



Dublin Teenager Programme

2024 Handbook for parents and students

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Frances King School of English

Frances King School of English was established in 1973 in the UK and we now have over 50 years' experience of teaching English with expertise in many areas including General English, examinations, One-to-One, and courses for families. Frances King aims to provide enjoyable, high-quality courses and a fantastic Irish experience for all our students.

Please see our website for more information: www.francesking.com

Frances King is on Facebook.

Why not look us up and join our group?

Welcomes to Frances King



Welcome to the Dublin Teenager Programme at Loreto Abbey Dalkey in Dublin. I hope you will enjoy your summer with us and have a great experience at Frances King.

The aim of Frances King is to provide enjoyable learning experiences of lasting personal value. We try hard to achieve this aim for all our students.

The teenager summer school is located in Loreto Abbey Dalkey, which is 25 minutes from Dublin City Centre. The school is in a picturesque setting looking out over the sea in the beautiful coastal village of Dalkey. Dalkey is one of Dublin's most affluent areas and is a safe and enjoyable environment for students to learn English and experience Irish life and culture while living with a local host family.

The school has modern teaching facilities and excellent sporting facilities. Our Programme Manager, Teachers and Activity Leaders will all be based at the summer centre for the duration of the programme. Our staff have many years' experience of working with teenage students and will help ensure all participants have the time of their lives.

Dalkey's proximity to Dublin City Centre ensures students also benefit from all the resources and activities the capital city has to offer. We will make every effort to integrate the different nationalities and help the students make friends with each other. We want students to leave knowing that they now have real friends from across the world.

We ask you to carefully read this manual. If you have any queries before the course begins, please contact one of our team. I hope to meet you all, early in your stay. Best wishes for a wonderful summer!

Anna Maroutian

General Manager, Frances King School of English

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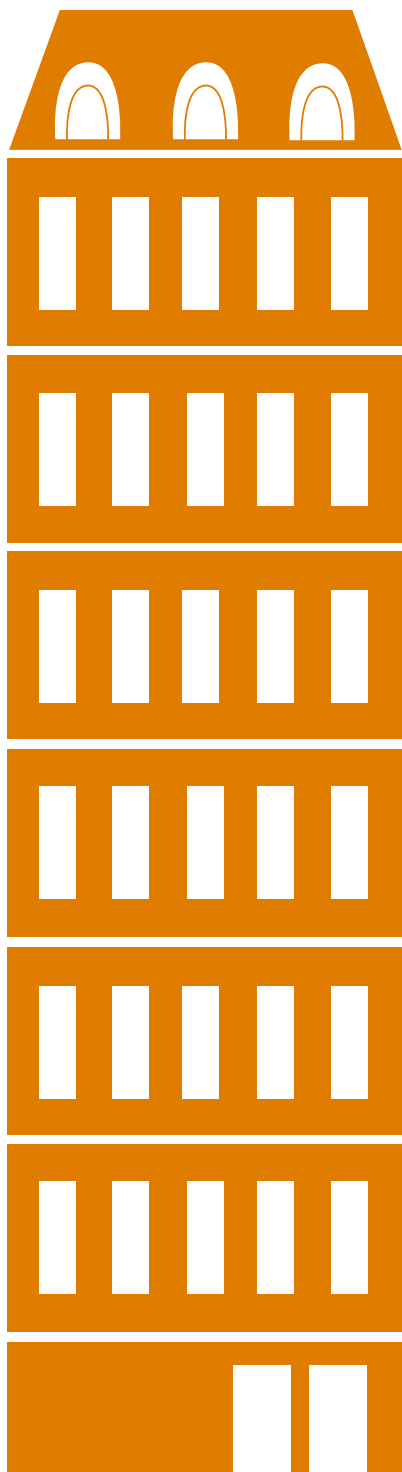
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The School



Location

Loreto Abbey Dalkey is a striking looking building set on the picturesque coastline of Dalkey. The original Abbey opened as a school 170 years ago. Today it is equipped with the most modern equipment



and has excellent sporting facilities including a new sports building only recently completed.

Dalkey village is one of the most sought after areas of Dublin to live in. This makes it a safe and friendly place for students to experience Irish family life and culture. The village itself is central to the area with the housing radiating out from the village and school.



Dalkey is only 25 minutes by train to the city centre. Many of the student's weekly activities take place in Dublin city centre where there is an abundance of interesting places to visit. Further information about the school can be found on the school website

<http://www.loretoabbeydalkey.com/>

Arrival and Departure

Students are asked to arrive on Sundays and leave on Saturdays. This is to allow time for rooms to be cleaned and prepared for the next occupant, and to make sure that your homestay is prepared to receive you. If you need to arrive on a different day, please contact Frances King or your local agent to arrange this.

We offer a transfer service from and to Dublin Airport. Please see the 'Enrolment Form' for more information. Transfers need to be arranged well in advance. Any student travelling alone must book an airport transfer through Frances King. For further information, please email dublin@francesking.com, or contact your local agent.

Please note that is not always possible to arrive or depart to/from the accommodation before 07:00 or after 22:00. Please email dublin@francesking.com before making any travel arrangements.

The Arrival and Departure Process

Unless a responsible adult of 21 years or over is accompanying, under 16 students, such students must book a transfer with our transfer service which is a

professional organisation with many years' experience. Our transfer company operates from 06:00 to 22:00, therefore please take this into consideration when booking the flights. Please contact us in advance, if you need to book airport transfers outside service hours.

Frances King tries hard to follow Irish 'best practice' in child protection, which means that we seek to ensure that all staff who are meeting, collecting and escorting students have had all relevant checks and training. Safety is our first priority. If you wish to make alternative arrangements for arrival and departure from your host family, please let us know what time you expect to arrive so that your host family can be there to meet you.

Students under 14 who have not booked accommodation with Frances King must be accompanied to the school and collected each day by a responsible adult of at least 21 years of age. Please aim to arrive at 08.45 each day. Students should be collected at 17.45 each day, from the school entrance.

Security

Loreto Abbey Dalkey School provides a secure environment for our students. During break times from class and at lunch there are areas within the school grounds for students to relax, socialise together and eat their packed lunch. Frances King staff will be with the students at all times during these break periods.

School Grounds

The school grounds consist of a garden area where students can relax during breaks. There is also a seating area where students can eat their packed lunch. All students should bring suitable clothes for games and exercise.

Internet

There is internet available in the school for all students. All host families have WiFi at home.

Activity Programme

In the afternoons all students will take part in the activity programme. Some activities will take place on the school grounds. Others will take place in Dublin city centre. Frances King staff will accompany students on all these activities. If an activity is in Dublin city centre, transport by either a coach or a train, will be arranged by Frances King to bring the students to the activity and return them to the school after the activity. All costs associated with these activities are included in the cost of the programme.



There will be some activities held in the school in the evenings. Students will travel to the school from their homestay where they will be met by Frances King staff for their evening activity. After the activity, students will return to their homestay with other

students in the school.

There is a full day coach tour every weekend, normally on a Saturday. Students must be at school to meet the Frances King activity leaders at 08.15. The coach will return to the school at 17.45 and students will return to their homestay for their evening meal.

Travelling to and from the School

Students will be living in home stays, many of them within walking distance of the school. If a host family is not within walking distance of the school Frances King will provide a travel card to use on public transport.

Students must arrive at school at 08.45. Students return to their host family after afternoon activities. The host family will bring the student to the school on their first day showing them the route to walk or travel to school. Students will usually be staying in host families that are close together and can usually travel together.

Homestay

Most of our homestays are located within walking distance or easy travel of the school. Our families are carefully chosen to ensure our students have an enjoyable stay and experience Irish family life and culture while practising their English. Students will stay in either a single or shared room with another student of the same sex and of a different nationality where possible. Bathrooms will be shared. The host family will welcome

the student as a member of their family and endeavour to help them to have a wonderful experience. Each family will have their own rules, so please ensure that you are aware of them and adhere to them.

PLEASE NOTE: There is NO SMOKING allowed in the host families. Any student caught smoking in their host family will be asked to leave the programme immediately.

Laundry

Your host family will wash any clothes you need cleaned once each week.

Meals

The host family accommodation is full-board. Students will have their breakfast and dinner with their host family every day. The host family will also provide the student with a packed lunch 6 days a week. One day at the weekend students will stay in their host family and have their lunch with the host family.

Free Time

Dalkey is a relatively small affluent village on the outskirts of Dublin. It is therefore a safe environment for students. On a number of evenings each week, students will have free time to spend with their host family or alternatively to meet with their friends in the village close to their host families. This time is not supervised by Frances King staff, as students will socialise in groups together and with local

children. Members of staff are contactable at all times on an emergency phone number.

Emergency Phone

+353 83 470 5869 (from a non-Irish phone)

083 470 5869 (from an Irish phone)

There will be a local member of staff who can help students with any issues they might have. All students must return to their host families by 22.00 each night.

Students will also have the telephone number of their host family.

Mobile Phone

Mobile phones should work without problems, but please try to check in advance that your phone will work in Dublin. If not, we'll try to help. Fairly cheap phones and Sim cards can be bought locally if necessary.

Frances King Staff

The staff at our teenager centre in Dalkey will consist of the General Manager, Centre Manager, Academic Manager, Activity Leaders and English speaking Teachers. The staff team for the Teenager Programme has a balance of skills, knowledge and personal qualities. All Frances King teaching staff have appropriate teaching qualifications and experience.

The Activities Leaders are chosen for their personal qualities, knowledge and skills. We guarantee that all our staff

will be kind, patient, attentive and caring. Our staff team is committed to ensuring that your child has a positive and enjoyable learning experience.

Frances King is strongly opposed to racism and discrimination based on colour or ancestry. We practise a policy of zero tolerance for racist language or behaviour.

Contacting us

Booking and Enquiries:

dublin@francesking.com

Emergency Phone:

+353 83 470 5869 (from a non-Irish phone)

083 470 5869 (from an Irish phone)

Other Key Staff

General Manager: Anna Maroutian

anna.maroutian@francesking.com

Tel: **+353 83 4705869 (from a non-Irish phone)** **083 470 5869 (from an Irish phone)**

The Programme



Example Timetable

| | |
|-----------------|--|
| 7.15 7.45 am | Wake up, shower and get dressed |
| 7.45 8.15 am | Eat breakfast with your host |
| 8.15 8.45 am | Go to school |
| 9.00 1.00 pm | General English classes. There are 2 breaks of 20 minutes. |
| 1.00 2.00 pm | Lunch |
| 2.00 5.30 pm | Afternoon activities: visits, walks, workshops and team games. |
| 5.30 6.00 pm | Go to homestay |
| 6.00 7.00 pm | Dinner with host family |
| 7.00 10.00pm | Socialise in Dalkey Village with other students |
| 10.00 pm | Return to homestay |
| 11.00 pm | Go to bed |

Teaching

Lessons take place from 9.00 to 13.00, Monday to Friday. Students are placed into classes of up to 15 students according to their level of English.



Activities

Activities take place every afternoon and one evening a week. The activities take place either on the school grounds or outside. A full day excursion takes place each weekend (normally a Saturday).



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 +48 223 988 072

Example Activity Programme

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---------------|--|--|---|--|---|--|--|
| 8.00 - 9.00 | Breakfast with hostfamily | | | | | | |
| 9.00 - 13.00 |  Free time with hostfamily |  Lessons | | | | |  Glendalough Day Trip |
| 13.00 - 14.00 | Lunch with hostfamily | PACKED LUNCH AT THE SCHOOL | | | | | PACKED LUNCH AT GLENDALOUGH |
| 14.00 - 18.00 |  Free time with hostfamily |  Sports |  Croke Park Stadium Tour & GAA Museum |  Jeanie Johnston Tall Ship |  Sports  Young Leader Workshop |  GoQuest Adventure |  Glendalough Day Trip |
| 18.00 - 19.00 | Dinner with Host Family | | | | | | |
| 19.00 - 20.00 | FREETIME | | | | | | |
| 20.00 - 22.00 |  Free time with hostfamily |  Free time in Dalkey |  Free time in Dalkey |  Free time in Dalkey |  Bowling Night @BrayBowl |  Free time in Dalkey |  Free time with hostfamily |

The full-day excursion at the weekend takes place with all the students together.

All activities are carefully assessed beforehand for potential risks. The Activity Leaders follow a plan, and we make sure that there is always a good ratio of leaders to students. Students carry a card with the address of the school and the emergency phone number. For their own safety, it is very important that students follow the instructions of the Activity Leaders and arrive on time at the meeting points.

School Rules

Students are accepted on the understanding that they understand and obey these rules.

Always...

- Carry your Frances King card with you on and off campus
- Your host family can keep departure tickets and passport/identity card safe during your stay
- Be on time for classes, meals and activities every day
- Take an active part in lessons and all activities
- Treat other students and staff members politely and kindly
- Be careful not to endanger others or yourself
- Tell an adult if you feel ill, or if you feel unhappy for any reason
- Stay in your room and be quiet after bedtime
- Try to speak English

Never...

- Leave the school grounds without Frances King staff or permission
- Smoke on school premises, drink, use drugs, steal or shoplift

- Use bad language or fight with anyone
- Use your mobile phone or any handheld equipment during lessons or activities
- Break any Irish law
- Eat chewing gum on school grounds

Discipline Procedure

Step 1. Warning, Teacher/ Activity Leader will talk to the student about their behaviour and remind them of the expectations of the school.

Step 2. If the behaviour continues the programme manager will talk to the student about their behaviour and the possible consequences to follow.

Step 3. If behaviour continues or escalates the student's parent or guardian will be informed.

Step 4. If behaviour escalates further or becomes dangerous then the parent will be contacted and they will need to make arrangements to transport the student home. In situations of sufficient gravity (e.g. breaking a law or a behaviour which puts students at risk) steps 1-3 will be skipped.

These rules must be obeyed at all times. Frances King reserves the right to cancel a student's course and accommodation in the event of misconduct or unsatisfactory behaviour. Any student whose behaviour puts themselves or others at risk (e.g. by leaving the school grounds without authorisation, smoking in the building, etc.) will be asked to leave the programme. Parents/Guardians will be responsible for the additional cost of transporting the student home.

What to bring



We recommend that students should bring the following items with them:

A basic mobile phone



This is recommended for safety reasons. If a child becomes separated from the group when out on a trip, it is very useful for them to be able to call the leader. Please check with your phone service provider that your phone will work in Ireland. If not, we will try to help when you arrive. Cheap(ish) phones can be bought locally if needed.

A cheap digital camera



We know that most phones now have cameras in them, but a cheap digital camera will take better pictures and it will be easier for students to download their pictures to computer and use them for 'show-and-tell' sessions.

Clothes for the rain



Summer in Dublin may be hot, cold, mild, dry, wet, stormy, windy – sometimes all in the same day! Irish weather is very unpredictable, so make sure you have some light rainwear you can carry

with you on trips and put on if the heavens open.

Clothes and shoes for sports and games

There will be lots of team games and sports, so please bring clothes for this. We know that not everyone loves to run around, but team games are a great way to get to know other kids and have fun. Even if you are not sporty, please bring some clothes that you can wear for games.



A nice warm sweater



Evenings can be cold, so do bring something warm to wear.

Comfortable shoes for walking



Dublin is an exciting city, and we intend to cover a lot of ground!

A spare towel



Your host family will provide towels but please bring one with you.



A small rucksack

Pocket money



For snacks, drinks, little souvenirs. €70-€90 per week should be more than enough.

A dictionary or electronic translator



It's always useful to be able to find a word!

Your medicine!



If you need to take any form of medicine, bring it and make sure that we know about it.

Electrical Items

Irish mains voltage is 230V. Ireland uses 3-pin plugs. We will not be able to provide adaptors to students. You will need an adaptor to use electrical items – maybe something like this:





What NOT to bring



Don't bring anything that you would really hate to lose – especially anything expensive!



Expensive items may include jewellery, top-of-the-range phones and computers and designer clothing.



No alcohol or smoking is permitted on school grounds. In Ireland, you must be over 18 to drink alcohol or to smoke. Any student found with alcohol on school grounds, or found to be smoking in their host family, will be asked to leave the programme.



No weapons of any kind are permitted, obviously. It is illegal to carry a knife, even a small pocket knife. Please note that CS gas and anti-personnel sprays are also illegal in Ireland.



And finally... please don't bring a bad attitude! Remember that all the staff are there to make sure you have a good time, learn English and remain safe. If you have a problem, we want to help.

How to have a great time on the Teenager Programme

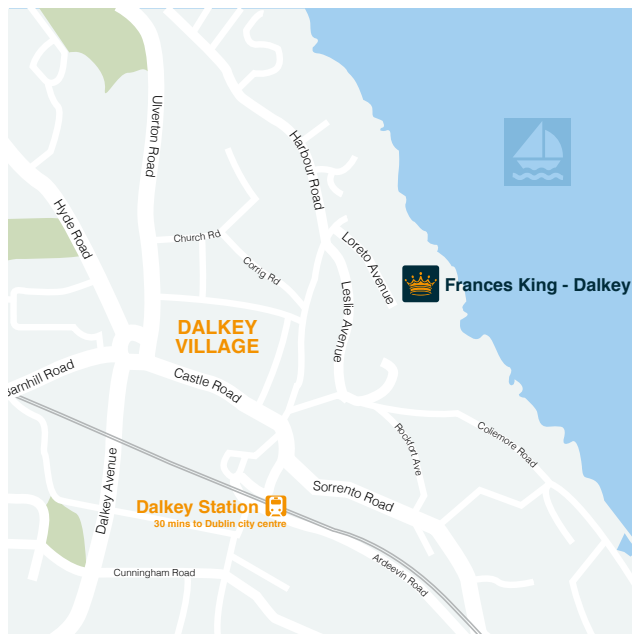
- 1. Be open-minded.** You will meet many new people and see many new things. If you keep your mind open and are ready to learn about new things, you will be much happier than if you reject things because they are new to you.
- 2. Don't worry.** Our staff are there to help and support you. If you have a problem, tell one of our staff. Don't be afraid. They will not be angry with you.
- 3. Try to speak English as much as possible.** You will meet young people from other nations. You will make more friends if you try to communicate in English.
- 4. Behave safely.** But if you behave in a way that puts yourself or others in danger, you will be asked to leave the programme. So, always follow the instructions of your group leaders when out on trips and never leave a trip or the school grounds without permission.
- 5. Ask questions.** If you want to know something, ask! Questions are where learning starts.

USEFUL MAPS

School Grounds



Map of Dalkey



Map of Dublin

