

ATLAS  
LANGUAGE  
SCHOOL

JUNIOR PROGRAMME  
**ATLAS CLARE**

STUDENT HANDBOOK  
MINI STAY 2026

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# Céad míle fáilte!

# Welcome!



***Thanks for choosing Atlas Language School in Ennis! The capital of beautiful County Clare and a town voted as the friendliest in Ireland! We hope you enjoy your stay with us and the rich cultural delights our town has to offer.***

Ennis is the capital of County Clare. Located in the mid-west of Ireland, surrounded by beautiful scenery and is a quintessentially Irish town.

You can stroll along the river Fergus, soak up the atmosphere, make new friends and above all have a great time!



***Our mission is to make each day of our student's language travel programme an unforgettable life and learning experience.***

# HOW WE TEACH



**Our aim is to help you learn how to communicate effectively in English. Knowing about grammar and the ability to use a language is not the same thing.**



The primary focus of our classes is on communication skills. You will take part in group work, role-plays, projects and many other fun and engaging activities to give you time to practice and use English in realistic and enjoyable ways, focusing on accuracy and communication.



The most successful students at Atlas are those who take responsibility for their own learning. Language learning is not a passive process in which our teachers feed you language, you **MUST** use English outside the classroom as much as possible and revise what you have learned every day! Speak to your friends in English and chat to your host families as much as possible - we promise - this will make a huge difference!

## RESOURCES:

Atlas has prepared a huge amount of resources and these will be given to you in each class and level. If you require any extra resources please do not hesitate to ask your teacher. A recently established excellent library facility is located in close proximity to the school. Ask Heather or your host family for directions or any help accessing services there. Please remember that students must bring their own notebooks and pens





**Donagh**  
School Manager



**Freddie**  
Operations Manager



**Heather**  
Group's Coordinator



**Francesca**  
Administration Assistant



**Lauren**  
Student Coordinator



**Tina**  
Accommodation Manager



**Stephen**  
Director of Studies



**MEET THE TEAM**

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**If you need to get in touch with the team call  
+353 858768900. This number is available for 24/7 for emergencies!  
You can also email the team at [clare@atlaslanguageschool.com](mailto:clare@atlaslanguageschool.com)**

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# WHO DO I SPEAK TO IF I HAVE A PROBLEM OR DOUBT?

Your satisfaction AND safety with all aspects of your stay here at Atlas Language School Clare is our **priority!**

If there is something that you are not happy with, please speak to a member of staff immediately so that we can sort out your problem quickly.



## Who do I speak to when I have a problem?

If you have a problem, or doubt, you can talk to:

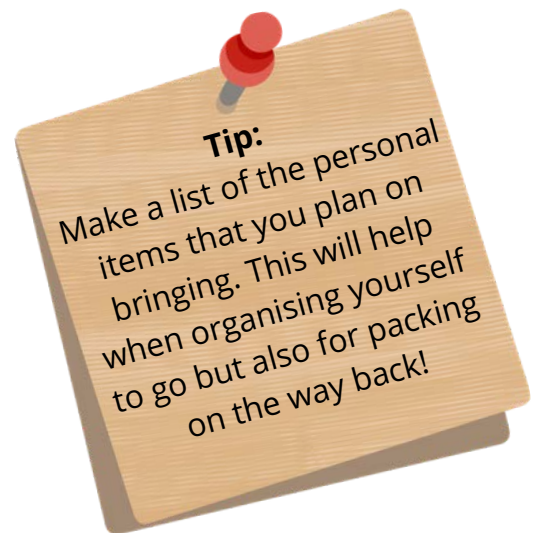
- Your Group Leader
- Heather or Freddie
- Member of staff as soon as possible!



# COMING TO IRELAND: THINGS TO BRING

- Passport & a valid European Health Insurance Card (if travelling from Europe)
- Passport/ Medical insurance documents/ visa Letter (if travelling from outside of EU)
- Suitable clothing for the duration of your stay – layering is key! T-shirts, jeans, a warm sweater, night wear, underwear, casual jacket, etc.
- A **raincoat or an umbrella**. Regardless the season! In Ireland, we are blessed with rain, and it can rain at any time.
- Appropriate footwear for sports activities and excursions.
- Swimming clothes - it could be a good idea to bring swimwear in case you want jump into the sea during your stay.
- 2 pin to 3 pin UK plug adapter for electrical items.
- Mobile phone charger and adapter.
- A lockable suitcase or a small coded padlock.
- Don't forget you will need **pens and a notebook**.

Towels and linen will be provided by the host family!



**Note:** We strongly recommend that students mark their clothing with their names to avoid confusion or lost property.



# WHAT ATLAS EXPECTS OF STUDENTS

## 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 Atlas staff, host families, members of the public and each other.



## 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.

## SPEAK ENGLISH

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

## INTEGRATION

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



## IMPROVE YOUR ENGLISH

To make maximum progress in learning English you should:

- Speak English with the Atlas staff and fellow students
- Do your homework
- Use the activities as another opportunity to practice your English



# ARRIVAL AT THE AIRPORT & YOUR FIRST DAY

Atlas staff will contact your teachers regarding all transfer details. Upon arrival, you will go through passport control and then collect your baggage. **Please make sure you have your own suitcase**, especially if it is black or navy, as these are very common.

Depending on your group's schedule and arrival time, you may stop in the city for some free time and a short tour. If this is not planned, you will be transferred directly to Ennis.

Important: Please use the toilet before getting on the bus, as toilet facilities may not be available onboard. Eating on the bus is strictly prohibited. You must take all your rubbish with you when leaving the bus.

Depending on your arrival time and the day, the following may take place:

1. You may have an activity scheduled at the school. A staff member will meet and greet you at the bus and walk you to the school, where you will be able to store your suitcase safely. A staff member will accompany you back to the original bus drop-off point, where your host families will be waiting to collect you at 17:30. (It is up to each host and student to arrange their meeting points for pick ups and drop offs for the remainder of the stay).

**OR**

2. If you arrive in the evening or on a non-school day, you will meet your host family upon arrival. Atlas staff will welcome your group and call out your names according to the room and host family list. You will attend activities/ classes or excursions the following day.

Please be polite and introduce yourself to your host family. When in the car or at the table, **avoid speaking your native language with your friends** and try to communicate in English.



# SAMPLE TIMETABLE

We will share your group timetable with your group leaders prior to your arrival. Activities and excursions depend on what was pre-arranged with your group leaders. **Important: All classes and activities are subject to change.**

GROUP NAME (Sample Timetable)									
Sunday Day 1	Monday Day 2	Tuesday Day 3	Wednesday Day 4	Thursday Day 5	Friday Day 6	Saturday Day 7	Sunday Day 8		
<b>MEET AT THE SCHOOL AT 09:00</b>									
9:15-10:45	<b>ARRIVAL</b> Flight number:  From: To:  Meet host families at approximately  <i>subject to change depending            on flight/ transport</i>	Presentation	Class	Class	Newspaper Project	Class	Full Day Excursion To Galway City  09:15 - 17:15	<b>DEPARTURE</b> Leave Ennis at  Flight number: From: To:	
10:45-11:15		<b>BREAK</b>							
11:15-12:45		A: Tour of Ennis	Class	Class	Newspaper Project	Class			
12:45-13:45		<b>LUNCH</b>							
13:45 - 15:15		Class	Team-Building Games	Advertisements Workshop	Class	Roving Reporter			
15:15-15:45		<b>BREAK</b>							
15:45-17:15		Class	Team-Building Games	Advertisements Workshop	Class	Roving Reporter			
17:30		Home Time		18:00-20:00 Movie Night at the School	Home Time				
<small>All classes and activities are subject to change at the discretion of Atlas</small>									

On school days, students must arrive at school by 09:00.

Students staying with host families in town will walk to and from school. Students staying in the countryside will be dropped off and collected by their host family.



Your timetable may include half day or full day excursions! How exciting! You and your host will be reminded of the exact meeting points. Remember to bring your **packed lunch** for the excursion and don't forget that in Ireland we are blessed with rain - **don't forget your raincoat/ umbrella** (better safe than sorry).



## FREE DAY

Your timetable may include a free day on the weekend. This is when you have the opportunity to spend the day in homestay. If you wish to leave the house, please make an arrangement with your host family. All students are required to obey the curfew times. You may have a curfew/ rules regarding this from your own leaders - these must be obeyed!

If the family asks you to come back home at a specific time please respect their rules.



# ACCOMMODATION & HOMESTAY TIPS

## LOCATION

Our host families live in **Ennis and its surrounding countryside**. Students staying in Ennis town will walk to and from school while students staying in the countryside will be brought by their host families.

## HOST FAMILY

All our families are experienced in hosting students from other countries and have been specially selected by Atlas Language School. They are situated in residential areas of Ennis and the countryside, for a taste of Irish life.

## ROOM

Students will have a clean and comfortable room with study and storage facilities. Students are treated as members of the family at their homestay. If a student has anything they need to discuss with the Atlas Team about their accommodation they can arrange to see a staff member and we will be happy to help them.

## MEALS

Our families provide breakfast and dinner plus a packed lunch. If you plan on not being there for dinner - please pre-arrange that with your host! Special diets such as vegetarian, vegan, and other requirements can be catered for but must be specified at the booking time.

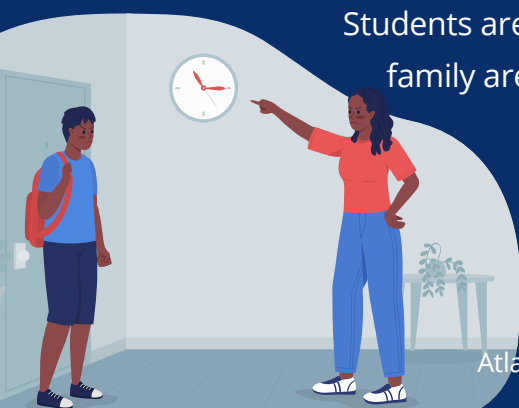
**COMMUNICATION IS KEY! PLEASE TALK TO YOUR HOST IF YOU HAVE ANY ISSUES - ALTERNATIVELY, TALK TO AN ATLAS STAFF MEMBER**



## CURFEWS AND PERMISSION TO GO OUT IN THE EVENINGS

Students are allowed to meet their friends in the evenings and stay in their host family area. If you plan on meeting your friends you must pre-arrange it with your host AND your group leader!

**ALL STUDENTS NEED TO BE HOME BY 10PM**



# ACCOMMODATION & HOMESTAY TIPS

## KEYS

Some host families will provide students with a key to the front door of their house. All keys must be returned to the family on the last day of a students' stay.

## LAUNDRY

Please ask your family about laundry facilities. Your family will offer a weekly use of the washing machine, however talk to your host if you need more access.

## HOUSE RULES

Each host family has their own house rules. Students should speak to their host family about this matter and respect the host family and the house rules.

The rules may apply to shower times and quiet hours!

## SMOKING

The majority of families operate a policy of non-smoking in their homes. Smoking in the bedrooms is never permitted.

It is illegal for anyone under 18 to buy cigarettes in Ireland.



## USING FACILITIES IN THE HOUSE

Students are not allowed to use the family's telephone or internet without permission. If they do use the telephone the call must be paid for. Most families will provide Wi-Fi password and details upon arrival.



## USEFUL TIPS

## FOR MAKING THE MOST OUT OF YOUR HOMESTAY

Staying in an Irish home is a very exciting and interesting experience. Students can learn a lot about Irish culture and it is an excellent opportunity to make friends and to practice their English in a social situation.

### Here's our advice to help students:

- You should speak English as much as possible, so you will improve quickly.
- It is important to say please and thank you in an Irish home.
- Don't be late for dinner. Alternatively, pre-arrange any changes to plans!
- Ask your host where to put your dirty laundry, if they are washing it for you.
- Do not keep any perishable food in their bedrooms, ask the host family if you can use the fridge.
- If you break anything, please tell the host straight away!
- Do not scroll on your phone around the family, this may appear rude.
- If you're staying with friends from your own country, try not to speak your mother tongue around the family.
- **COMMUNICATION IS KEY** - don't like something? Tell your host! You really enjoyed something in particular? Tell your host!
- If at any stage you feel uncomfortable - talk to Heather or Freddie - they will help resolve any issues.

Hey!  
We are here  
to help you!



# PERSONAL SAFETY AND CARE OF VALUABLES

Ennis is a friendly and safe town. As students you will also get to know the area through activity leaders and teachers, making you feel even safer!

Remember that traffic drives on the opposite side of the road in Ireland, so please take extra care when crossing the street. LOOK RIGHT and always cross at a safe place.



Always keep your bags close by and do not carry expensive valuables or large amounts of money with you.

Respect the locals. When walking in groups, ensure others can pass you - do not block the whole footpath walking with your friends!

## SOME RULES FOR BUS JOURNEYS

- **Seatbelts are to be worn at all times**
- **No eating or chewing gum**
- **No smoking**
- **No standing**
- **No loud music allowed**
- **Do not leave rubbish on buses**



### Tip:

If you tend to get car sick, it helps to sit near the front of the bus and avoid using your phone while travelling.

# DISCIPLINE & BEHAVIOUR: ATLAS GUIDELINES 2026 PROGRAMME:

**At Atlas Clare we want every student to be safe, happy, and make the most of their stay. Therefore, it's important for everyone to know, follow, and respect the programme guidelines**

1. Attendance at class, scheduled activities, and excursions is compulsory for all students enrolled in the programme.
2. Alcohol, drugs, or unprescribed substances are strictly forbidden. Possession/consumption will result in immediate dismissal at the parents'/guardians' expense, with no refund of fees.
3. Under Irish law, under-18s may not purchase or consume any alcohol.
4. Under-18s can visit pubs in Ireland but are restricted to leaving the premises by 9pm (or 10pm from May to September) when accompanied by a parent or guardian.
5. Students enrolled in the programme must follow the same rules & guidelines at all times, no matter their age. This means even students aged 18 or over are not allowed to drink alcohol.
6. Students are responsible for any damage or injury they cause to school & host family property or individuals. Parents/guardians must cover repair, replacement, or reimbursement costs.
7. Any theft will be reported to An Garda Síochána (Irish police) for investigation under Irish law. Serious misconduct or legal breaches will result in immediate dismissal. All costs arising from dismissal are the responsibility of the student and their parents/guardians; Atlas Clare accepts no liability.
8. Persistent bad behaviour in class, activities, or with the host family, unresolved through the Atlas Clare disciplinary procedure (available upon request), may result in the student being sent home. Agents/parents will be informed after the final warning. No refund of fees will be given in this case.
9. Curfew: all students enrolled in the programme must be home with their host family by 10pm at the latest, unless otherwise agreed with the host & the group leader.

## **DISCIPLINE & BEHAVIOUR: ATLAS GUIDELINES 2026 PROGRAMME:**

10. Students living within 2.5km of the school walk to and from school. Only students staying with countryside hosts will be driven by their hosts.

11. On evenings with scheduled activities, students will receive extra food and have dinner after returning home. Students will remain at school between the end of classes and the evening activity.

12. If a student forgets travel documents or items, the bus with the remaining students may not wait (taking traffic and flight times into consideration). They may have to take a taxi with their leader to the airport at their parents'/guardians' expense.

13. Parents/guardians in their home country must not harass or repeatedly contact host families under any circumstances. Appropriate contact includes a welcome message, a virtual meeting, or in a medical emergency.

14. All bus transfers, including to and from the airport as well as excursions, are subject to a strict no-eating policy. A €300 cleaning fee, which goes directly to the bus company, will apply if this rule is broken.

15. All students must have a valid European Health Insurance Card (EHIC), which is free for all European countries and covers doctor or hospital visits for medical issues.

16. The minimum age for purchasing and using tobacco products in Ireland is 18 years. This applies to cigarettes, e-cigarettes (vapes), and other tobacco products. Selling or supplying tobacco to anyone under 18 is illegal. Smoking or vaping is not permitted on the school grounds.

17. Students must communicate any problems or issues with Atlas Clare staff as soon as possible:

For host family issues contact the Accommodation Manager: Tina O'Shea

For classes, class level issues contact the Director of Studies: Stephen Kelly

For any other queries contact the Group's Coordinator: Heather Black

18. Students must contact this number in case of emergencies: +353 85 876 8900.

## DISCIPLINE & BEHAVIOUR: ATLAS GUIDELINES 2026

### HOST FAMILY HOME:

19. Any problems must be reported to the Accommodation Manager or another Atlas Clare staff member as soon as possible.
20. A homestay is a family experience, **not a hotel**. Students should be respectful and follow their host family's rules. Rules may cover shower times, laundry use, meal times, and visitors.
21. **Host Family Privacy:** Students may not take photos or videos inside the host family's home without explicit permission. Failure to respect this rule will result in disciplinary action. Any issues must be brought to the attention of the Accommodation Manager as soon as possible.
22. Students are fully responsible for their personal belongings, including wallets and mobile phones or umbrellas. Atlas Clare staff and host families are not responsible for lost, misplaced, or forgotten items.
23. Students will only be moved for safety or urgent welfare reasons. Moves will never happen on the same day and will not occur on weekends unless there are extreme safety concerns. In a move, the student will return home to pack, go to school the next morning with their current host, and be collected by the new host at the end of the school day.
24. The **minimum age for purchasing and using tobacco products** in Ireland is **18 years**. This applies to cigarettes, e-cigarettes (vapes), and other tobacco products. It is at the discretion of the host family to allow students to smoke on their property. This must be discussed prior to the student's arrival.
25. Hosts are asked to check student rooms before departure, and will notify the school accordingly. Any damage recorded may require parents/guardians to cover repair, replacement, or reimbursement costs.

## **DISCIPLINE & BEHAVIOUR: ATLAS GUIDELINES 2026 HEALTH, SAFETY & ILLNESS:**

26. The accompanying leader should accompany the student to a necessary doctor/ hospital visit. When a medical professional discharges the student, the accompanying leader accepts the said discharge as soon as they leave the doctor/ hospital.
27. For hospital or Shannon Doc (emergency unit) visits, students must present a valid European Health Insurance Card (EHIC); otherwise, they may be charged for the visit.
28. Students or their group leaders should request a discharge letter from the doctor for insurance purposes before leaving. Atlas Clare staff are not authorised to receive this information.
29. Due to serious health and safety issues students with fake nails will not be allowed to participate in any sports.
30. If a student feels unwell and cannot attend classes or activities, some host families may allow them to stay home. Only students over the age of 14 may stay home alone to rest (if both the host and group leader agree). If this isn't possible, the student must come to school and rest in a separate room.

# BULLYING

Atlas Language School finds all forms of harassment, bullying and abuse unacceptable and they will not be tolerated. Any student found to be bullying will be sent home at their parents' or guardian's expense.

# ABSENT OR MISSING STUDENTS

If a student is absent from classes or activities without permission they will be subject to disciplinary procedures.

# DISCIPLINARY PROCEDURE

For the safety and well being of all students and staff, if a student is found misbehaving, they will be subject to the following disciplinary procedures:

## 1. Yellow Card:



They will receive a verbal warning from a member of staff.  
The Group Leader (if applicable) will be informed.

## 2. Orange Card:



They will speak with a senior member of staff and their Group Leader (if applicable). A privilege will be removed, such as missing an activity or excursion.

## 3. Red Card:



They will be expelled from the school and sent back home. Any cost involved in the early return will be the responsibility of the student's parents or guardians.

# STUDENT COMPLAINTS PROCEDURE



We want to offer the highest possible standard of service for all our students. We hope that you will be happy with your classes and your stay here in Clare. If you have a problem, we want to hear about it immediately.

It is hoped that most problems will be dealt with informally, in a spirit of conciliation without the need for recourse to a formal procedure.

If there is a problem in class, with accommodation or student activities:

- Please speak to Heather to help you resolve the issue.

**Heather will help you resolve any issues by speaking with the appropriate department.**

If the issue cannot be resolved, or you are unsatisfied you can arrange a meeting with the relevant department during office hours.

If a complaint remains unresolved, students and other stakeholders can contact English Education Ireland (EEI) ([info@englisheducationireland.ie](mailto:info@englisheducationireland.ie)) for an Independent Complaints Review.



# HEALTH AND MEDICAL/ EMBASSIES

**If you have any problem please speak to a staff member immediately. If you are from Europe don't forget to get a European Health Insurance Card, this used to be called the 'E111'.**

## PHARMACY

There are many pharmacies in Ennis. The closest one to the school is situated on Abbey Street: *19 Abbey St, Clonroad Beg, Ennis, Co. Clare, V95 YA34*

## DOCTORS

We work closely with Ennis Medical Centre. However, it may take up to two or three days to get an appointment. You will need your European Health Card to make a free appointment with this clinic.

Alternatively, there is a Walk In Clinic near by, where you are not required to make an appointment. This however isn't covered by the European Health Card and the cost of visit is approximately €50.

**Please speak with a staff member in order to arrange an appointment, refraining from independently scheduling it.**

## SHANNON DOC:

This is the out of business hours urgent doctor. Shannon Doc operates from 6pm - 8am, weekends and bank holidays. For urgent appointments call 0818 123500 or on 061 459500

Remember, for emergencies go to the nearest hospital or call 999



## DENTAL

Dentistry can be very expensive in Ireland, and it may take days/ weeks to get an appointment. If possible - we recommend waiting until you return to your home country to see a dentist. In case of serious emergencies - we will contact the A&E unit.

## EMERGENCIES

**Tel: +353 858768900**

We have a staff member on call 24/07. Please call this number in case of any emergencies.

**Tel: 999 or 112**

In Ireland, there are two emergency numbers, 999 and 112.

112 also works in all EU countries and from any phone, free of charge.

If you need to call these numbers, please also inform Atlas Emergency as soon as possible.



## EMBASSY NUMBERS

Brazil +353 1 475 6000

Japan +353 1 202 8300

Taiwan +353 1 678 5413

France +353 1 277 5000

Poland +353 1 871 8020

Turkey +353 1 668 5240

Germany +353 1 277 6100

Russia +353 1 492 2048

Ukraine +353 1 668 5189

Italy + 353 1 660 1744

Spain +353 1 269 1640

# STUDENT & PARENT SIGNED AGREEMENT

***Must be signed by both the parent/guardian and the travelling student:***

I have read, understood, and agree to abide by all of the above while the programme is running. I understand that failure to follow the guidelines or respect the rules may lead to expulsion from the programme.

Travel dates:

Travelling student signature:

Parent/ guardian signature:

Signed on (*today's date*):

***Must be signed by the parent/guardian:***

I hereby appoint Atlas Clare, as well as their representatives (including the host family) to act on my behalf in authorising emergency medical, dental, surgical care and hospitalisation for the student during the period of his/her stay. This document shall be presented to a physician, dentist or appropriate hospital representative at such time should emergency medical dental, surgical care or hospitalisation including anaesthesia be required.

Parent/guardian signature:

Signed on (*today's date*):

*Please note: It is strongly advised that all clients secure **medical insurance** for their stay in Ireland. Those without coverage do so at their own risk.*

# EPIPEN AUTHORIZATION

***Must be signed by the parent/guardian if the student carries an EpiPen:***

In case of a severe allergy, which may require the administration of an EpiPen please sign the below authorization:

I, \_\_\_\_\_ (Parent/Guardian's Full Name), the parent/guardian of \_\_\_\_\_ (student name), give permission for the staff at Atlas Clare / host families to administer an EpiPen to my child in case of an emergency. I understand and acknowledge the following: the EpiPen will only be used if my child experiences symptoms which may include difficulty breathing, swelling of the face or throat, hives, or any other severe allergic reaction symptoms.

In the event of an emergency, the staff/ host family will follow appropriate emergency procedures and seek immediate medical assistance. I will provide a current and unexpired EpiPen with my child's name labeled on it, along with any necessary accompanying medications or instructions.

Parent/ guardian signature:

Signed on (today's date):

*Disclaimer: The proprietors, management, and employees of Atlas Clare operate to a high standard and take every possible care; however, they shall not be liable for any injury, loss, or damage direct, indirect, or consequential, sustained by any person in connection with the activities of Atlas Clare, whether arising under this contract, in negligence, at common law, or in any other way.*



**Everyone at Atlas Language School Clare is very excited about welcoming you and we look forward to providing you with an unforgettable experience throughout your stay!**

