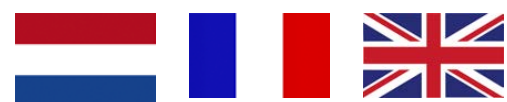
**Eve**

FOH Manager



**Lisa**

FOH Officer



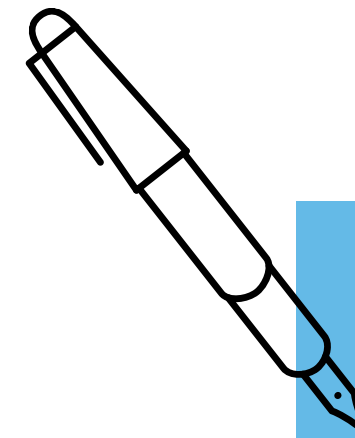
**Isabella**

FOH Officer



Come to the school reception  
if you have any questions,  
our front of house officers can assist or  
direct you to the right person.

We're always happy to help!

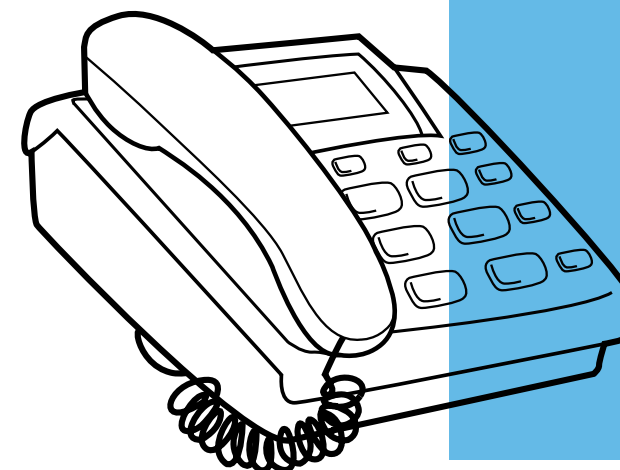


FOH Officers can also assist with:

- Social programme activity sign up
- Study club sign up
- Course/Accommodation payments
- Student welfare
- Excused absences & holiday requests
- Printing
- Visa appointments and documents
- Bank appointments and documents
- General complaints



Find us at  
**Reception**  
(GROUND FLOOR)



# ACCOMMODATION

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



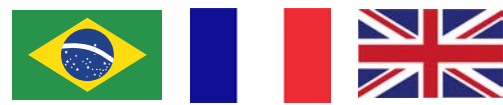
**Erika**

Acc.  
Officer



**Bruna**

Acc.  
Manager



**Claire**

Acc.  
Officer



## Come talk to us about:

- Atlas Student Residences
- Host Families
- Finding your own place



See the Atlas accommodation notice board in the student room and leaflets for additional housing in Dublin info.

**TIP:** Beware of scams!

Do not pay anyone money for accommodation without viewing the property and signing a lease



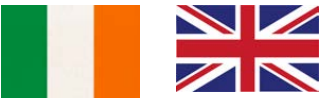
**Accommodation Office**  
(GROUND FLOOR  
behind reception)

# STUDENT WELFARE



Eve

FOH Manager



Ciarán

School Manager



Lisa

FOH Officer



Isabella

FOH Officer



The welfare team covers the safety of all students, your emotional, social and intellectual well-being. Whatever is on your mind, we are here to listen and help you to achieve your full potential at Atlas.

Come chat with a member of the team anytime - **Ask for us at reception**

# DIVERSITY AND INTER-CULTURAL AWARENESS

At Atlas Language School, we are **proud** to have **students and staff** from all over the world, with diverse backgrounds and experiences!

## We value:

- 🌍 Different cultures & perspectives
- 🤝 Cooperation, respect & tolerance
- 🗣️ Academic debate & freedom of expression
- ⚖️ Social responsibility



## Our Expectations:

- Be considerate and courteous at all times
- Embrace difference as a learning opportunity
- Speak to a staff member if you experience discrimination

# PUBLIC TRANSPORT

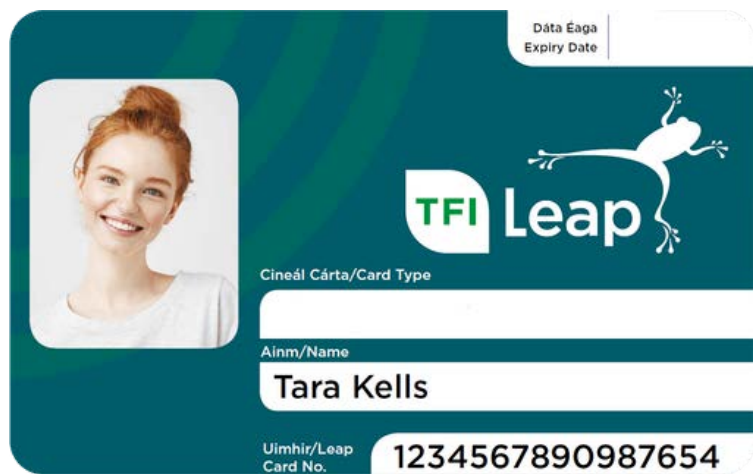


## Young Adult Leap Card



19-25

## Student Leap Card



+26 years old

Buy online and collect at  
Trinity College /  
Dublin Bus office  
€5 Card + Top-Up

- Student Letter
- Photo ID



[Apply here!](#)

## Adult Leap Card



Available to purchase at  
newsagents  
€5 Card + Top-Up

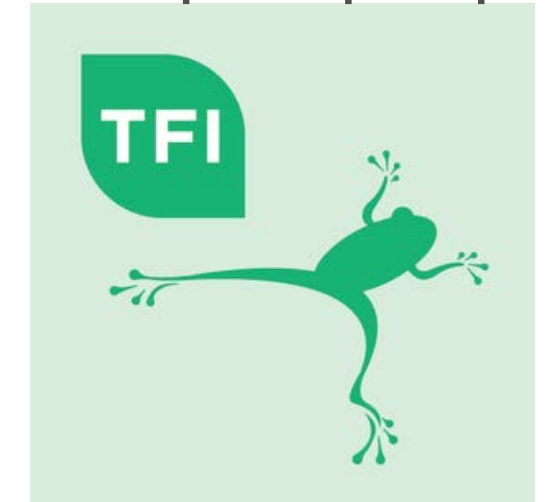
Download these apps:

TFI Live



Real time journey planning

Leap Top-Up



Credit top up app

# PUBLIC TRANSPORT



12345 67891 2345 1

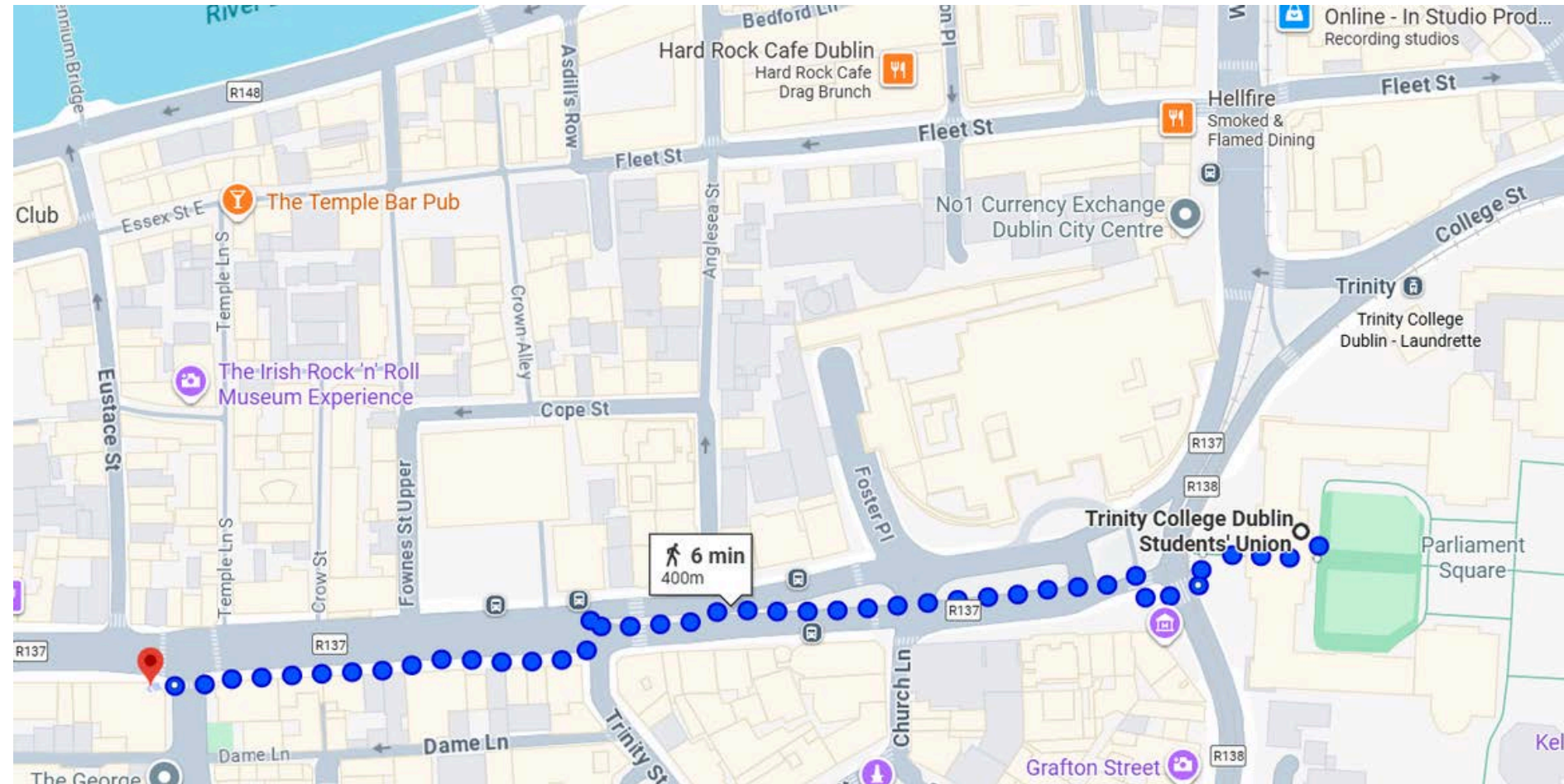


1 week (7 days) - €24

Scan for more information:

Available to purchase at various shops/newsagents around the city, including:

- **Trinity College Students' Union**
- **Spar: 19-20 Dame Street Dublin 2**

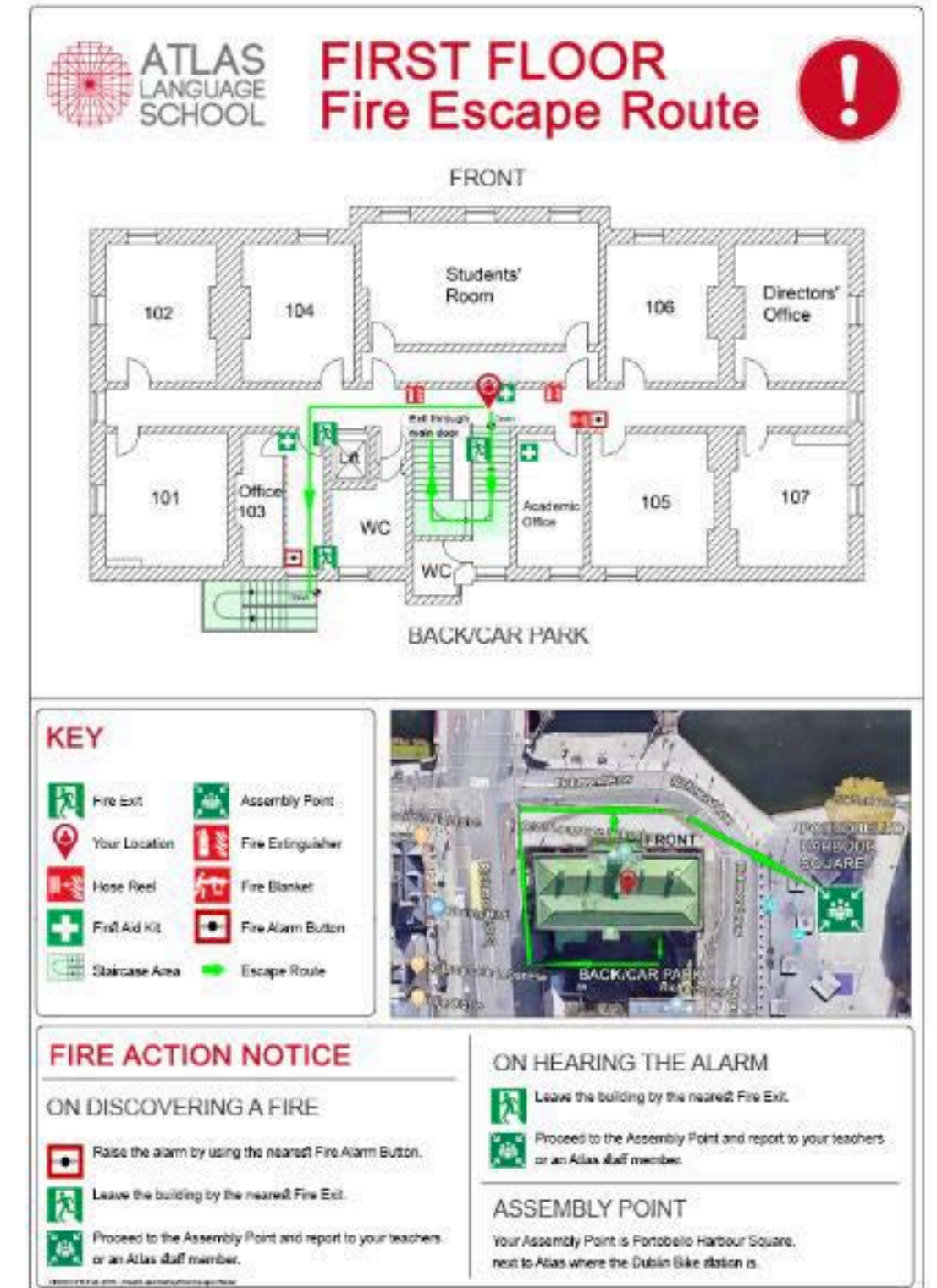


# EMERGENCY EVACUATION

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 teachers' and the Fire Marshals' instructions**



**FIRST FLOOR Fire Escape Route**

FRONT

BACK/CAR PARK

Students' Room

Directors' Office

102 104 106

101 103 105 107

Office 103

WC

WC

Academic Office

KEY

Fire Exit	Assembly Point
Your Location	Fire Extinguisher
Hose Reel	Fire Blanket
First Aid Kit	Fire Alarm Button
Staircase Area	Escape Route

**FIRE ACTION NOTICE**

**ON DISCOVERING A FIRE**

- Raise the alarm by using the nearest Fire Alarm Button.
- Leave the building by the nearest Fire Exit.
- Proceed to the Assembly Point and report to your teachers or an Atlas staff member.

**ON HEARING THE ALARM**

- Leave the building by the nearest Fire Exit.
- Proceed to the Assembly Point and report to your teachers or an Atlas staff member.

**ASSEMBLY POINT**

Your Assembly Point is Portobello Harbour Square, next to Atlas where the Dublin Bike station is.

# EMERGENCY CONTACTS



School reception:  
01 478 2845

Emergency number:  
+353 (83) 118 1593

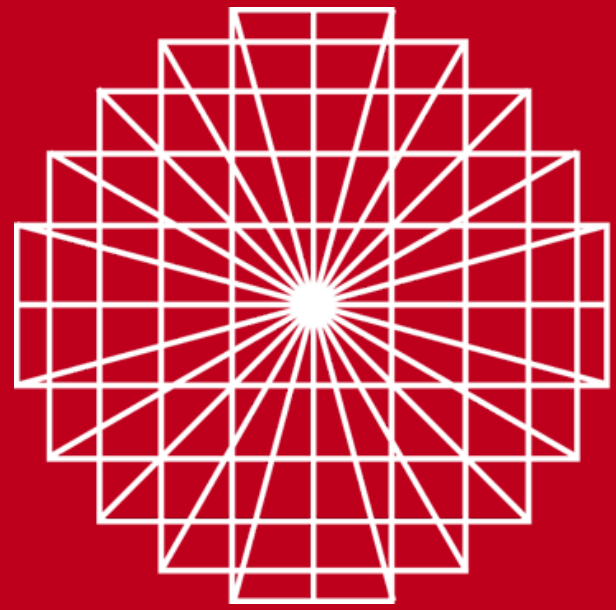
u18's  
PUT THIS IN YOUR  
PHONE NOW!



Police, Fire,  
Ambulance:

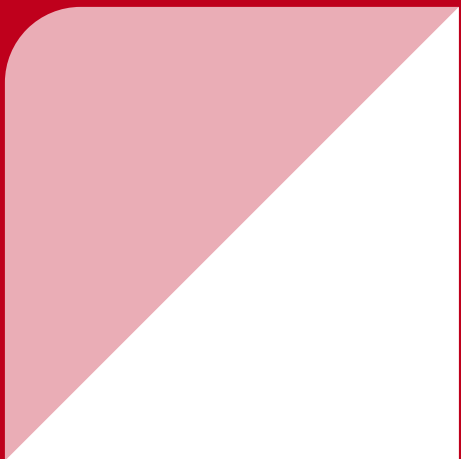
999

Local Garda Station & Hospital contacts & address can  
be found in your induction leaflet



**ATLAS**  
**LANGUAGE**  
**SCHOOL**

**UNDER 18**  
**STUDENT INDUCTION**



# SAFEGUARDING OFFICERS



**Eve**

Front of House Manager



eve@atlaslanguageschool.com



**Ciarán**

School Manager



ciaran@atlaslanguageschool.com

If you (or someone you know) need immediate help or have any concerns about something that makes you uncomfortable, please contact one of our staff members.

This may be your safeguarding officer, a student welfare officer, front of house officer, your teacher, etc.

# ATTENDANCE

YOU MUST  
**SIGN IN AT RECEPTION** EVERY  
DAY BEFORE CLASSES



IF YOU  
DON'T:

We will:  
check your class  
call your mobile  
call your host  
call your parents  
call the police

We have a strict attendance policy  
You must attend all classes

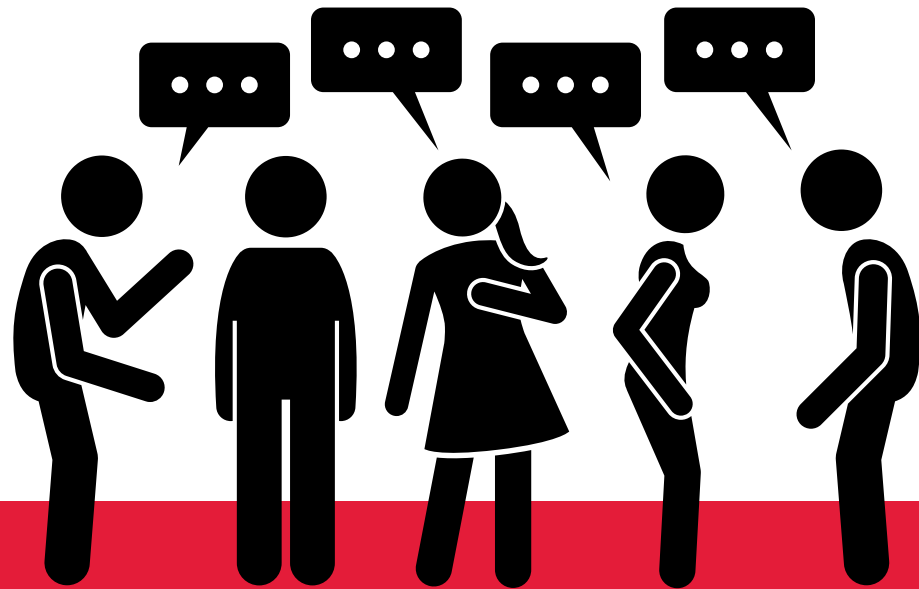
If you are unwell and cannot attend  
school due to illness:  
You must contact the school to let the  
front of house officers know

(01) 478 2845

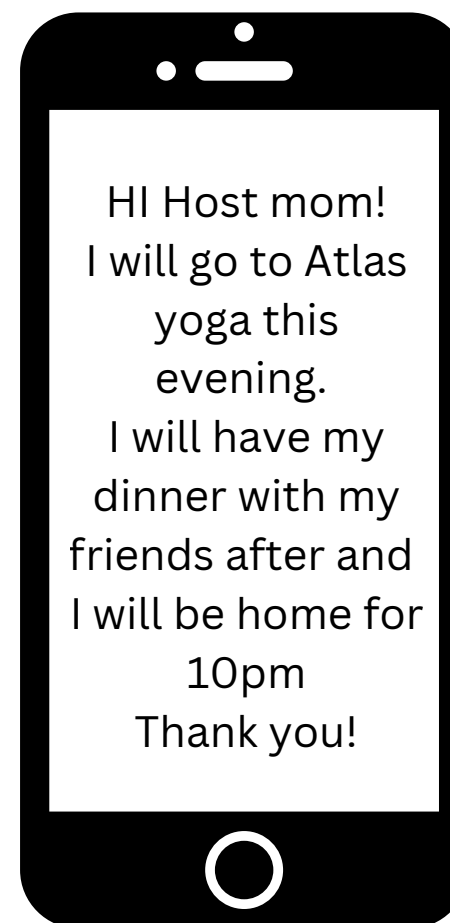
[info@atlaslanguageschool.com](mailto:info@atlaslanguageschool.com)



# SOCIAL PROGRAMME



Try attend as many Activities and electives as possible!  
They are really great for making new friends, experiencing Irish culture and **PRACTICING YOUR ENGLISH!**



Agenda sent to your email every Friday

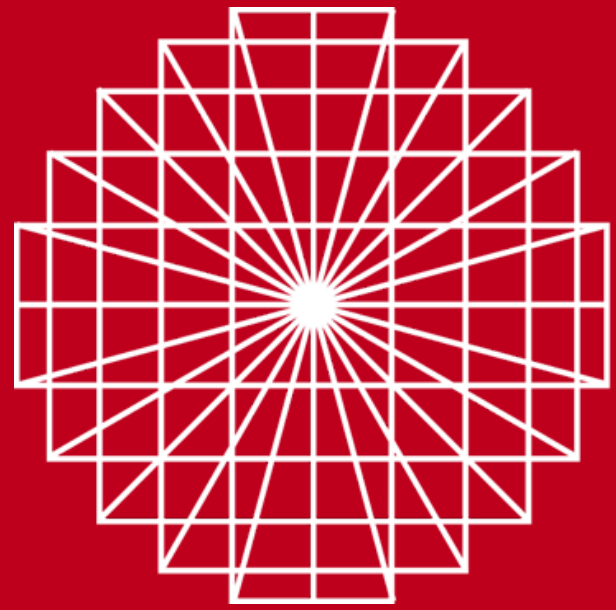
The social programme at Atlas is not specifically designed for under 18 year old students

This means there may be activities you are not permitted to sign up to, for example:

Activities where alcohol will be served/consumed or over-night trips

If you are visiting a friend/relative you must have permission from your parents/guardians, always inform the school and homestay family.

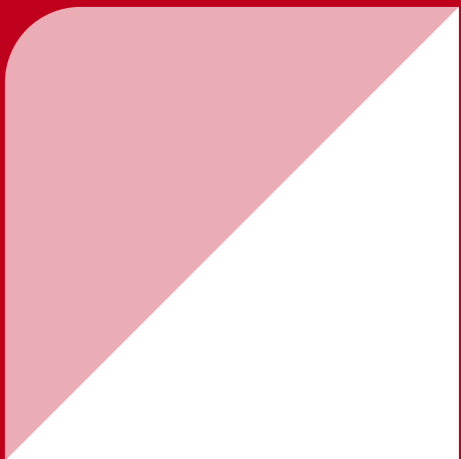
You must let your host family know if you will attend an activity that will mean you will be **late/not attend for dinner** or if you will **break your agreed curfew**



**ATLAS**  
**LANGUAGE**  
**SCHOOL**

# **Academic**

# **Student Induction**



# YOUR ACADEMIC TEAM



**Gary**

Academic Manager



Academic Office  
FIRST FLOOR

Courses, teachers & student catch up



**Tim**

Course & Exams Manager



Exams Office  
SECOND FLOOR

Exams & changing level



**Ram**

Senior Academic Coordinator



Exams Office  
SECOND FLOOR

Concerns & student feedback

# AM CLASSES

## Lesson 1

9:00 to 10:40



Grammar  
& Vocabulary

COFFEE  
TIME

Break Time  
10:40 - 11:10



## Lesson 2

11:10 to 12:50



Speaking Skills

(Conversations, discussions, story-telling)

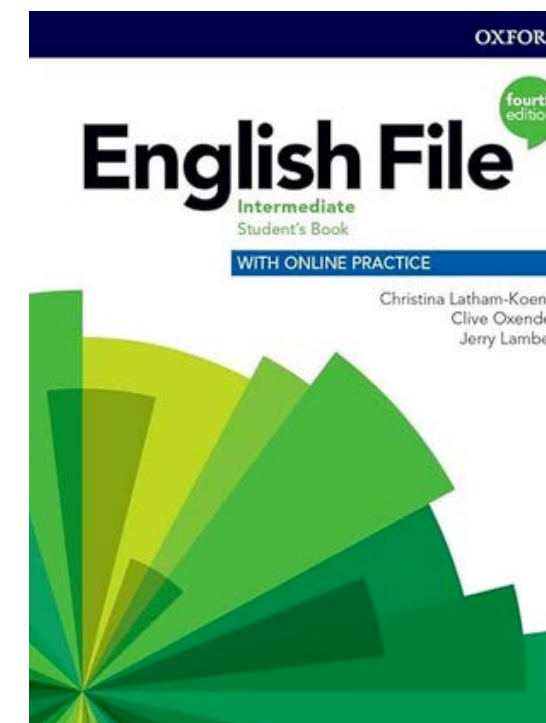
# COURSE BOOKS

## 2026 ACADEMIC CALENDAR DUBLIN

TERM		WEEKS	
Term 1: Winter	Monday 5th January	Friday 27th March	12 weeks
Term 2: Spring	Monday 30th March	Friday 26th June	13 weeks
Term 3: Summer	Monday 29th June	Friday 18th September	12 weeks
Term 4: Autumn	Monday 21st September	Friday 18th December	13 weeks
Closed	Monday 21st December	Friday 1st January 2027	2 weeks
Winter 2026	Monday 4th January		

At Atlas we teach 5 levels in line with the  
**Common European Framework of Reference for Languages (CEFR)**

- C1** - Advanced
- B2** - Upper Intermediate
- B1** - Intermediate
- A2** - Pre-Intermediate
- A1** - Elementary



### First Book is Pre-Paid



If you will be in school for more than 1 term you can exchange your book if it's in good condition.

Good condition books can be exchanged for second-hand term 2 books (when available) for free!

**REDUCE REUSE RECYCLE**



### Second Book you need to buy



If your first term book is not in good condition - you will need to buy the next book.

The first 2 weeks of term the book is sold at the reduced price of €30

**Check the Atlas mobile app to find your new term class and level.**

WEEKLY

**Every Friday**



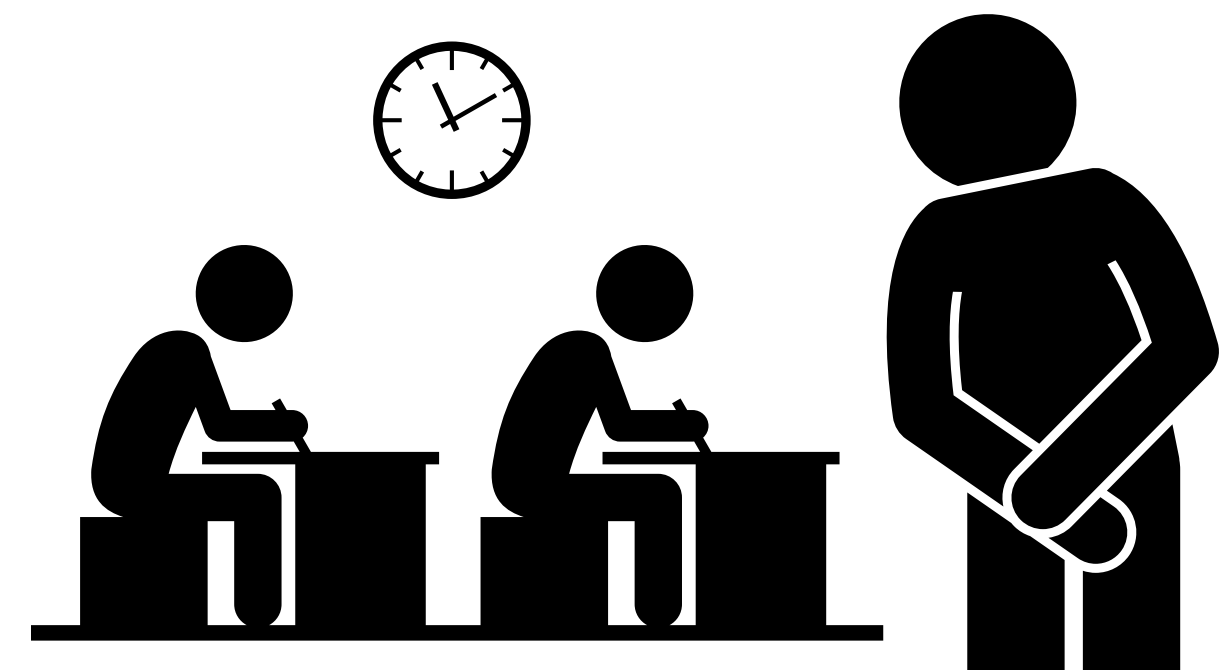
Written  
Test



Speaking  
Test

QUARTERLY

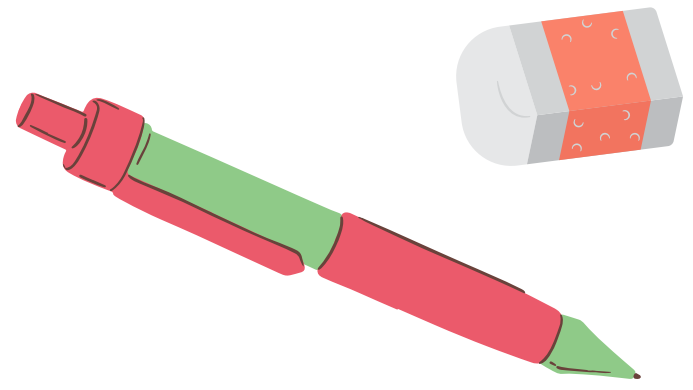
**End of Term Exam**



Academic year students:  
CAMBRIDGE / TRINITY / TOEIC / IELTS  
more information on your end of course  
exams discussed during your AY Induction  
tomorrow with Admissions.

# CHANGING LEVEL - (DURING TERM)

First, Speak to your teacher



Level test results given by the end of the week

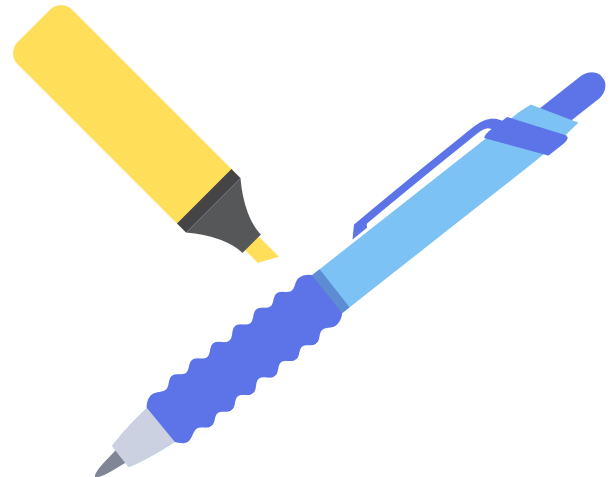
Bring a **Change of Level Recommendation Form** to the Exams Office before 1:00pm on Wednesday



If you pass; You will begin with your new class the following Monday



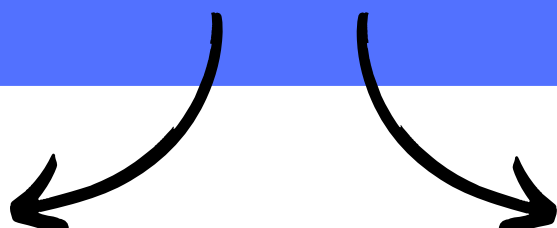
Take the Level Test 1.30pm Wednesday



You can take the Level Test once every 4 weeks

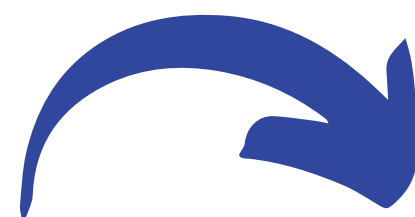


Written test



Speaking test

# S T U D Y C L U B

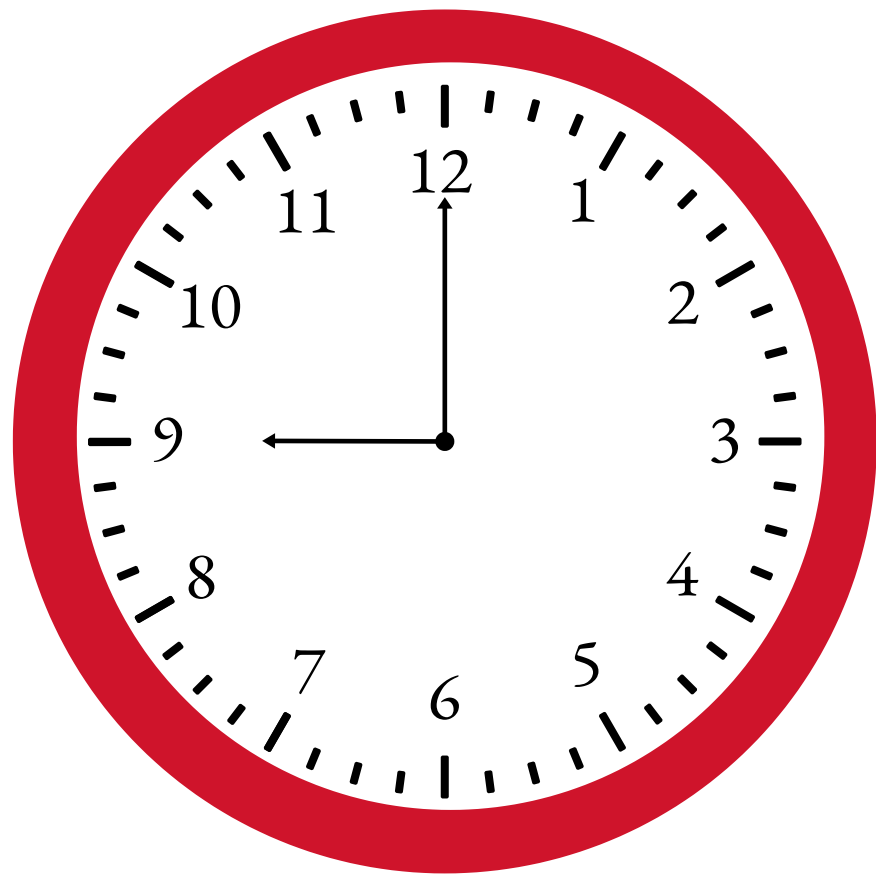


**CHECK:**

- Your classroom noticeboard**
- Your e-mail (new schedules sent every Friday!)**
- The noticeboard between  
the ground floor and 1st floor**

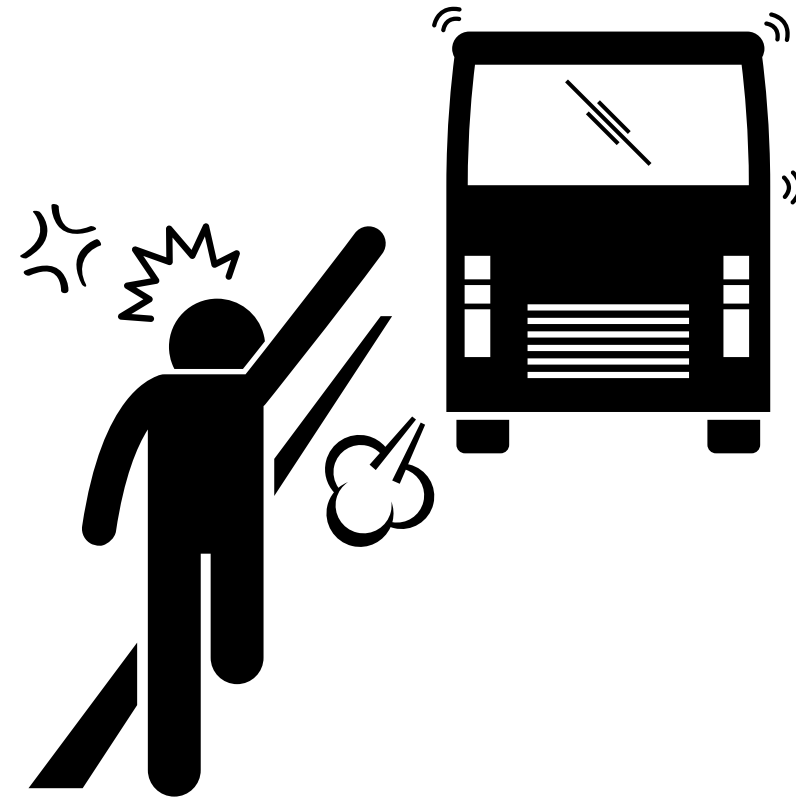
# LATE POLICY - AM

Classes start at

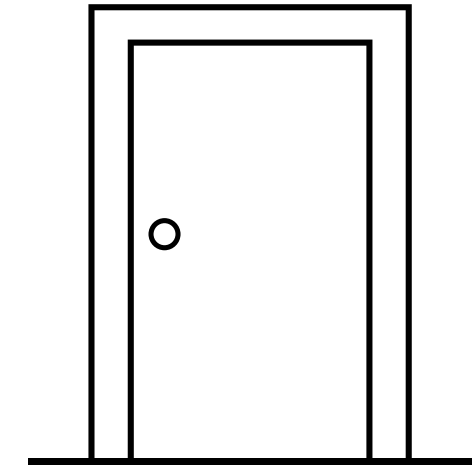


**9.00am**

We understand that sometimes you may find yourself late to class - **once** or **twice** a week is generally ok.

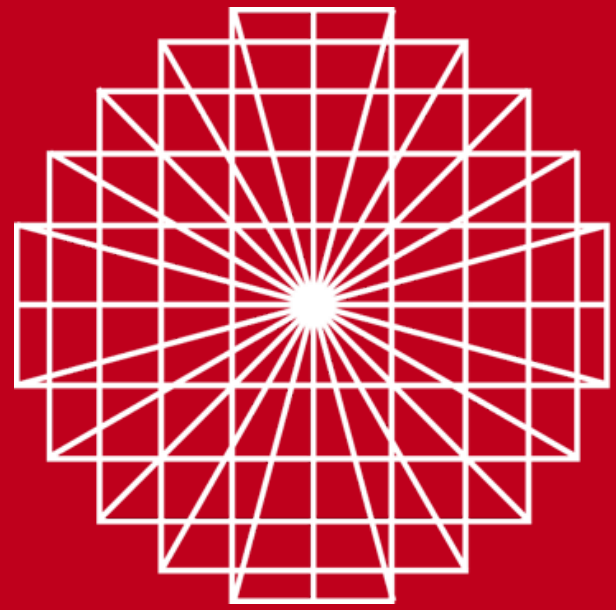


It is important to set good habits and put a strong routine in place that allows you to get here on time.



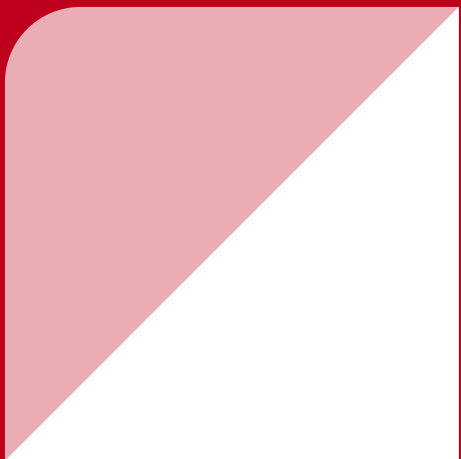
**From 9:15am**

You may not enter the classroom.  
You can go to the student room or café and join the second lesson at 11:10 after the break

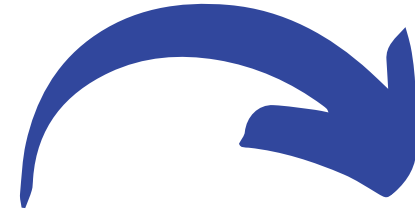


**ATLAS**  
**LANGUAGE**  
**SCHOOL**

**SOCIAL**  
**PROGRAMME**



# S O C I A L P R O G R A M M E



**CHECK:**

- Your classroom noticeboard**
- Your e-mail (new schedules sent every Friday!)**
- The wall beside reception**
- The wall at the top of the stairs on the 2<sup>nd</sup> floor**

# GRADUATION

FRIDAY  
10.50am  
Atlas Lobby



Please let us know in advance of any special characters or requests you have for your certificate



- Listen for your name to be called
- Collect your certificate & course report
- Take a photo with the front of house officers
- Clap for the graduates



**Course Report**  
Atlas Language School, Portobello House, Dublin 2, Ireland

Student Name:		
Course Name:	Erasmus+ General English Fluency	
Course Dates:	From:	To:
Total Course Hours:	20 hours	Attendance: 100%

**Council of Europe Descriptors for General Language Competency**

Language Skills Assessment	Council of Europe Level	Atlas Level
<ul style="list-style-type: none"><li>Can understand with ease virtually everything heard or read.</li><li>Can summarise information from different spoken and written sources, reconstructing arguments and accounts in a coherent presentation.</li><li>Can express him/herself spontaneously, very fluently and precisely, differentiating finer shades of meaning even in more complex situations.</li></ul>	C2	Proficient
<ul style="list-style-type: none"><li>Can understand a wide range of demanding, longer texts, and recognise implicit meaning.</li><li>Can express him/herself fluently and spontaneously without much obvious searching for expressions.</li><li>Can use language flexibly and effectively for social, academic and professional purposes.</li><li>Can produce clear, well-structured, detailed text on complex subjects, showing controlled use of organisational patterns, connectors and cohesive devices.</li></ul>	C1	Advanced
<ul style="list-style-type: none"><li>Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialisation.</li><li>Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party.</li><li>Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.</li></ul>	B2	Upper Intermediate
<ul style="list-style-type: none"><li>Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc.</li><li>Can deal with most situations likely to arise whilst travelling in an area where the language is spoken.</li><li>Can produce simple connected text on topics of personal interest.</li><li>Can describe experiences and events, and give reasons and explanations.</li></ul>	B1	Intermediate
<ul style="list-style-type: none"><li>Can understand simple messages and short texts.</li><li>Can understand simple spoken and written texts.</li><li>Can understand simple spoken and written texts.</li><li>Can understand simple spoken and written texts.</li></ul>	A2	Elementary
<ul style="list-style-type: none"><li>Can understand simple spoken and written texts.</li><li>Can understand simple spoken and written texts.</li><li>Can understand simple spoken and written texts.</li><li>Can understand simple spoken and written texts.</li></ul>	A1	Pre-Intermediate
<ul style="list-style-type: none"><li>Can understand simple spoken and written texts.</li><li>Can understand simple spoken and written texts.</li><li>Can understand simple spoken and written texts.</li><li>Can understand simple spoken and written texts.</li></ul>	A0	Survival



# Welcome to Atlas

An unforgettable life and  
learning experience!

*Scan QR to review this  
induction presentation*

