

## 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)

**Student Reception:** Please speak to **Derek or David Horner**. Derek Bettencourt is the Director of Studies, if you have **any questions relating to your language classes** please speak directly to Derek or David. Alternatively, please use our [E-Reception System](#) (E-Reception System on the HOME PAGE of our website) to request a VIDEO CALL with one of these staff.

**Accommodation Manager's Office** If you have any questions relating to your accommodation or your booking please speak to **Trevor Horner, Lisa & Klara**. Use our [E-Reception System](#) to request a VIDEO CALL with one of these staff.

**Accounts Office** Please speak to **Janice Horner** about any issues relating to your booking or your payment. Use our [E-Reception System](#) to request a VIDEO CALL with Janice.

### BUS, TRAIN & LUAS - LEAP VISITOR CARD:

We recommend that you purchase the "Leap Visitor Card" from the **Dublin Bus Office on 59 O'Connell Street**, Dublin City Centre (Open Monday to Friday 09.00hrs – 17.00hrs. Saturday 09.00hrs -14.00hrs. Sunday/Bank Holiday: closed). The Leap Visitor Card allows **unlimited journeys** on all Dublin Bus scheduled services including Xpresso, Nitelink, Airlink 747 / 757 (airport bus service), All Luas (tram) services, all DART Trains and all Dublin Commuter Trains. Buses run from 07.00 to 23.30hrs each day, with a reduced service on Sundays. The DART train operates 06.00 to 23.00 (approx.), with a reduced service on Sundays. Pearse Street Train Station is just ten minutes' walk from Fitzwilliam Street Upper.

**Leap Visitor Card - Prices** as follows:

<b>1 week €40.00</b>	<b>2 weeks €75.00</b>	<b>3 weeks €100.00</b>	<b>4 weeks €125.00</b>
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### 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 the online grading test and ZOOM interview. It takes approximately 12 weeks to complete each class level. If you are feeling concerned about your class level, you should speak to your teacher and/or to the Director of Studies (Derek Bettencourt). The first days are always demanding 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!

### FACE COVERINGS: (FOR FACE TO FACE LESSONS)

The school requires that face coverings are worn in all classrooms and in all public spaces of the school.

### FACILITIES AT SCHOOL: (FOR FACE TO FACE LESSONS)

The study library is **currently closed** due to measures in place to reduce the spread of Covid Virus. The student coffee room & garden area is open and located at the back of building 40. This area and is restricted to **10 persons max** during coffee break time. **Please do not take any food or drinks to the classrooms**. There are toilets on every floor of building 40 and toilets located at the back of the ground floor of building 10.

### FACILITIES (WiFi):

The School Building has a Building-Wide WiFi network. It is called **HSE-WiFi** the password is **hse\$\$2016**

### PHYSICAL DISTANCING MEASURES: (FOR FACE-TO-FACE LESSONS)

Classroom desks are pre-arranged to allow safe distancing according to the 1-meter guideline. Please do not move any furniture within your classroom. Please use the same desk each day.

### PRINTING:

The school does not provide a printing service, if you require a school document please use our [E-Reception System](#) and follow the instructions to "Request a Document". You will receive a PDF document by email.

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

For the duration of the pandemic, we will be offering a much-reduced plan of excursions and activities. Activities will be listed on our [WEBSITE](#) We hope to be able to return to normal operations for tours and excursions from Autumn 2021.

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

At the end of your first week please go to [this link and complete your First Week Questionnaire](#). Your evaluation will help us to maintain our high standards of tuition, accommodation, and activity programme. An **End of Course Questionnaire** link 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!** Use our [E-Reception System](#) to request a VIDEO CALL with any member of the administration team.

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

Holidays are allowed if you are staying for 12 or more weeks only. Holidays are not permitted within the first 3 weeks of your course starting date. 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. **Holidays must be requested through the E-Reception System** All holidays must be taken over the period of a full calendar week, Monday to Friday.

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

**Money** – When you arrive, plan to store your excess cash, passport, and other valuables in a safe place. Do not carry excessive amounts of money on your person. **While on the school premises** – 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 or living with someone who has symptoms of COVID-19 are instructed to: **1.** Stay home if you are unwell. **Do not come to work/school.** **2.** Immediately inform Horner School of the situation. **3.** Contact a GP in order to arrange a Covid-19 test. \* School recommends, D2 Medical Centre Ph 01 6314500 **4.** Self-isolate while waiting for the test and the test results. **5.** Contact Horner School again as soon as test results have been received to advise of the outcome. If the test result is positive, then further measures may need to be undertaken by Horner School i.e. contact tracing, etc. as will be determined by the relevant authorities. If you experienced symptoms of Covid 19 but did not receive a test appointment you should wait 10 to 14 days (from onset of symptoms before returning to work/school. You must again complete a "Student HEALTH Questionnaire"

### **STAGGERED COURSE START TIMES & BREAK TIMES: (FOR FACE-TO-FACE LESSONS)**

You will receive a timetable for your classes before your arrival. Classes have varied starting times. Please try to arrive at your appointed time. Take your breaks at the appointed times and please exit the school building without delay as soon as classes have finished.

### **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.

### **TELEPHONES IN CLASS:**

The use of mobile phones for social media is strictly prohibited during class time. Please only use your phone 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. Students who arrive fifteen to thirty minutes late for class will be allowed to join the class and will be given 50% attendance for the morning session. Students who arrive 30 minutes or more after the class has started will be asked to join the class at the next break and will be marked as absent for the lessons up until the break. Please be aware that persistent lateness and absence from the lessons is disruptive to the teachers as well as your fellow students.