

## A - Z GENERAL INFORMATION ON DUBLIN & HORNER SCHOOL

Welcome to **the Horner School of English**. We are delighted that you have chosen to study with us. The following staff members are available to assist you during your stay:

**CLASSROOMS & STUDENT RECEPTION OFFICE (40 Fitzwilliam Street Upper):** Please speak to **David Horner, Derek, or Patricia**. Derek Bettencourt is the Director of Studies, if you have any questions relating to your language classes, please speak directly to Derek or David.

**Accommodation Manager's Office:** If you have any questions relating to your accommodation or your booking, please speak to **Trevor Horner, Klara, Tamara or Tania**.

**Accounts Office:** Please speak to **Janice Horner or Tania** about any issues relating to your booking or your payment.

### **BUS, TRAIN & LUAS TICKETS**

ALL Leap Cards can be purchased from the **Dublin Bus Office on 59 O'Connell Street**, Dublin City Centre.

#### **Types of leap cards:**

- **LEAP "VISITOR CARD":** The "Visitor Card" is perfect for short stays (1 or 2 weeks). This card allows unlimited journeys on all Public Transport including the bus service, the Luas (tram) services, all DART (Trains) and all Dublin Commuter Trains. This card costs €32.00 for 1 week.
- **LEAP CHILD (16-18) & LEAP YOUNG ADULT CARD (19-23):** can only be purchased online; The cost is €5 (refundable) & you must purchase at least €5 travel credit. The card will be sent by post within 5 working days to your home address. This card gives access to reduced price travel.
- **LEAP STUDENT CARD:** you must be **registered** in the school for a minimum of 6 months, a minimum of 16 hours of class per week. You will require a letter from the school to show in Dublin Bus (please ask Patricia at school reception). The cost is €5 (refundable) & you must purchase at least €5 travel credit. The card will be sent by post within 5 working days to your home address. This card gives access to reduced price travel.
- **ADULT LEAP CARDS:** These can be purchased by anyone, at all train stations, shops, and Dublin Bus. The cost is €5 (refundable) & you must purchase at least €5 travel credit.

**When using the Train and Luas:** Touch ON AND touch OFF.

**When using the bus:** Touch ON at the start of your journey only, not off.

Did you know, there is an APP for topping up the LEAP Card?

### **EMERGENCY TELEPHONE:**

The school operates a 24-hour emergency telephone number at 086 3886071.

### **CLASS LEVELS:**

We always offer 5 class levels i.e. *A1 Elementary, A2 Pre-Intermediate, B1 Intermediate, B2 Upper-Intermediate C1 Advanced*. Placement in class is determined by your online grading test and Online interview. It will take approximately 12 weeks to complete each class level. If you have questions about your class level, you should speak to your teacher first and then to the Director of Studies (Derek Bettencourt). The first days are always challenging as you are getting to know your teacher and classmates. We ask that you be mindful of this and please try to give yourself sufficient time to settle into the class. If you are unhappy with your placement level after the first days and you wish to sit a second grading test, please let us know!

### **FACILITIES AT SCHOOL:**

The study library is located in the basement of the school. The student coffee room & garden area is located at the back of building 40. Please do not take any food or drinks to the classrooms. There are toilets on every floor of building 40.

### **FACILITIES (Wi-Fi):**

- The main School Building (40 Fitzwilliam Street Upper) has a Building-Wide Wi-Fi network. It is called HSE-WiFi the password is **hse\$2021**.
- The login details for the Wi-Fi in our Merrion Square Building are: WLAN: Goethe-Institut - Username: GAST004730 - Password: **Nxma216750**

### **HOST FAMILIES:**

Remember to exchange telephone numbers with the family and let them know if you will be home late etc. **Do not** bring any guests or visitors to the family house without first receiving permission from the host family.

### **PRINTING:**

The school does not provide a printing service.

### **PROGRAMME OF ACTIVITIES (Tours & Excursions)**

We organise two or three activities each week. Some weekends, we organise bus tours to interesting places outside of Dublin City. You must sign-up for all tours and activities **at least 48 hours before the date of the tour.** The sign-up list is at the school reception office (building 40). Your name must be on the list to attend the activity (Please, sign up your name in capital letters). Some tours may close as soon as all places are sold, or the event has reached the maximum number. There is a calendar of activities "Social Life" on the Horner School website.

### **QUESTIONNAIRE & END OF COURSE CERTIFICATE:**

At the end of your first week, please, fill in the yellow First Week Evaluation Questionnaire, it is in your pack. Your evaluation will help us to maintain our high standards of tuition, accommodation, and activity programme. An *End of Course Questionnaire* (link to an online form) will be sent to you on your final week. Once you have completed this form, your **End of Course Certificate** showing the dates of stay, the number of class hours per week and the level of your course will be emailed to you. Should you have any questions or problems relating to your booking please contact a member of staff. We are here to help you!

### **REQUESTING HOLIDAYS DURING THE LONGER STAY COURSES:**

If you are staying for 12 weeks or longer, you can request some holidays from class. Two weeks holiday time is permitted for course bookings of 12 to 24 weeks. Eight weeks holiday time is permitted for course bookings of 25 weeks or longer. All holidays must be at least 1 full calendar week.

### **START TIMES & BREAK TIMES FOR CLASS:**

You will receive your timetable for classes on arrival at the school. Morning classes start at 09:30 and finish at 13:10 Monday to Friday. If you have afternoon classes, please check your timetable, afternoon classes start at 14:00 and finish at 16:50. Please be on time. Take your breaks at the appointed times.

### **SECURITY ISSUES - Safety in Dublin:**

Money – Store your cash, passport, and other valuables in a safe place. Do not carry excessive amounts of money on your person. Please do not leave any personal items in the classrooms unattended.

### **SHOWING SYMPTOMS OF COVID-19: (FOR FACE-TO-FACE LESSONS)**

Students with symptoms of COVID-19 are instructed to: **1.** Stay home if you are unwell. **Do not come to school.** **2.** Immediately inform Horner School of the situation. Send an email to Patricia: [patricia@hornerschool.ie](mailto:patricia@hornerschool.ie) **3.** Take a Covid-19 test. **4.** Self-isolate for 1 week if you have a positive test result. **5.** Contact Horner School to advise us of your test results. The school may need to undertake contact tracing, etc. If you experienced symptoms of Covid 19 you should wait at least 7 days (from onset of symptoms before returning to work/school).

### **TELEPHONES IN CLASS:**

The use of mobile phones for social media is strictly prohibited during class time. Your teacher may want to use online materials during class so please bring a phone, tablet, laptop, etc, to class every day. Please only use these for class related activities during your lessons.

### **TESTING (Weekly Tests):**

Weekly Tests are given in all classes every Friday to review the materials covered during the week and to assess student progress.

### **TIMETABLES/ATTENDANCE/PUNCTUALITY:**

Lessons start and end at the times outlined on your printed course schedule. It is very important that all students are in class and ready to begin the lessons on time. If you arrive **15 to 30 minutes late** for class, you will be allowed to join the class BUT your attendance record will be marked down by 50% for the morning session. If you arrive **more than 30 minutes late for class**, you SHOULD NOT join the class until the next break and you will be marked as absent for the morning part of the lessons. Please be aware that persistent lateness and absence from the lessons is disruptive to the teachers as well as your fellow students.

### **TRANSFERS TO AIRPORT:**

If you have booked a departure transfer, it is YOUR responsibility to contact the office approx. 1 week before your departure. We need to reconfirm your Date of Departure / Time of Departure (i.e. flight time; Flight Number AND Transfer Pickup Time).

### **WELCOME MEETING:**

We hold a short welcome meeting every Monday at 13.15 (except Bank Holidays) to welcome new students to the school. Please come along to room 3 building 40 Fitzwilliam Street Upper, starting at 13:15.