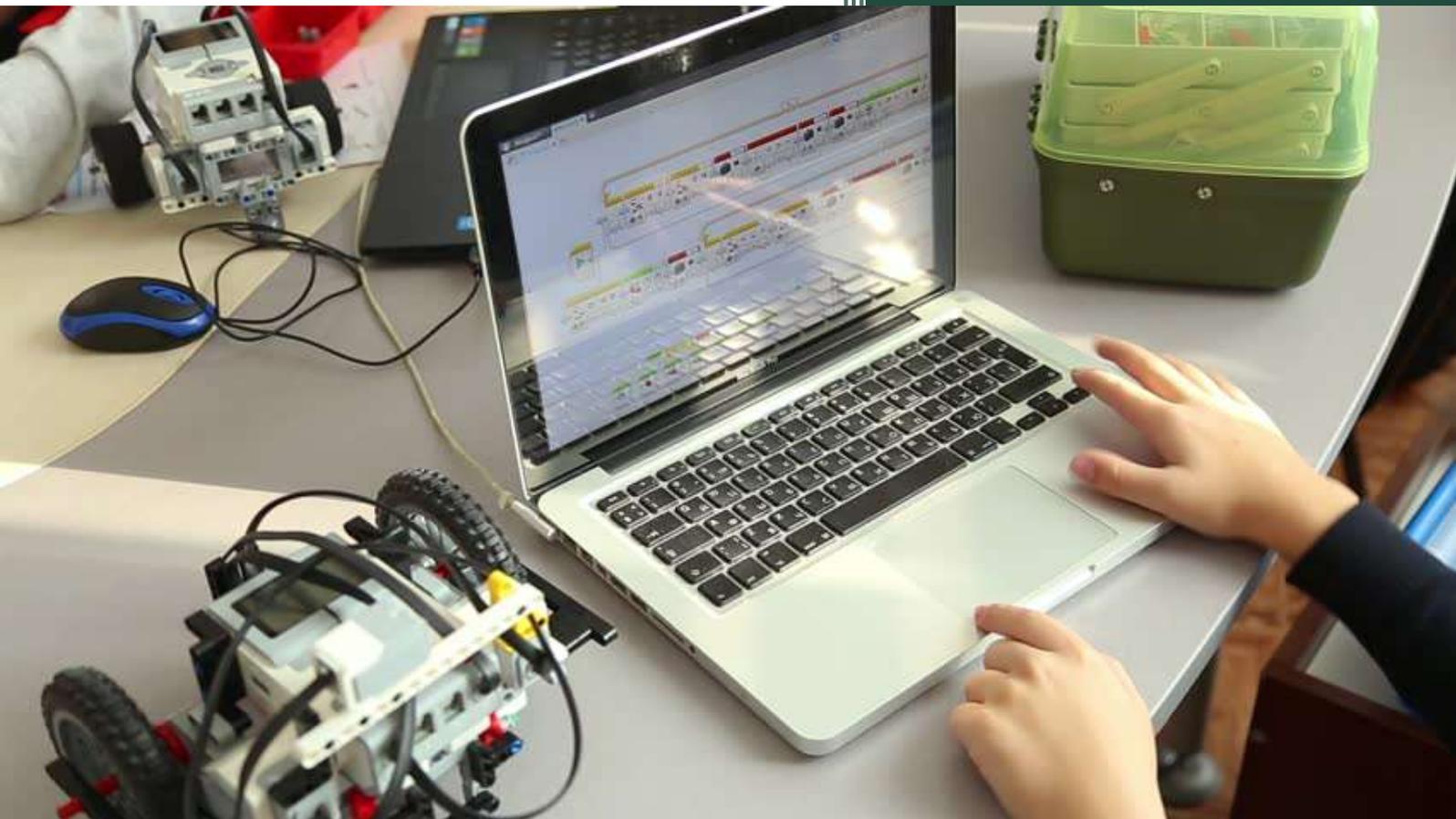


2019

Student Handbook



English + Robotics
& Coding

High Schools International

Welcome to the

English + Robotics & Coding

RESIDENTIAL PROGRAMME

Gormanston, Ireland

Welcome to the English + Robotics & Coding Residential Language Programme in the beautiful county of Meath, Ireland. Summer is almost here, we're making the final preparations to our exciting, modern and fun-packed summer programme, and we are all very excited that you will be joining us this year.

If this is your first time coming to our programme we are sure you and your family have some questions...

What will I be doing? What should I bring? And a 100 other questions! Don't worry, this is completely normal.

We want to make sure you are fully prepared and feel confident and excited about the summer that is ahead of you, so we have created this manual, to answer many of the questions that you have.

Inside you can read about the programme and the activities. You and your parent(s) can also get to know our policies, which are all designed to help you have an amazing time.

So, get ready for a summer you're never going to forget at Gormanston Park!

See you soon!

Our Philosophy

Our English + Robotics & Coding Programme is committed to offering a stimulating, challenging, and safe learning environment for students of all nationalities. We strive to offer the highest quality student programme available.

Every member of our staff is dedicated to providing a meaningful and exciting learning experience within a warm and caring community. The variety of activities available ensures that each student has an opportunity to choose those that best reflect his or her individual needs and interests.

We believe that the international experience generates learning on many levels. The unique environment at Gormanston Park offers students the opportunity to communicate with other students from around the world. It encourages them to develop an appreciation and understanding of different cultures.

Session Dates for 2019

	START	END
4-week programme	June 30	July 28
3 weeks	June 30	July 21
2 weeks	June 30	July 14
3 weeks	July 07	July 28
2 weeks	July 07	July 21
2 weeks	July 14	July 28

Your Director – Paddy Gleeson



Welcome to Gormanston Park in wonderful Meath. I and all the staff at Gormanston are experienced in running junior summer programmes, hold specific teaching qualifications and first aid certifications.

We will ensure that you have a fun packed summer, geared at improving your English through a range of activities, classes and excursions.

All staff are enthusiastic and excited for the ERC Programme to commence this summer and look forward to creating a warm environment where you will enjoy, relax and make new friends on this beautiful campus based on the sunny east coast of Ireland.

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Arrival & Departure Information



Airport Transfers

We are pleased to offer airport transfers between Dublin International Airport (DUB) and Gormanston.
Extra Charges may apply on no-arrivals dates

- Please be sure that you have provided our Head Office with your flight details at least 2 weeks prior to arrival.
- Programme staff at the airport will have welcome signs bearing the programme name
- Programme staff will meet inbound students in the Arrivals area, once the students have cleared Customs & Immigration.
- Students should be sure to keep their passport, visa (if required) as well as HSI confirmation document on their person when passing through Custom's & Immigration.

Application / Medical Form

- If you haven't done so already, please be sure the completed application and medical forms have been submitted.
- It is essential that we are aware of allergies and/or other medical needs to ensure the safety of your child(ren).
- All students must arrive at the programme with sufficient emergency medical / dental insurance to cover them for the duration of their stay. Proof of insurance should be sent to our Head office prior to student's departure for Ireland.
- **EU students** should obtain a European Health Card. This can be obtained free of charge from local health authorities prior to departure for Ireland.
- Programme health-care providers cannot administer needle injections to students except in the event of a life-threatening situation (i.e. epi-pen). Students who require injections must arrive prepared to administer the injections themselves, under the supervision of programme staff.
- Medication carried by students will not be administered if contents and instructions are not properly labelled.

What Happens on the Programme?

A Typical Day... (times can vary)

8:00	Everybody Wakes-up!
8:30 – 9:00	Breakfast
9:00 – 10:00	Period 1 – English
10:10 – 11:10	Period 2 – English
11:20 – 12:20	Period 3 – English
12:20 – 13:10	Time for Lunch
13:15 – 14:30	Dublin Excursion (Mondays & Fridays)
13:30 – 14:45	Group 1 – Robotics & Coding (Tue/Wed/Thur)
13:30 – 14:45	Group 2 – Activities & Sports
15:00 – 16:45	Group 1 – Activities & Sports
15:00 – 16:45	Group 2 – Robotics & Coding (Tue/Wed/Thur)
17:30 – 18:15	Free time on campus
18:15 – 19:00	Dinner
19:30 – 21:00	We all have fun at our Evening Programme
21:00 – 22:00	Leisure time on campus
22:00	All students in rooms
22:00 – 23:00	Lights out (by age)

Our Language Programme

EFL: English as a foreign language

The language programme goal is to make students confident communicators in English, regardless of their level. This programme develops and enhances speaking and listening skills in addition to reading and writing. Students draw from group activities and individual experiences to expand their language proficiency.

We guarantee:

- ✓ 15 ESL lessons per week
- ✓ 1 hour = 60 minutes
- ✓ No more than 15 students per class
- ✓ Fully qualified instructors and modern methodologies
- ✓ 4 levels of EFL, CEFR*: Beginner, Low-Intermediate, High- Intermediate and Advanced

* refers to Common European Framework for Language Levels

Daily Activities

Students select their daily activity periods from the following on-campus activities:

- FOOTGOLF
- BASKETBALL
- CRICKET
- FIELD HOCKEY
- RUGBY
- SOCCER
- ROUNDERS
- TENNIS

Evening Activities

The evening programme is an opportunity for students and staff to have fun together. This is a scheduled part of the programme and all students must participate. Activities may include:

- CONCERTS
- DISCOS
- MOVIES ON CAMPUS
- SOCIAL GAMES
- SPORTS ACTIVITIES
- TALENT SHOWS

Scheduled Excursions

In our programme, we include:

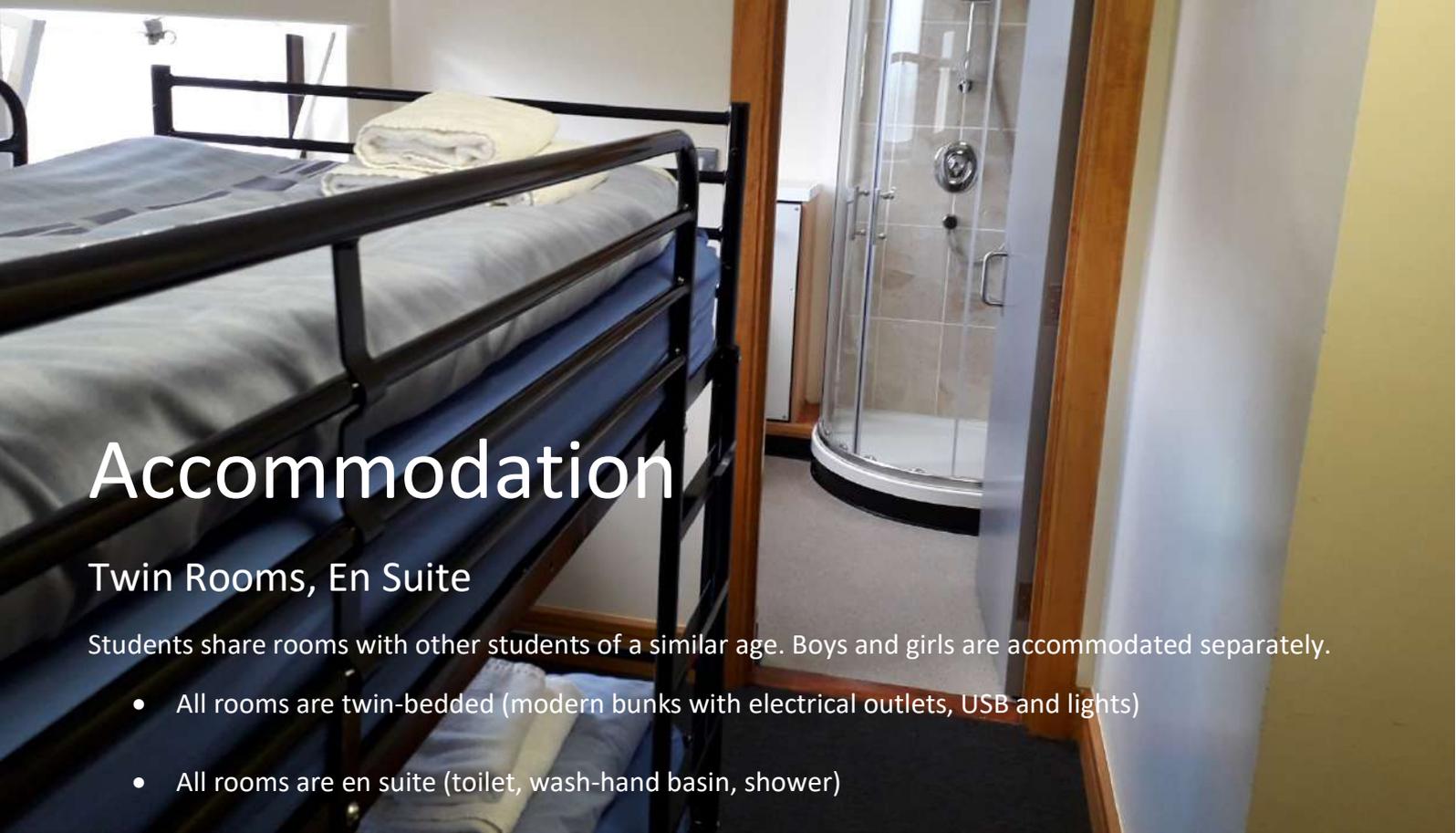
FULL DAY

- DUBLIN CITY EXPERIENCE
- WICKLOW & GLENDALOUGH
- KILKENNY CITY
- HOWTH & MALAHIDE

HALF DAY

- DUBLIN CITY
- TRINITY COLLEGE
- SHOPPING
- NATIONAL MUSEUM/GALLERY

- Transportation and admission fees for scheduled excursions are included in programme price.
- The number of included excursions is dependent on the session booked. The excursions you will attend depends on your programme dates
- *The schedule above is a sample schedule and may change



Accommodation

Twin Rooms, En Suite

Students share rooms with other students of a similar age. Boys and girls are accommodated separately.

- All rooms are twin-bedded (modern bunks with electrical outlets, USB and lights)
- All rooms are en suite (toilet, wash-hand basin, shower)
- Each residence contains spacious common rooms and lounges
- Rooms are cleaned every second day, linen changes weekly
- Room allocation is based on rooming requests received for groups and otherwise as assigned by college staff

One of the objectives of the Programme is to provide a co-educational environment in which boys and girls participate together in the many activities offered on campus. To protect the privacy of all campers, we do not permit boys and girls to be in or around each other's rooms / residences.

Sign-out Privileges

Students aged 14 to 17 may leave campus with another student during the "Shopping & Banking" period (Please note that the nearest village is about 30 minutes' walk away)

- Before departing, these students must sign out with a staff member.
- Upon their return they must report back to the staff. Timelines must be respected.
- Students who do not report back may have this privilege revoked.

Students aged 11-13 years may request to be accompanied off-campus by a member of staff or group leader during the scheduled "Shopping & Banking" period.

Homesickness

Coming to this type of programme is fun and exciting. But we understand that it can also be daunting, especially for younger children or first-time students. It is normal for children to experience homesickness, especially in the first few days. We train our staff to handle these situations, but as parents, you too can help prepare your child for their stay.

What can you do?

- Share photos of our programme. This gets your child familiar with the setting and the activities he or she will participate in. Ask your agent or HSI if you would like more photos.
- Be encouraging. Tell your child that you look forward to hearing about their experiences...seeing their crafts...seeing photos of their friends.
- Share your own summer programme experiences.

What shouldn't you do?

- Do not tell your child that you will come get them if they are unhappy.
- Do not say that they can phone you if they miss you.
- Do not joke that coming to Ireland is a punishment.

Saying these kinds of things often hinders the child from trying to overcome their homesickness. They may shy away from making friends or trying new activities.

From experience, most children overcome their homesickness after a couple of days. They only need to become familiar with their new setting, the counsellors and staff. They need time to make new friends.

Meals



- We provide three nutritious meals each day
- Students eat meals together with staff in the campus dining hall
- Meals are served buffet-style in the school dining hall
- If your child is a vegetarian or has a special dietary need, let us know in advance. We can accommodate most requests.

Peanut Allergy: *The Programme Campus is not a peanut-free environment. We cannot ensure that all food served, or items brought on campus by students do not contain peanuts or other nut traces. If your child has a peanut allergy, please let the office know prior to arrival. Students with peanut allergies attend at their own risk.*

Contact Details- Summer Only

Camp telephone/emergency number: + 353 (87) 643 7673
Head Office number: + 353 (01) 6784800



HSI Residential Programme c/o

Gormanston Park

Gormanston

Co Meath, Ireland

- If you need to contact the director or programme office, please call during regular work hours (9:00 am – 5:00 pm).
- If it is an emergency, call anytime
- Students do not have access to the office phone

Please note:

- Students do not have access to pay telephones on campus. We do, however, encourage students to limit the number of calls they make.
- We strongly believe that calling home prompts homesickness. It also interrupts the campers from their routine at camp.
- If you have concerns about your child, our staff is available to talk with you about it.
- Rest assured that if there are any problems with your child, a staff member will contact you.

As mentioned above, if you wish to contact your child(ren), we ask that you please use email.

Cell Phones

The use of cell phones by students and staff is not to interfere with campus activities and should be limited to specific times and places.

- Students are not permitted to wander around campus talking on their phones
- The cell phone must be kept in their residence and not be taken to class or activities.
- The phone is to be used only during specified time periods
- The phone must be turned off at night so not to awaken other campers
- HSI is not responsible for phones that are lost or stolen

Laundry

There is no laundry service on campus. Off Campus laundry is available at an extra charge of approximately €15 per bag.

- To avoid the disappointment of returning home without a favourite shirt or pair of jeans, please mark your child's clothes with his or her full name.
- We do not recommend bringing expensive clothing items.

Visitors

Can you visit your child? Of course. We encourage parents to see our camp in action, but experience has shown that unexpected visitors can be disruptive to the delivery of programming.

If you are planning to visit your child(ren) while they are at camp:

- Call the programme office in advance to notify us of your intent and determine a good time for the visit.
- Check in with the programme office upon your arrival.
- It is especially important that you tell us if you plan to take your child(ren) off camp property.
- Any visitors other than immediate family must be pre-approved by the student's parent(s) in writing.



Policies

We want our students to have fun. To ensure a safe and positive experience for each student, the following policies have been established.

Code of Conduct

It is the intent of The Programme to create a safe learning community. The environment of the programme is one in which students and staff experience the benefits of living in a genuine multicultural community within which education, equality and the Irish experience are practiced.

Student's Rights and Responsibilities

- ✓ To learn in a safe and undisturbed environment.
- ✓ To be free of physical and verbal harassment.
- ✓ To take part in all activities offered by the programme.
- ✓ To attend classes regularly and punctually.
- ✓ To respect the rights of others; peers and staff alike.
- ✓ To be prepared to work and take an active part in all classes and activities.

Alcohol Policy

The Programme has a zero-tolerance policy on the use and/or possession of alcohol by campers. Any student caught with alcohol either on or off the school campus will be sent home at his or her expense.

Drug Policy

The use, possession or selling of narcotic drugs is illegal and may result in criminal prosecution. The Programme has a zero-tolerance policy on the use and/or possession of illegal drugs, including cannabis. Any student caught with illegal drugs either on or off school campus will be sent home at his or her expense.

Definition:

A drug is:

- A substance used for its mood-altering or psychoactive properties.
- A substance that poses some threat or harm to the user, such as increased risk of accidents and injuries, possible medical problems or the development of drug dependence.

Smoking Policy

The Programme is a smoke-free environment. All efforts will be made to discourage the use of tobacco on campus, during camp activities and on excursions. Students caught smoking will be subject to disciplinary procedures. The Programme understands that some students may come to camp already in the habit of smoking. However, it is our goal to provide a healthy, fun, and secure learning environment free from such influences. We do not want students to develop undesired habits while at camp. For this reason, all our sites and facilities are smoke-free, and it is expected that all students will respect our policy on smoking.

Harassment / Bullying Policy

Bullying or harassment of any kind is not tolerated at the Programme. We insist on respecting the human rights of our students and staff members. Both staff and students must be able to enjoy the camp free from any form of harassment or intimidation. It is the responsibility of all to ensure that this environment exists at our camps.

Definition

Harassment includes words, acts, or gestures of a malicious or abusive nature directed at a person or group of persons. Harassment can be directed towards:

- Academic ability
- Age
- Sex
- Sexual orientation
- Disability
- Economic status
- Language
- Race
- Ethnicity
- Religion
- Appearance
- Colour

Harassment can be a single incident or a series of incidents.

Violence Policy

The Programme does not condone the use of violence for any purpose. Students, staff, and group leaders will be encouraged to solve differences in a reasonable and diplomatic manner. Any resort to violence will not be tolerated. Violence is here defined as any use of physical force directed at another person or persons with the intent of inflicting pain, causing physical damage, or coercing the other.

On-line Chatting / Blogs / Social Networking sites

The use of blogs or on-line social networking sites such as Facebook to stay in touch with other campers is becoming more frequent.

We ask students who are part of such message boards to respect the nature of our camp as well as the personal honour of all campers and staff. Students should not write hurtful or negative messages about any other student, staff or situations that occur at camp.

We ask parents to remain vigilant about the websites used by their child(ren) and to discuss with their child the necessity for ethical conduct when on the site.

Dismissal

The Programme and/or H.S.I. reserve the right to dismiss any participant who consistently, through his/her attitude and behaviour, interferes with the welfare of others and the success of the programmes. There will be no refund in this case and extra expenses incurred through this situation must be assumed by the client. Any student who violates the law of the programme country may be dismissed immediately.



PACKING LIST

The following is a minimum recommended list of items to bring, based on a 2-week stay. Bed linens and study materials are also provided. Students are advised not to bring valuable items. The Gormanston Programme will not assume responsibility for items lost or stolen. Please label all items.

CLOTHING

- Casual clothes for classes and excursions
- T-shirts and shorts for sports
- 2-3 long sleeve shirts
- 1 warm sweater, sweatshirt or fleece
- 3 pairs of jeans or cotton trousers
- Lightweight jacket suitable for rain or cooler weather
- 2 sets of pyjamas / sleepwear
- Sun hat
- Socks & undergarments
- 2 pairs of shoes (suitable for walking and/or for sports)
- Riding boots with low heel (if registered for Riding Lessons)
- Good clothes suitable for a disco or banquet



TOILETRIES

- Toothbrush and toothpaste, soap
- Comb or brush
- Personal hygiene items
- Face towel
- Washcloth
- Sun screen (SPF 15 or greater)



GENERAL EQUIPMENT

- Knapsack / excursion pack
- Ball-point pens and stationary
- Reusable water bottle

