

Student Handbook



Bray Language Centre
Summer Programme

Student Name: _____

Group: _____

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Welcome

Bray Language Centre has been welcoming students from all over the world since 1995. Quite soon now you will experience that welcome for yourself.

We will provide a friendly, warm and welcoming learning environment for you. All students regardless of age, race, religion, gender or English level are treated equally.

Our aim is to provide high quality facilities and courses that exceed the expectations and needs of all our students. We spend a lot of time in planning our courses so that you have a positive and fun learning experience.

You will have English classes five mornings per week and we expect all of our students to work hard at improving their English.

We also offer a varied and fun activity programme on five afternoons, evening activities twice per week and an excursion on Saturdays.

You will stay with a carefully-chosen, friendly family who will make you feel at home and give you some insight into Irish life and culture.

We hope you will enjoy your English Language and Activity Course with us, make new friends and most of all improve your English.

Kieran Farrell
Director



Before You Travel

What documents do I need?

For entry into Ireland you will need a valid passport issued by your own country or a national identity card if you are from an EU country. A special visa is required for some nationalities. Please check the regulations when you make your travel arrangements.



Do I need Medical and General Insurance?

Yes. Unless you are from an EU country, or a country which has a health agreement with Ireland you will need medical insurance. We also recommend that students have travel insurance to cover loss of possessions etc.

Do I need to bring a lot of Pocket Money?

Since the course fee you have paid includes transport, activities and accommodation, you do not need a lot of pocket money. You will only need money for snacks, drinks, souvenirs and shopping.



Valuables

BLC accepts no responsibility for loss of money, valuables or personal belongings in school, in the host family home or while engaged in activities or excursions. Before travelling seek advice from your parents and group leaders about how to secure your cash and valuables while on the course. Do not carry large amounts of money with you and do not leave your valuables unattended at any time.

What clothes do I need?

Apart from everyday clothes and personal wash kit, you should remember to pack a warm jumper or two, a rain jacket, hat/cap and umbrella. In Ireland the weather can be quite warm but it can also be cold and wet.

You do not need to bring towels but you will need at least one international power adaptor.

Will I be able to use my mobile phone?

Mobile phones are the most convenient way of communicating but they can also be expensive. Use of Skype, WhatsApp, Viber, Messenger etc. can save you a fortune on call charges. Wireless broadband is available in most places.

999 is the number for emergencies - fire, police or ambulance.



Do I need to bring school materials with me?

Yes, you need to bring all the usual student equipment - pens, pencils, eraser, notebook etc.



What will the weather be like?

Check the weather forecast and prepare for mixed weather - sunshine, cool cloudy weather and some rain.



Student Welfare

Every student's safety and enjoyment is very important and during your stay we will provide:

- A warm welcome.
- A tour of the school and the surrounding area.
- Emergency 24/7 telephone numbers.
- All the information you require to participate in the programme.
- An organized activity and excursion programme to cater for all interests.
- Comfortable and clean accommodation with a friendly family.
- Trained, friendly and helpful staff.
- Qualified and experienced teachers.
- A Welfare Notice-board displaying relevant Health and Safety information.
- First Aid Qualified staff members.
- Health and safety information including emergency evacuation procedures for the school and road safety.

 Céad Míle Fáilte 

We want you to enjoy your stay, make new friends and learn lots of English.

There are many things you can do to help yourself as well:

- Enjoy yourself and be happy.
- Speak as much English as you can.
- Try as many different activities as you can.
- Be courteous and polite towards everyone.
- Take care of your personal valuables at all times.
- Be careful when crossing the road; remember we drive on the Left.
- Always arrive to your lessons and activities on time.
- If you see anything or anybody strange please tell one of the our staff immediately.
- If you have any problems speak to your group leader, the Centre Manager, your teacher or your host mother.



Don't Worry,
Be Happy!

The People Who Will Take Care Of You



The Centre Manager
is in charge of the centre dealing with all questions concerning the school, activities programme and accommodation.



The Activities Coordinator
organises all your activities and excursions and makes sure all activities run smoothly.



The Activity Leaders
take care of student safety and accompany you on all excursions as well as leading and interacting with you on all activities.



The Group Leader
is the adult who accompanies you on your journey to Ireland and looks after you and your interests during the course.
He/she will act on your behalf and communicate with members of our staff to help resolve any problems you may have.

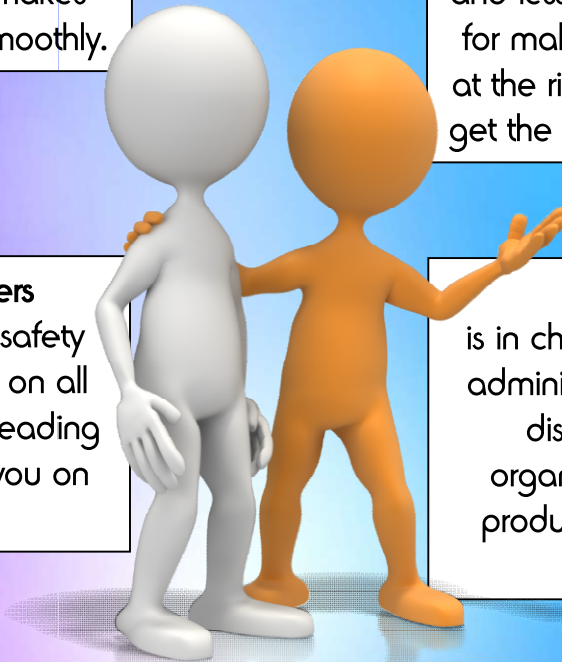
The Director of Studies (DOS)
is in charge of the teachers and lessons and is responsible for making sure that you are at the right level and that you get the best from your lessons.



The Principal
is in charge of all academic administration; creating and displaying class lists; organising examinations; producing certificates and diplomas.



The English Teachers
are all qualified and have experience of teaching teenagers. They prepare and deliver well structured and varied lessons to ensure that all students have the opportunity to improve their English in a positive learning environment.



Talk to your group leader or your teacher if you have a problem. If you do not have a group leader talk to the Centre Manager. At home talk to your host mother. If it's an emergency ring the emergency contact numbers on your ID card.



What is Expected of You?

Respect	Students must treat all staff, host families, members of the public and each other with respect at all times.
Please/Thank You	Students must remember to be courteous and show good manners at all times.
Speak English	Students are expected to try and speak English at all times whether at school, during activities or in their host families. This applies even when talking to people of the same nationality.
No Bullying	Bullying is the deliberate and/or repeated action of making another person unhappy. Bullying of any type will not be tolerated and may result in students being sent home. Students are expected to report any bullying to a member of staff.
Integration	Students are expected to try to integrate as much as possible with all students of different nationalities and with members of the host family.
Individual Students	Students who are part of a group are expected to try to include and be friendly towards all the students who have travelled on their own and are not part of a group.
Centre Rules	All students are expected to follow the rules explained by their teachers during the first class.
Travel & Walking	When walking to and from school and on excursions always be aware of what is going on around you. Always travel in pairs and never travel on your own. Always make sure you tell your Group Leader / Centre Manager / Activity Leader / Friends and / or Host Family where you are going.



Arrival

If you are part of a group you will be greeted by a member of our staff at Dublin airport and brought by coach to the school. On arrival, the Centre Manager or Accommodation Officer will meet you off the coach.



Fits (Individuals)

If you are an individual student you will be met by a member of our staff at Dublin airport and brought directly to your host family, or you will use the Aircoach service from Dublin Airport. In that case, you will be met by your host family at the Aircoach terminus in Bray.

What Happens Next for Groups?

Once the students have alighted from the bus they are introduced to their host families.

The families receive the final draft of the student programme and a reminder of the arrangements for the first two days.

If there is an activity for the group on the day of arrival, the families drop the students to it and pick them up afterwards. The students receive all necessary documents; final activities programme, ID card, bus/rail travel pass etc. from the Centre Management Team.

The families drop the students to school on the first morning.

Fits (Individuals)

If there is an activity for the you on the day of arrival, your host family will drop you to the activity and collect you afterwards.

You will receive all necessary documents; final activities programme, ID card, bus/rail travel pass etc. from the Centre Management Team.

The family will also drop you to school on the first morning.

Departure for Groups and Fits

If you are part of a group your host family will take you to the school for departure by coach to the airport.

If you are a FIT (individual student) you will be picked up by a member of our staff for a private transfer to the airport by car. If necessary, the staff member will help you to check in and remain in the airport until your flight has departed. If you are using the Aircoach service your host family will drop you to the Aircoach terminus in Bray.



The School Day

First Day of Course	
Time	Students
08.30-09.00	Greeting by BLC Staff
09.00-09.30	Induction by Teachers
09.30-10.30	Oral Assessment by Teachers
10.30-11.00	Break: Learn about the activities programme from the group leader (from the Activities Coordinator if you are an individual student)
11.00-12.30	Class & Homework

A Typical School Day	
Time	Students
08.30-09.00	Arrive for school and socialise in canteen
09.00-10.30	Lesson 1
10.30-11.00	Break
11.00-12.30	Lesson 2
12.30-13.30	Lunch
13.30-17.00	Afternoon Activity

Placement Test



Before you arrive you will complete a placement test online. You will receive details of how to access and complete the test from your group leader or, in the case of individual students, directly from the administration staff in our office. This tests your level of English, so that we can put you in the right class for your level. The test focuses on grammar and vocabulary, and you will know what level you have been placed at before you arrive in Ireland.

Then on the first day of the course, once your teacher has completed your induction to the school, he/she will evaluate you in relation to speaking and listening and classes will begin straight away.

If you are not satisfied that you have been placed at the correct level, speak to your teacher about it. He/she will consult with the Director of Studies who will talk to your group leader and a decision will be made about what level you best belong at. If you are not moved the teacher will closely monitor the situation for a few days to ensure that you are happy and learning at your current level. If necessary a further re-appraisal may take place after two more days of classes.

What are the School Rules?

- 1) Students must attend their lessons and be on time for lessons every day.
- 2) Students must listen to the teacher and follow instructions.
- 3) Mobile phones must be turned off during the lessons and activities.
- 4) No eating or drinking in the classroom.
- 5) Speak English at all times.



BLC Teachers



All of our teachers are professionally trained with specialist qualifications in English language teaching such as the Cambridge Certificate and Diploma, in addition to educational qualifications from universities and colleges. All of our teachers are experienced in teaching young learners and teenagers.

Teaching Resources

Your teacher will use a wide variety of supplementary materials including appropriate resource books and authentic materials, such as newspapers, magazines and TV news. All of our class rooms have white boards, projectors and internet connection to enable teachers to access online teaching resources.



Your teacher will assess all students daily incorporating speaking, listening, writing, vocabulary and grammar. This continual assessment will be used at the end of your course to determine your level for certification. During the course students will be asked to complete a project which you will be asked to present at the end of the course.

Do I have to do homework?

Yes, you do homework every day. It should take you around 20 minutes.

Class Attendance

Attendance is expected at all classes and punctuality is essential. We have clear procedures in place for dealing with classroom attendance.



All teachers will take a class attendance at the beginning of class and straight after the break.

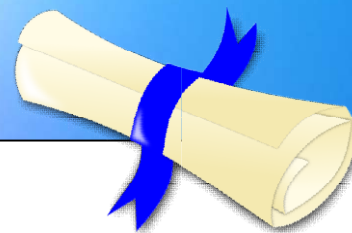
Any student that is not in class at this stage will be marked as being late on the attendance sheet.

The teacher will contact the DOS immediately and inform him/her that a student is not in class.

The DOS will then contact the student's Group Leader and they will endeavour to locate the missing student and get him/her to class as soon as possible. This will usually entail, ringing the student's mobile number, contacting the host family, calling to the host family home or doing a sweep of the student's route to school by car.

If a student is late on 3 or more occasions in one week they will be called to a meeting with the Director of Studies and the Group Leader in order to determine the reason why the student has been late.

Repeated lateness may be punished by requiring the student to do extra homework or to serve detention during an afternoon activity.



What do I get when I finish the course?

Students who attend 2-week programme receive a certificate at the end of the course based on their teachers' assessment of their attainment at the level for which they have studied. The assessment is based on the teachers' observations, the students' weekly assessments and the project which is presented by each student at the end of the course.

Students who complete a course of three weeks or longer in duration sit an oral examination at the end of their course, and are awarded a diploma based on the result. Continuous assessment by the class teachers is also taken into account when awarding the final grade.

The Activity Programme is divided into 3 parts:

Afternoons

Evenings

Weekends

Afternoon Activities

are organised for all students each afternoon from 13.30 to 17.00 approximately. All students are expected to attend and to participate fully. During this time all activities will be supervised and led by activity leaders.

Activities include the following :

1. 'MAD' (Multi-Activity Days) are days when you can choose from the following; Sports, arts and crafts, yoga, Irish dancing, Indian head massage.
2. Half day excursions to Dublin and other places of interest.
3. Fun Olympics, Cinema, Bowling, and other fun activities



Evening Activities

take place on two evenings per week from 19:30 to 21:30

Activities include the following:

Disco Move Nights
Karaoke Quiz & Challenge Nights



Saturday Excursions

usually include a visit to a place of historic or cultural significance, and an activity.

Typical venues include: Castles, parks, farms, monasteries, boat trips, adventure activities etc...

On Sundays students usually spend the day with the host family, meet their friends in town or go on extra organised trips with their group leaders.

Students are expected to observe the following rules during activities and visits.

Always be on time.

Be careful crossing roads.

Speak English.

Listen to the Activity Leaders and follow their instructions.

Wear your seat belt on buses, coaches and in cars.

Respect members of the public when on activities outside the school.

Sample Programme

Date	Time	Activity	Details			
Sun July 9		Arrival	Bus Transfer to BIFE Bray			
Mon July 10	09:00 - 12:30	Classes	In BIFE			
	13:30 - 17:00	Multi-Activity Day	Starts in BIFE at 13:15			
Tues July 11	09:00 - 12:30	Classes	In BIFE			
	13:30 - 17:00	Bowling	Depart from school at 13:15			
	19:30 - 22:00	Disco	Porter House Night Club, Seafront			
Wed July 12	09:00 - 12:30	Classes	In BIFE			
	13:30 - 17:00	St. Patrick's Cathedral	Depart from school at 13:15			
Thurs July 13	09:00 - 12:30	Classes	In BIFE			
	13:30 - 17:00	National Museum	Depart from school at 13:15			
	19:30 - 21:30	Movie Night	In BIFE until 21:30			
Fri July 14	09:00 - 12:30	Classes	In BIFE			
	13:30 - 17:00	Multi-Activity Day	Starts in BIFE at 13:15			
Sat July 15	10:00 - 12:30	Guinness Storehouse + Shopping	Meet at school at 09:00			
Sun July 16		Free Day				
Mon July 17	09:00 - 12:30	Classes	In BIFE			
	13:30 - 17:00	Multi-Activity Day	Starts in BIFE at 13:15			
Tues July 18	09:00 - 12:30	Classes	In BIFE			
	13:30 - 17:00	Dalkey Castle	Depart from school at 13:15			
	19:30 - 22:00	Disco	Porter House Night Club, Seafront			
Wed July 19	09:00 - 12:30	Classes	In BIFE			
	13:30 - 17:00	Fun Olympics	Depart from school at 13:15			
Thurs July 20	09:00 - 12:30	Classes	In BIFE			
	13:30 - 17:00	Irish Dancing	Depart from school at 13:15			
	19:30 - 21:30	Table Quiz	In BIFE until 21:30			
Fri July 21	09:00 - 12:30	Classes	In BIFE			
	13:30 - 17:00	Multi-Activity Day	Starts in BIFE at 13:15			
Sat July 22	10:00 - 12:30	Titanic Belfast	Meet at school at 09:00			
Sun July 23		Departure				
Multi-Activity Day (MAD):						
Football	Volleyball	Rounders	Basketball	Badminton	Table Tennis	Meditation
Art	Yoga	Zumba	Irish Dancing	Cookery	Indian Head Massage	Film

Host Family



We have taken care to choose a home where we think you will be happy. Living in an Irish home can be a very enjoyable experience, but you should be prepared to adapt as it will be different from living in your own home. The way you approach your hosts will influence how they approach you, so be polite and friendly, and willing to help.

How am I expected to behave with my Host Family?

We recommend that you join in family life as fully as possible and behave with respect and courtesy at all times.

Learn the house rules clearly at the very beginning i.e. use of kitchen & bathroom, laundry etc.

Always ask before taking something from the kitchen unless you are told otherwise. Never use the phone or internet without asking first.

Bathroom



Sometimes busy families need a rota system to manage the morning rush! Please be aware of others in the house and do not spend too long taking showers/ baths in the morning.

Be considerate of the time and hot water usage.

House Key



Unless you are over 18 you will not receive a key to the host family home.

Laundry



Laundry is done once a week. Be organised. Make sure you have enough clothes to last seven days.

Bedroom



Your host mother is not your maid! Your room will be cleaned and your bed linen changed once a week. In the meantime you are expected to keep your room tidy at all times.

Meals

Host families are expected to provide 3 meals a day for their student – breakfast, a packed lunch and dinner. We expect the family to provide a varied and nutritious diet. We would always recommend that you tell your Host Family of any special dietary requirements or about any particular likes/dislikes.



Breakfast

Should consist of a combination of the following - milk, juice, cereals, yogurt, fruit, bread or toast and tea/coffee.

Packed Lunch:

Should consist of 2 sandwiches + fruit + a snack (chocolate bar or a pack of crisps) + juice/water/soft drink.

Dinner:

Home cooked meal with dessert or starter eaten with the host family.

Meal Times:

It is hoped that the family and the student would eat their meals (especially dinner) together. Students are expected to eat the same meals as the family, unless they have special dietary requirements. You must inform your host family if you intend to be late or if you will miss a meal.

Student Rules:



1. Students must pay for any damage caused in the host family home, in school, or while engaged in social or other activities.
2. Students must arrange their own travel insurance before arrival in Ireland against any expenses which might arise due to accident or illness, together with loss of luggage, personal effects and money.
3. You must carry your school contact card with you at all times.
4. Students must be home at 21:30 each night. On nights when students attend Bray Language Centre evening activities, the time is 22:00. (This rule does not apply if you are out with a responsible member of your host family.)
5. When going out in the evening or at weekends, you must inform your host family where you are going and with whom.
6. Your host parents have been instructed not to give you a key to the family home. Do not ask for one, nor should you request that a key be left out for you. (This rule does not apply to students 18 years of age or older. Also, if special circumstances apply, a key may be given after consulting with Bray Language Centre.)
7. Do not use the host family telephone or any other devices without first seeking permission.
8. Smoking is not allowed at any time either in school or in the host family home.
9. A student may be required to return home early at his/her parents'/guardians' expense in the event of a serious breach of school rules, including the possession or consumption of illegal substances or alcohol, or any behaviour deemed by the management of the school to be of a very serious nature.
10. All text books must be returned in acceptable condition on the last day of class. A charge of €20 applies for damaged or lost books.
11. You should not carry large sums of money or valuables with you. They should be locked in your luggage or left with the host family for safe keeping.
12. Students may not attend discos etc. unless they are organised by Bray Language Centre for their particular group.
13. Students are not allowed to go outside Bray at any time unless accompanied by their group leader.



What Happens If I Break The Rules?

If I am late for class or don't do my homework

You will get a warning the first time. The second time the teacher will report you to your group leader.

If I lose or deface my text book

You must pay £20.

If I damage school or host family property

You must pay to have the damage repaired or the item replaced, if necessary.

If I steal

Your group leader and parents will be informed, and the police will be contacted.

If I stay out later than I should

You may have detention during afternoon activities, or you may not be allowed out after dinner for a number of evenings.

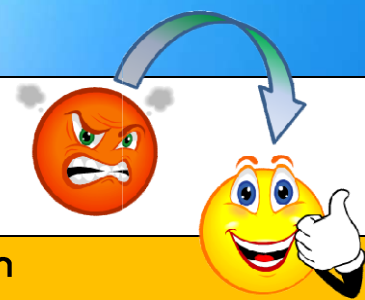
If I possess or use alcohol or illegal substances

You will be sent home at your parents' expense.










What Happens If I Have A Complaint?

Making a Complaint



About	Speak To	When
Tuition	Your Group Leader or the Director of Studies	Before the next class begins
Activities Programme	Your Group Leader or the Activities Coordinator	In the morning before classes, at break time (11.00) or at lunch time (12.30)
Accommodation	Your Group Leader or the Centre Manager	In the morning before classes, at break time (11.00) or at lunch time (12.30)

What Should I Do If I Have A Problem?

Problem	Speak To
 I don't like the food	Tell your host mother what you like to eat. If you find it difficult to do that, speak to your group leader or the centre manager.
 I am ill	If you are at home, speak to your host mother. at all other times, speak to your group leader or to the centre manager. If it is a serious illness ring the emergency numbers you will have been given on arrival.
 I have hurt myself	At home, speak to your host mother. In school speak to your teacher, group leader or to the centre manager. If you are seriously injured, ring the emergency numbers you will have been given on arrival.
 I don't get on with my room mate	Speak to your host mother, the centre manager or your group leader.
 I don't understand my teacher	Speak to your teacher after class. You can also speak to your group leader or the centre manager.
 My class is too easy or difficult for me	Speak to your teacher about it and explain your situation. If he/she thinks it appropriate, a 'Change of Level' form will be filled in requesting of the director of studies that you are moved to a different level.
 I am not happy with my host family	Speak to your group leader or the centre manager and they will try to resolve any problems you have.

About Ireland



Temperatures in the summer range from 18-25°C.



The unit of currency is the Euro.



Most shops open from 09.00-18:00 Monday to Sunday.
Most convenience stores stay open until 21:00 or later.

Thank you!

You will make a very good impression by saying 'please' and 'thank you'!