

ATLAS
LANGUAGE
SCHOOL

JUNIOR PROGRAMME DUBLIN

STUDENT HANDBOOK 2026

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Welcome!



Thanks for choosing Atlas Language School in Dublin! The city of thousand welcomes, the friendliest city in Europe! We hope you enjoy your stay with us and the rich cultural delights our city has to offer.

Dublin is the capital of the Irish Republic. Located on Ireland's east coast, where the River Liffey flows into the Irish Sea.

You will see the ancient city founded by the Vikings, walk along the cliffs by the sea, make new friends but 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 your language, you **MUST** use English outside the classroom as much as possible and revise what you have learned every day!

RESOURCES AND LIBRARY

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. Currently, there is no library access in our summer school, however, there are a number of libraries in Dublin. Ask the center manager or your host family for the nearest one.



MEET THE TEAM

Gareth Hampton Gray
Centre Manager



Julia Dunne
Activities Coordinator



Bruna Swaizer
Accommodation/



Billy Rogers
Director of Studies



While you are in Dublin, if you need to get in touch with the team call 089 4305490 or from outside Ireland +353 89 4305490. You can also email the team at juniordublin@atlaslanguageschool.com



The school address is:

St Louis High School,
Charleville Rd,
Dublin 6, Ireland



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

Your satisfaction with all aspects of your stay here at Atlas Language School Dublin 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.



Problem/Doubt	Who do I speak to?
Lesson/Content	Your teacher or Billy
Classmates	Your teacher, Billy or Gareth
Further Study/Exam Advice	Your teacher or Billy
Social Activities	Julia
Travel Arrangements	Gareth
Accommodation	Bruna
Health/First Aid	Your teacher, Gareth or Billy



COMING TO IRELAND – THINGS TO BRING

- Suitable clothing for the duration of your stay – t-shirts, jeans, a warm sweater, night wear, underwear, casual jacket, etc.
- A raincoat or an umbrella. It may be summer, but here it can rain at any time.
- Appropriate footwear for sports activities and excursions (white soles for indoor use).
- Swimming clothes - we will go to the beach, if it is warm. So please bring something appropriate.
- Toiletries
- 2 pin to 3 pin UK plug adapter for electrical items.
- Mobile phone charger and adapter.
- A lockable suitcase or a small coded padlock.
- This isn't just a holiday - you are coming to Dublin to learn English, so 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, catering 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.

INDIVIDUAL STUDENTS



Students who are attending our school as part of a group are expected to try to include and become friends with students who have come here on their own.

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

All students are obliged to book an **airport transfer** with us unless they have e.g. family or friends in Dublin who will organise their transfer.

Upon arrival at Dublin airport, an Atlas driver will meet you at the airport's arrival gate, holding **a sign with your name and the Atlas Language School logo**. He will give you your welcome pack including the school rules and the map for the private bus transfer on your first day of school and will bring you to your host family.

On the first day, you will be picked up by school bus between 08.30 and 9.00am. Please check the map you have been given in your welcome pack for your pick-up point and time.



**You must go to the bus stop that is on your map.
Don't forget to ask your host family where their
home is on the map provided in your welcome pack!**

You will arrive at the school at 9.00am. After your welcome meeting, we will split all students into two groups - one group will complete the level placement testing and the other group will go on a tour of the school followed by a walking tour of the city centre. And then these two groups swap around. From Tuesday on you will then follow the course schedule of the course you have chosen for the rest of your stay.



On Saturday, you will have a full-day excursion. You will be picked up from your usual bus collection points.
**Please be at the bus stops at the time mentioned in
your Welcome Pack.**

Remember to check your name on the excursions list by Wednesday so you know which excursion you will be doing on Saturday. Please bring a packed lunch that your host family will prepare for you. You will be home from your Saturday excursion by 5:30pm at the latest.

ACCOMMODATION + HOMESTAY TIPS

LOCATION

Our host families generally live in the **suburbs of Dublin**.

A private bus organized by the school will take students to and from their host family accommodation.

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 South Dublin and within easy access to the city centre.

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 offer **breakfast and dinner plus a packed lunch**.

Meals are usually eaten with the family unless otherwise arranged. Special diets such as vegetarian, vegan, and other requirements can be catered for but must be specified at the booking time.



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. They are not allowed to travel to the city centre from Monday to Saturday.

ALL STUDENTS NEED TO BE HOME BY 9.30PM



ON SUNDAYS

Students spend the day with their host families. Students who are 14 years old or younger are not allowed to go to the city centre at all. Students 15 and older are allowed to go to the city centre on Sundays but they must either be accompanied by their group leader or have written permission from their parents. Please note that the students have to be home from the city centre by 6pm at the latest.



KEYS

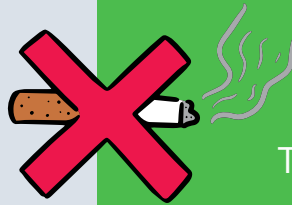
Some host families will provide students with a key to the front door of their house. All keys must be returned to the family on the last day of a students' stay.

LAUNDRY

The host family will do students' laundry once a week. If they need more access to the facilities they can ask their host family.

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.



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. Students may purchase an Irish SIM card in a local store for their mobile phone or an international calling card. Students can purchase credit for their phone in mobile phone shops / newsagents / supermarkets in Dublin.



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.
- Please don't be late for dinner.
- Please ask your host where to put your dirty laundry, if they are washing it for you.
- Please 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.
- Never use the telephone in the house without permission.
- If you are not able to go to school due to illness, please contact the centre manager on **+353 89 430 5490** and inform your host family.
- If you miss the bus please inform the centre manager on **+353 89 430 5490** to arrange transport.

We want you to enjoy your stay here if you have any problems or questions please speak to Gareth, Kumar or Julia.

BEHAVIOUR + DISCIPLINE

Good behaviour is important for the smooth running of the school so please make sure you are familiar with the rules and laws below.

PERSONAL SAFETY AND CARE OF VALUABLES

Dublin is a safe city and as students you will be in the company of teachers and activity leaders at all times, so it should be 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.

SOME RULES FOR BUS JOURNEYS

- **Respect the other passengers**
- **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**



IRISH LAWS

- No smoking on school premises. Smoking in Dublin is illegal under the age of 18 and banned in many public areas. It is illegal for people under 18 to buy cigarettes. Most hosts do not allow smoking at the homestay.
- It is illegal to buy or attempt to buy or drink alcohol if you are under 18. Students who break the law may be sent home at their parents' or guardian's expense.
- Any student found in possession or under the influence of illegal drugs will be reported to the police and may be sent home.
- Students must remember to pay for anything picked up in a shop. If students are caught shoplifting the police will be called and heavy fines may be payable.
- If you are arrested, you will usually be taken to a police station, held in custody in a cell and then questioned.
- After you've been taken to a police station, you may be released or charged with a crime.
- If you're under 18 the police will want to call your parents or guardian. Your welcome pack will have a card with the phone number of the Centre Manager. Show them this and get them to call him.

For more information on your rights when arrested go to:
<http://www.citizensinformation.ie/en/justice/arrests/>

ATLAS RULES



Here are a few of the most important ones:

- You must wear your lanyard at all times when you are at school and on trips. If you lose it, you will have to pay for a new one. They cost €2.
- You must follow the Irish laws.
- Students must respect others at all times. Bullying will not be tolerated.
- Attendance at lessons is compulsory.
- Participation in all scheduled excursions and activities is compulsory.
- Fire escapes, fire equipment and fire alarms are for emergency use only. They must not be used at any other time. Playing with fire extinguishers is strictly forbidden. Heavy fines are imposed by the centre if students do so.
- Smoking is not permitted in any of the buildings or in the host family home.
- Bedrooms should be kept tidy and any damage done to the room, furniture or decor will be charged to the student's parent(s)/guardian(s).
- Keys are the responsibility of the student and, if lost, the cost of replacement will be charged to the student.
- We do not accept responsibility for student's belongings.
- Students must be careful not to endanger themselves or others at any time.
- Drinking alcohol or taking illegal drugs is strictly forbidden.

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 ABSCONDING STUDENTS

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

SICK LEAVE & BEREAVEMENT

In the event that a student is unable to attend lessons due to illness, students must notify their Group Leader (if applicable) and Atlas Language School by email (juniordublin@atlaslanguageschool.com) or phone (+353 89 430 5490).

Bereavement: In the unfortunate event of a death of a close family member, students can be excused for their absence.

Under exceptional circumstances, students may apply for their course to be put on hold for a certain period of time.

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. They will receive a verbal warning from a member of staff.
2. They will be interviewed by a senior member of staff. The Group Leader (if applicable) will be informed.
3. They will receive a written warning. A privilege will be removed, such as missing an activity or excursion.
4. Their parents or guardians and/or educational agent will be informed of the situation.
5. 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 Dublin. If you have a problem, we want to hear about it immediately.

INFORMAL STAGE

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:

- Always talk to the teacher first.
- If the teacher cannot help you or you are not happy, please speak to the Director of Studies.
- If you are still unhappy, please talk to our Centre Manager.

If you have a problem with accommodation

- Always talk to the Centre Manager.

If you have a complaint about activities

- Always talk to the Centre Manager first.

SCHOOL STAGE

If the response to the informal complaint is unsatisfactory, you have the right to use the formal complaints procedure set out below. Only use this formal complaints procedure if you consider that the complaint is too serious to be dealt with informally or are dissatisfied with the results of the informal discussions.

If you wish to make a formal complaint under these procedures, you must raise the complaint with the Centre Manager within two days of the event concerned.

Written complaints involving the Centre Manager should be submitted to the School Directors in Dublin Atlas Language Centre, Portobello House, Portobello, Dublin 2 or via email to jpadmin@atlaslanguageschool.com

The Centre Manager will normally respond to your letter/email within two working days, explaining how the complaint will be processed. The complaint will be investigated fully (normally this will involve an invitation for you to discuss the complaint by phone or via an agent) and you will normally receive a written response within ten working days.

If you are satisfied with the response received and do not wish to take the complaint further, the information gained from the complaint will be used to improve the service provided by Atlas Language School.

However, if the complaint is not resolved within ten working days or is subject to further investigation, you should refer the complaint to the Directors. The Directors will investigate the complaint (normally this will involve an invitation to discuss the complaint by phone, or through an agent) and you will normally receive a written response within ten working days.

If you are still not satisfied after completing the school's complaints procedure, you may refer the matter to the Equality Ombudsman. Details of the process are available on the [Equality website](#).

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

All complaints are handled sensitively and, where possible, confidentially. Records of formal complaints are kept securely in line with data protection regulations.

HEALTH AND MEDICAL/ EMBASSIES

If you have any problem please speak to a teacher immediately or to our Centre Manager. If you are from Europe don't forget to get a European Health Insurance Card, this used to be called the 'E111'.

PHARMACY

There is a *BOOTS* pharmacy in Rathmines. They sell a wide range of products such as toothpaste, sunscreen, medicine, etc.

DOCTORS

The nearest doctor to the school is Dr Rafter. We have worked with this clinic for years and in the past, they have had a Spanish-speaking physician.

<https://www.raftermedicalcentres.ie/>, Tel: 00353 (01) 2962480

LOCAL SERVICES

St Vincent's Hospital, Dublin 4
Tel: +353 1 2214000, www.stvincents.ie

Adelaide/ Meath Hospital, Dublin 4
Tel: +353 1 4142000, www.amnch.ie

Our Lady's Children's Hospital, Dublin 12
Tel: +353 1 4096100, www.olhsc.ie

St James's Hospital, Dublin 8
Tel: +353 1 4103000, www.stjames.ie

Rathmines Health Centre, Dublin 6
Tel: +353 1 4973547

Please speak with the Centre Manager in order to arrange an appointment, refraining from independently scheduling it.



DENTAL

Dentistry can be very expensive in Ireland. The Smiles Dental chain have two offices nearby one in Dublin 4 and one in Dundrum.

Ballsbridge

Unit 6, St Martines House, Waterloo Road, Ballsbridge, Dublin 4,

Tel: +353 1 614 0440, Email: waterloo@smiles.ie

Mon - Thurs - 8am - 8pm; Friday 10am - 5pm; Sat 10am - 4.30pm

Dundrum

Unit 2, level 2, Dundrum Retail & Business Park, Sandyford Road, Dublin 16,

Tel: +353 1 525 0800, Email: dundrum@smiles.ie

Mon - Fri - 8am - 8pm; Sat - 10am - 4pm

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.

Go to the Accident and Emergency Department of the nearest hospital and call the Centre Manager 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	



Everyone at Atlas Language School Dublin is very excited about welcoming you and we look forward to providing you with an unforgettable experience this summer!

