

STUDENT INDUCTION HANDBOOK



Welcome to Atlas Language School!

Thank you for choosing us! We hope you enjoy your course with us here at Atlas and have a wonderful time in Malta.

This **Induction Handbook** gives you useful and important information about our school and the course programme. Please read this carefully.

If you have any questions, at any point during your stay, please do not hesitate to talk to us any time, we are happy to help!

Warm regards,
The Atlas Team

What you need to know

Who Is Who



Cliff van Niekerk

School Manager

For any questions about prices, visa applications, course extensions.



Jane Galloway

Director of Studies

For any academic questions about your course, English level or teacher.



Monique Uys

Accommodation Manager

For any questions about host family or apartment accommodation.



Marbella Lossada

Front of House Manager

For any questions about visa enquiries, social programme activities or Malta in general.



Yasemin B. Gokdeniz

Student Support & Administration

For any questions about student support, your registration or enquiries.

Class Times / Attendance and Punctuality Timetable

General English Fluency (GE20)

This course has two sessions in the mornings. Students stay in the same classroom for both sessions.

Session 1: 9:00am - 10:45am

Break: 10:45am - 11:05am

Session 2: 11:05am - 12:45pm

(break times may vary slightly)

General English Fluency (GE20PM)

This course has two sessions in the afternoon. Students stay in the same classroom for both sessions.

Session 1: 13:30pm - 15:10pm

Break: 15:10pm - 15:25pm

Session 2: 15:25pm - 17:05pm

General English Fluency Plus (GE26)

This is one of our intensive courses, you have GE20 lessons in the mornings and 6 extra lessons in the afternoons. Please keep in mind that the length of the afternoon lessons may vary depending on the number of students in your class.

Attendance and punctuality



Attending English classes is the reason why you came to Malta. Coming to class every day, as well as arriving in class on time, is key for you to make the most of your time at Atlas and to achieve your academic goals.

The classes start at **9.00am** every morning. If you arrive late, it can disrupt the class so please arrive on time. We'd even suggest you arrive a little early and start talking to your classmates in English or start to check your homework with them. **If you are late, you will not be allowed into class after 9.15am.** Arriving late by 5 or 10 minutes every day cannot become a regular event. To make the most of your stay you should aim to attend every class (100% of attendance). For the second morning session (and the afternoon Plus classes), you cannot be late. For any absence (such as sickness) from class, please inform the school by sending an email to marbella@atlaslanguageschool.com. Please note you might lose your place in class if you don't attend regularly.

Non-EU students

If you are a non-European student and need a visa to stay in Malta you are required to attend class and maintain a minimum of **80% attendance**. If you do not attend class, or have low attendance, you are risking your current and future permission to stay in Malta. If your attendance drops below **70%**, we are obligated to report it to the Identita visa unit.

Regarding holidays, you can take one week of holidays for every 12 weeks of your studies. Holidays must be taken in full weeks from Monday 'til Friday. You must book your holidays and receive confirmation from school at least one week before your departure.

Please request your holidays via email: jane@atlaslanguageschool.com

Are you under 18?

If you are under the age of 18, your attendance will be checked each day. You have to arrive at school on time and attend all classes. We need to know where you are. If you are absent and we cannot contact you, we must inform your parents and the police.

The Academic Framework

The academic year at Atlas is divided into 4 terms of approximately 12 weeks each. The five General English Fluency levels that we offer in each term are as follows:

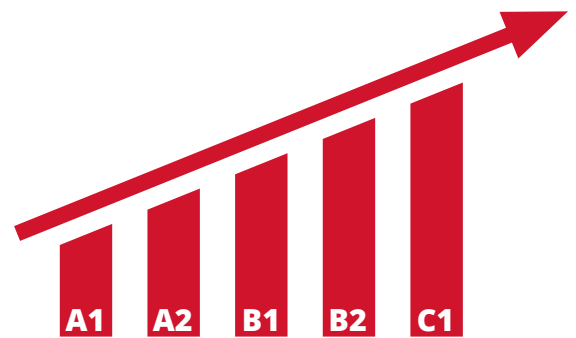
A1: Elementary

A2: Pre-Intermediate

B1: Intermediate

B2: Upper-Intermediate

C1: Advanced



Students can start on any Monday during a term.

Change of Level

If you feel your class is too difficult or too easy and you would like to change your level, please speak to your teachers first. If you want to move up a level but your teachers recommend that you remain at your current level, you can go to the Teachers' Room to speak to the Director of Studies (Jane).



Progress Tests

Every Friday there is a short progress test where you will review the main teaching and learning points of the week.

Course Book Policy

All students must have the course book materials for their class. Course books can be purchased at the school. If you change levels part-way through a term or at the beginning of a new term, you must buy the course book for your new level - the cost of a course book is €40.00.



Weekly Friday Review in Class

The teachers will use this information when they draw up their plan of work for the following week.



Tutorials

If you would like more 1-to-1 feedback with the teacher, you can request a tutorial.

Towards the end of the first week of your course you will have a **Week One Tutorial** with a member of the Atlas team. It's your opportunity to give us initial feedback on your classes, where you are living, and the different afternoon activities we offer. We want to check early on that you are settling in and are happy with the different aspects of the programme.

Elective Classes

From Monday to Thursday: 1.30pm - 3.00pm

(Times may vary slightly)

If you want to participate in Academic Activities, you need to sign up in advance in the cafeteria. Details can be found on the Wall Newspaper and the Weekly Agenda in the café or ask one of our friendly interns for help.

- Conversation Class : Monday
- Book Club : Tuesday
- Pronunciation Practice :Wednesday
- Study Club : Thursday

Social Programme

We offer social programme activities and weekend excursions, which are great opportunities to see and learn more about Malta while improving your English at the same time.

Signing up for activities

If you want to join any of Atlas activities or Elective Classes you need to **sign up** in the cafeteria. You need to sign up the day before the activity and for the elective classes you need to sign up on Mondays. If you sign up for one of the paid activities, you need to pay the listed price at reception at least ONE DAY BEFORE to secure your place.



If there is anything you would like to see or any activity that you would like to do, please let us know. (Email or on WhatsApp)

Email: info.malta@atlaslanguageschool.com



The weekly social programme calendar is updated at the end of every week. You can find it on the **Wall Newspapers**, in the **café** and on **Instagram**. Please ask one of our interns for further details.

Follow us on **Instagram**
[@atlaslanguageschool](https://www.instagram.com/atlaslanguageschool)



Whatsapp



Students Group Chats on WhatsApp

At Atlas Language School, we strongly advise against sharing any confidential information, photos, or contact numbers in group chats. Additionally, any form of advertisement or personal information should not be shared in these group chats. Please note that Atlas Language School cannot be held responsible for any consequences resulting from the actions mentioned above.

Safety Tips

How to act during an emergency evacuation

Please familiarise yourself with the escape maps in your classroom and throughout the school.

There are **two escape routes**:

- 1) Through the main door.
- 2) Through the extra fire exit in the middle of the corridor, opposite the Ladies Toilets.



Use the fire exit signs and fire escape maps to identify the nearest exit.

The **Assembly Point** in case of an emergency evacuation is outside and in front of Atlas.

On discovering a fire:



Sound the fire alarm by using the nearest fire alarm button. These are located near the stairs and the fire exits.



Leave the building by the nearest fire exit, following your teachers' and the Fire Marshal's instructions.



Proceed to the assembly point and report to your teachers or an Atlas staff member.

Fire Marshals are appointed Atlas staff members who are responsible for identifying and reporting risks and safely evacuating the school building.



There is a first aid kit available in the Admin Office and at reception.

Inside the school building

- Do not use your phone while walking
- Cover hot drinks with lids to avoid spillages
- Do not run, sit on the stairs, or block the hallways and fire exits
- Only water, in a bottle with a lid, is allowed in class

Out and about

- Check for cars coming from both sides
- Remember that in Malta traffic drives on the **left-hand side**
- Keep to populated areas and avoid empty streets at night

Emergency Help

Police, Fire Brigade and Ambulance - **112**

Public Transport

Bus Service



Bus services on the Maltese islands generally operate daily between 05:30 and 22:00hrs (earlier in winter, so please check). There are about 80 different routes that link the different locations in Malta to either major hubs such as Valletta, Mater Dei Hospital and the Airport or to other destinations.

There are night buses during the weekend, marked with an 'N' (e.g. N13). This is a restricted service - please check online before you travel.

Fares and Ticketing

The fares range between €2 per journey to €3 per journey (night buses and express services, e.g. TD13). Most, but not all, buses accept contactless payment. You can also buy a Tallinja travel card - please ask at reception for more information.

You can find more information at www.publictransport.com.mt.

Accommodation

We have a number of great single and twin room apartment options on the island. These are fully-fitted living spaces that are furnished with all modern amenities within walking distance of the school. If you are staying in one of our apartments, please follow our guidelines to make everyone's stay as enjoyable as possible.



- Tidy up after yourself;
- Keep the apartment clean;
- Keep the noise down in the evening and at night;
- Do not have large gatherings or parties;
- Do not consume alcohol excessively and do not smoke in the apartment or on the balcony.

Code of Behaviour



1. Atlas Language School values difference and diversity, cooperation and freedom of expression, balanced with tolerance, equality and social responsibility. Please behave in a considerate, respectful and courteous manner at all times.



2. Please speak in English at all times - particularly inside the school and on Atlas-organised trips. For students, not speaking English in school limits your learning opportunities and damages the learning environment for others.



3. Arriving late, even by 5 or 10 minutes, is disruptive for others in the class. Please be on time for your classes!

Important contact numbers



All Emergencies (Police / Ambulance / Fire Brigade & Civil Protection) 112



Police (pulizija in Maltese) (+356) 2122 4001-7; (+356) 2122 1111



Hospital - Malta Mater Dei (+356) 2545 0000



Local Doctor St Andrew's Clinics, 34 Triq Il-Qasam, Swieqi
(+356) 2135 5205
(check opening hours on Google)



Pharmacy Brown's Pharmacy, 34 Triq Il- Qasam, Swieqi
(+356) 2147 2316
(check opening hours on Google)



School Emergency contact (+356) 7938 3574
(**ONLY** for use in emergencies when something cannot wait until the next school day)

Other information

If you are interested in getting a **Maltese SIM card** for your phone, there are three main operators in Malta: Melita, EPIC, and GO. They all offer prepaid cards that you can top up every month. Please ask at reception where we have GO SIM cards in school.

Malta Public Transport - You can find bus schedules on the Tallinja website, as well as information about the Tallinja bus cards <https://www.publictransport.com.mt/> We suggest you download the Tallinja Application.

Please make any requests/comments regarding your stay during office hours:
Monday - Friday 08:30 - 17:00 +356 2138 2045

Feedback



For general feedback, you can also visit our Instagram page (@atlaslanguageschool) or check us out on Facebook (Atlas Language School Malta). You can also leave a review on Google!

General Feedback

You can give us general feedback by using our **Suggestions Box** in the cafeteria or simply talking to any Atlas staff member.

Atlas Social Media

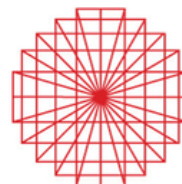
Photo / Video Consent

For publicity purposes (for example on our social media networks) we may wish to take photos or videos of our students during school activities and trips. Your data protection matters to us and we strive to protect your personal data. We will ask you to fill out the photo consent form given to you on your first day at school.



Atlas School App

It is our school application where you can find information about your timetables, attendance, booking, Atlas accommodation, and the Atlas social programme.



Non-EU Visa Students



If you are a non-EU citizen and study and stay for more than 90 days in the Schengen area, you need to apply for a long-term visa to the Central Visa Unit in Malta. To apply for a visa, please ask at reception.

Printing and Copying

You can print and copy documents at Atlas for €0.10 per page in black and white and €0.15 per page in colour. Please ask at reception.

Resources

Student Visa
Guidance Notes



Accommodation
Guidelines



Terms &
Conditions



School's address:

Triq Alamein, Pembroke,
PBK 1770, Malta

Telephone number:

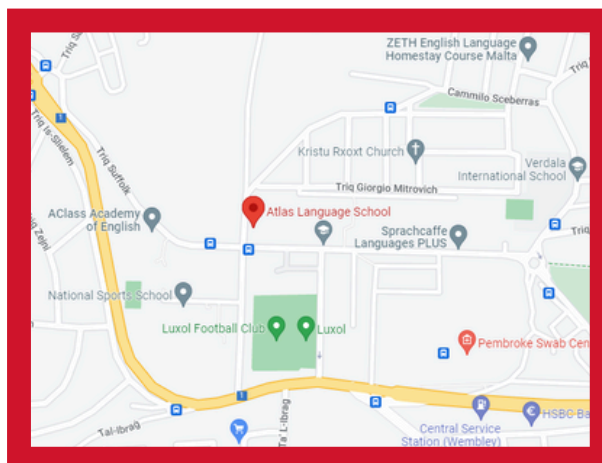
+356 2138 2045

Emergency telephone number:

+356 7938 3574

Website:

www.atlaslanguageschool.com



Important Information for Using Buses in Malta

When you see the bus approaching, **wave** to the driver to signal that you want to get on.

Remember to **validate** your **Tallinja card** on the ticket machine located next to the bus driver each time you board.

Inside the bus, you need to **press the "STOP" button** before your desired stop to signal the driver. If you don't, the driver will not stop.

If the bus does not stop despite your signal, it means the bus has reached its maximum passenger capacity. You will need to wait for the next bus.

Buses in Malta can often run behind schedule due to roadworks, traffic accidents, or heavy traffic, which can cause delays. It's not uncommon to see multiple buses arriving within seconds of each other after a delay.

If you want to check the schedule, you can do so on the **"Tallinja"** app, Google Maps, or at <https://www.publictransport.com.mt/bus-timetable-library>.

TD line buses (Tallinja Direct Routes) are express buses and cost **1.50** with a Tallinja card. To use these buses, you need to have sufficient money on your card, which can be added via the app.

Principal Bus Services of interest to tourists

from June 2022

Diagrammatic only – not to scale
Not all services are shown

KEY:

GREEN LINES

- indicate main line services to/from Valletta
- - express services X4 & TD13
- - services to the north of the island
- - other services to/from Valletta

RED / BROWN LINES

- indicate other routes from Sliema / St.Julians:
- - express service X2 to the airport
- - services to Golden Bay or Rabat

PURPLE LINES

- indicate other buses from Bugibba / Qawra:
- - express service X3 to the airport
- - direct services to Golden Bay or to Sliema via Mosta

YELLOW LINES

- indicate other buses from Mellieha & Cirkewwa:
- - express service X1 to the Airport
- - services to Sliema, Bugibba or Golden Bay

BLUE LINES

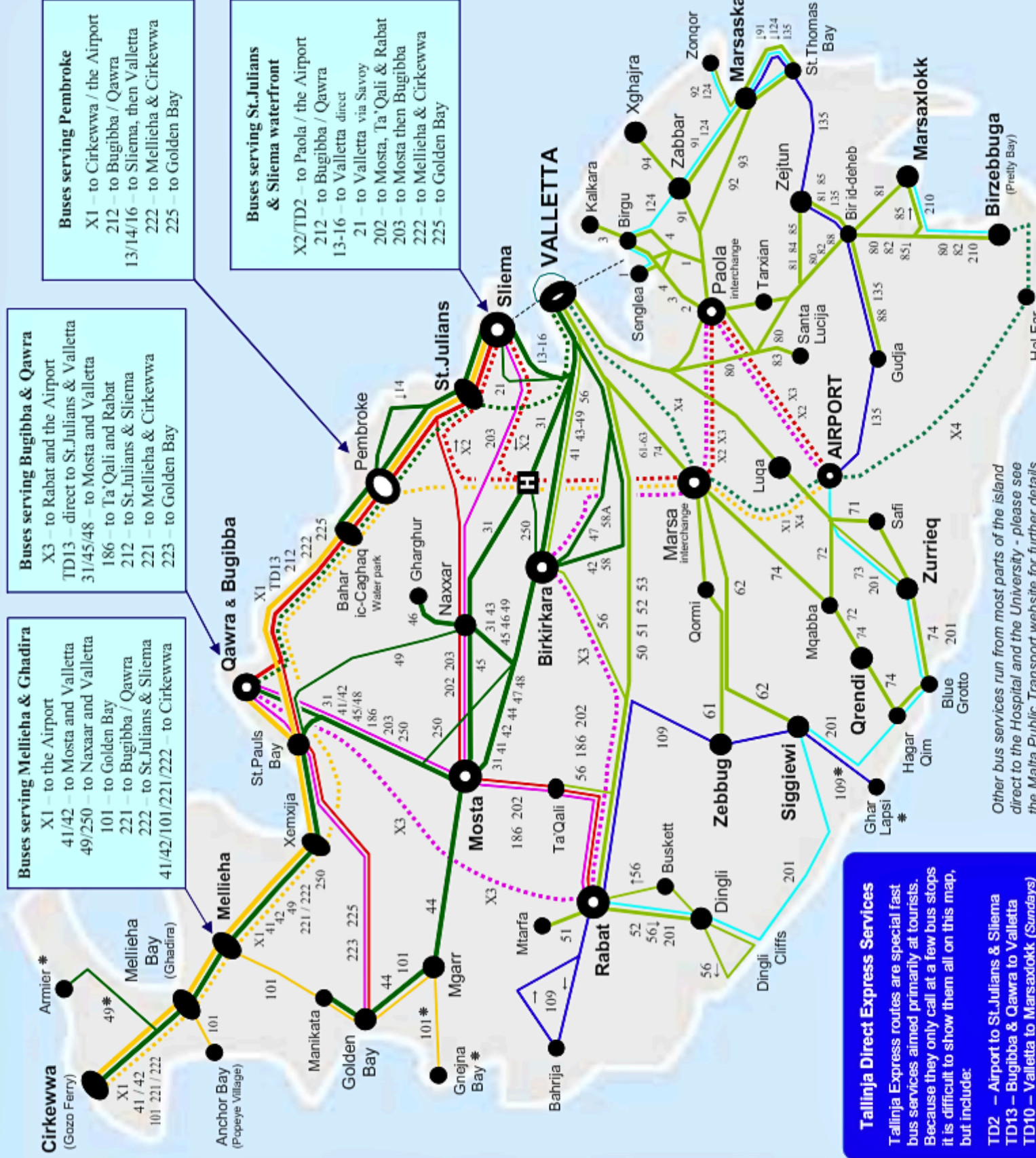
- indicate parts of other direct services that are of particular use to tourists

H - location of Mater Dei Hospital and the University

● - location of other interchange points

--- - Valletta Ferry Service

* - places or parts of services that are only served during the Summer



Buses serving Mellieha & Ghadira
 X1 – to the Airport
 41/42 – to Mosta and Valletta
 49/250 – to Naxxar and Valletta
 101 – to Golden Bay
 221 – to Bugibba / Qawra
 222 – to St.Julians & Sliema
 41/42/101/221/222 – to Cirkewwa

Buses serving Bugibba & Qawra
 X3 – to Rabat and the Airport
 TD13 – direct to St.Julians & Valletta
 31/45/48 – to Mosta and Valletta
 186 – to Ta'Qali and Rabat
 212 – to St.Julians & Sliema
 221 – to Mellieha & Cirkewwa
 223 – to Golden Bay

Buses serving Pembroke & Sliema waterfront
 X2/TD2 – to Paola / the Airport
 212 – to Bugibba / Qawra
 13-16 – to Valletta direct
 21 – to Valletta via Savoy
 202 – to Mosta, Ta'Qali & Rabat
 203 – to Mosta then Bugibba
 222 – to Mellieha & Cirkewwa
 225 – to Golden Bay

Tallinja Direct Express Services
 Tallinja Express routes are special fast bus services aimed primarily at tourists. Because they only call at a few bus stops it is difficult to show them all on this map, but include:
 TD2 – Airport to St.Julians & Sliema
 TD13 – Bugibba & Qawra to Valletta
 TD10 – Valletta to Marsaxlokk (Sundays)

Other bus services run from most parts of the island direct to the Hospital and the University - please see the Malta Public Transport website for further details.