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## A TERM IN IRELAND 2017 – 18

(Information for individual students)

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- **LEARNING ENGLISH IN AN IRISH SCHOOL**

An excellent way of perfecting one's English is to spend an academic year as a student in an English-speaking school. The student will be placed in a class with approximately 25 other Irish classmates and they will have to adapt quickly to school life and be able to keep up with the classes in the same way as any of the Irish students would.

Rockbrook International organises the programme "A Term in Ireland" for boys and girls aged between 11 and 19. They are placed in different schools throughout the South Dublin area which would have the same value system and standards as Rockbrook and Rosemont. These schools are run by lay people but are linked to their local parish or to a religious order. The foreign students are placed in a class with students of their own age or slightly younger to facilitate their learning of English which is their aim while here.

- **ACADEMIC REQUIREMENTS**

The students must have a high academic level, be diligent workers and be keen to learn English. They must make an effort to do the homework given by the Irish school on a daily basis. They will take school exams if present during this period.

- **SUBJECTS**

The students do the exact same subjects as any other Irish pupil in the school: mathematics, science, geography, history, etc. There will be subject choices in some cases. During Irish language classes, they will either stay in class or go to the study hall and continue on with their own private study.

- **TUTOR**

Each student is assigned a tutor who looks after them during their stay here and helps them to settle in to school, family etc. The tutor will meet with the student once a week and on the Saturday plan and keep in regular contact with the student's parents. The spiritual attention of the students is looked after by the chaplain of the school.

- **BOOKS AND UNIFORM**

The students will be given school textbooks on a loan basis. Students should bring their own writing materials (pens, rulers, etc.) and a good dictionary. Copybooks/notebooks will be provided too.

Once in Ireland students normally wear the uniform of their home school (from their country of origin). Some schools demand that the students wear the full uniform of the school so in these circumstances we will provide the uniform. All secondary schools in Ireland have a formal uniform (shirt, tie, jumper with crest etc.). To avoid the expense of having to buy the complete uniform of the Irish school, many accept a similar style of formal uniform:



**Boys' Schools:** Navy V-necked long-sleeved pullover (with no markings). Plain white or plain blue shirt with long sleeves. Grey trousers. Black shoes. School tie. They should also bring their own sports gear and a very warm overcoat and rain jacket.

**Girls' Schools:** Navy V-necked long sleeved pullover (with no markings). White blouse. Below-the-knee plain grey or plain blue pleated skirt. Navy-blue stockings, black shoes. They should also bring their own sports gear, and a very warm overcoat and rain jacket.

**Note:** If you have any difficulty about buying any of these items in your own country, they can readily be purchased in Ireland at economical prices.

- **DISCIPLINE AND SCHOOL RULES**

Students should remember they are going to be living in a completely different culture and they will have to adapt to it. Schools in Ireland have high standards of discipline and behaviour and the students must abide by them. Detention and suspension are commonly given as punishments depending on the degree of indiscipline. Any stealing from the school will be an immediate expulsion and the student will be sent home.

- **TRANSPORT**

Students will either walk to school, travel by bus (public or private), tram or be taken in the family car. The form of transport taken will vary depending on the proximity of the family to the school and the most convenient transport available. The cost of school transport (weekly bus/tram tickets) is included in the 'Term in Ireland' price.

- **POCKET MONEY**

The cost of living in Ireland is relatively high and students should be aware of this before they arrive. Students do not need much pocket money, since everything, i.e. bus, books, activities etc, is generally included in the price. We estimate an average of €10 to €15 per week as pocket money. Irish families will feel uncomfortable if there is a student in their house of the same age as their own children but who has a lot of money to spend.

The most preferable thing is that the pocket money of each student be kept and administered by the tutor or family.

- **SATURDAY PLAN**

On Saturdays of each term there is a combined day of classes and activities. The students are collected by bus in the morning and dropped home in the evening. There are special English classes, followed by an excursion in the afternoon, returning home between 5pm and 6pm. On these days they will be given a packed lunch.

- **MID TERM BREAK**

During the first mid-term break (the last weekend in October) and during the second mid-term break (around the middle of February), we organise a three-day trip (not overnight) to a sports activity centre. The price of this trip is included in the cost. The trip is subject to there being sufficient numbers interested in participating. In the event that the trip doesn't take place, an alternative programme will be organised to keep the students busy during this holiday period.



- **English Exam**

Candidates receive a Certificate which records their level of English using a scale based on the Council of Europe Common Scale. It consists of two parts: a written part and an oral part.

The classes on Saturday prepare the students for this examination. To be eligible to do it, students must be here for a minimum of ten weeks. The entrance fee for the exam is included in the cost of the programme "A Term in Ireland". In addition, those students who spend a year in Ireland will be eligible to sit the Cambridge First Certificate in English.

- **MEDICAL INSURANCE**

All students must come with the **European Health Insurance Card**, the Social Welfare insurance for EU countries. This covers any emergency treatment the students receive while in Ireland (doctors visits, hospital visits etc.) They can also bring a private insurance cover if they wish (e.g. Mondial Assistance, etc.). However, these are generally more awkward as a fee has to be paid that can be claimed back later.

- **LIVING WITH AN IRISH FAMILY**

Students are expected to behave like any other member of the family. In general they must follow the same rules that apply to the other children of the same age. The families are carefully chosen and closely inspected by a member of the Rockbrook staff. They are selected on the basis of their friendliness and trustworthiness, especially in regard to moral issues and Christian values. They must live in a comfortable and clean environment and be able to provide all that the student requires. The area here the house is located must be very safe.

Students should bear in mind that the payment to families covers only the cost of maintaining them. It is not like staying in a boarding house or hotel. Therefore, they should perform the small duties that other members of the family do, for example, clearing the table, tidying their room, setting the table etc. They have to make an effort to integrate and become like another member of the family unit.

Sundays are a family day and the student will participate in whatever the family has organised.

- **COURSE DATES**

In general the academic year begins on the last week of August but each school decides on the actual day their term commences. Please consult with Rockbrook international before booking your flights to Ireland.

The dates for the school terms in 2017-18 are:

**First term:** 28<sup>th</sup> August to the 22<sup>nd</sup> December 2017. The week of the 30<sup>th</sup> October until the 3<sup>rd</sup> November is a mid-term break. There is no school on that week.

**Second term:** 8<sup>th</sup> January to the 23<sup>rd</sup> March 2018.

**To Be Confirmed**

Descanso el segundo trimestre:

Colegios de enseñanza primaria: 23 y 24 de febrero del 2017 **solamente.**

Colegios de enseñanza secundaria: La semana entera del 20 al 24 de febrero es descanso.

Vacaciones de Semana Santa y Pascua: 23 de marzo – 7 de abril.

**Third term:**

Primary schools: 9<sup>th</sup> April until the 29<sup>th</sup> June 2018.

Secondary schools: 9<sup>th</sup> April until the 31<sup>st</sup> May 2018. (Those attending 3<sup>rd</sup> year will stay until the middle of June)

- **COURSE PRICES**

The cost of 'A Term in Ireland' applies to students who come on their own, i.e. not as part of a group that would be accompanied by a tutor. The prices are as follows:

<b>Duration</b>	<b>Price per week</b>
<b>From 10 to 14 weeks</b>	<b>€595</b>
<b>From 15 to 20 weeks</b>	<b>€570</b>

These prices include:

- Full board in a host family
- School fees
- School books and copybooks
- School transport from Monday to Friday (if required)
- English Exam (for those who stay 10 weeks or more).
- Airport collection/drop back at the beginning and end of the stay.





- English classes on Saturdays
- Private bus collection on Saturday
- Entry fees to activities on Saturdays.
- Tutoring

## • **IMPORTANT STEPS TO FOLLOW**

1. Fully complete the application form and send it back to us by fax or email (scanned). ALL PARTS must be sent.
2. Once the fully completed application form has been received we can begin the inscription process and all that it entails.
3. Once we have decided to accept the student onto our programme we will let you know by email.
4. Once accepted onto the programme we will send you an invoice and you will have to make the first payment of 25% of the full amount into our bank account.
5. Apply for the European Health Insurance Card.
6. Check the school term dates and book the flights.
7. Two week before your son/daughter arrives in Ireland you must pay the rest of the amount pending. (the other 75%).

## • **PAYMENT METHOD**

25% of the total amount must be paid on receipt of the first invoice. The rest must be paid two weeks before the arrival of your son or daughter.

Make the bank transfer (in Euros) in the following name:

*Rockbrook International, Rockbrook House, Edmondstown Road, Rockbrook, Dublin 16, Ireland.*

To the following bank:

A.I.B. Bank, 6,  
Main Street,  
Rathfarnham,  
Dublin 14,  
Ireland.

Our IBAN number and SWIFT code are as follows:

- **IBAN: IE 11 AIBK 933295 35648456**
- **SWIFT: AIBKIE2D**
- **IMPORTANT NOTE:** When making the bank transfer put the name of the student on the transfer so we know who the transfer is from.



- **BOOKING FLIGHTS TO AND FROM DUBLIN**

You must book your child's flights to and from Dublin. Care should be taken so that these flights arrive during the normal office hours (Monday to Friday 9am- 6pm.), or in exceptional circumstances on Saturday 9am-6pm.

This means that flights leaving Dublin should depart any earlier than 10am and flights arriving in Dublin should arrive no later than 7pm.

**\*\*Flights should not be booked outside these hours without prior consultation with Rockbrook International.\*\***

We do not recommend booking flights with low-cost carriers as they do not offer any assistance for unaccompanied minors and allow a maximum luggage allowance of as little as 15kg. Such 'cheap flights' often end up being dearer than more expensive flights.

- **ARRIVAL IN DUBLIN**

1. Let us know well in advance the **day, time and flight number** of your child's flight. A member of the Rockbrook International staff will be waiting for your child in the arrivals hall with your child's name clearly shown on a large card.
2. From there your child will be driven to the host family and introduced to them by the member of staff.
3. The member of staff will give the family all the student's books and uniform (if required).
4. For any other information please contact us at the following address:

**Rockbrook International, Rockbrook House, Edmondstown Road, Rockbrook, Dublin 16, Irlanda.**

**Tel: 00 353 1 493 66 92; Fax: 00 353 1 493 66 94; E-mail: [info@rockbrook.ie](mailto:info@rockbrook.ie)**

**[www.rockbrookinternational.com](http://www.rockbrookinternational.com)**

**[info@rockbrookinternational.com](mailto:info@rockbrookinternational.com)**

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## A TERM IN IRELAND 2017/18

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### Application Form

Surname:	First name:
Date and place of birth:	School of Origin:

Passport/Identity card number:	Year he/she would have been studying if at home:
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Duration of stay in Ireland:	
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Small description of the student's personality:

Personality:
Hobbies:

	<u>Father</u>		<u>Mother</u>
Name:			
Address:			

Tel (home):

Tel (office):	Tel (office):
Tel (mobile):	Tel (mobile):
Fax:	Fax:
E-mail:	E-mail:

#### Details of other children in your family

<i>Name</i>	<i>Age</i>	<i>Year in school/occupation</i>



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### Conditions of the Programme.

In order to participate in the programme 'A Term in Ireland', Rockbrook International requires full agreement to the following conditions:

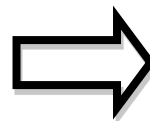
1. Both parents must agree to their son/daughter taking part in the programme 'A Term in Ireland' or 'A Year in Ireland' and must therefore sign this document jointly.
2. As a general rule, Rockbrook International will not admit requests from the student's parents for a change of family in the first two weeks except in cases where there is an urgent necessity to do so.
3. If during the stay of your son/daughter in Ireland you wish to make a complaint to the host family, you must do so through Rockbrook International. You should never make a complaint directly to the Irish family.
4. To allow the student to adapt to the programme and to life in Ireland we ask that the student's family make **a maximum of three phone calls per week** to their son/ daughter. Rockbrook International reserves the right to limit the number of phone calls made by the family abroad if it considers that excessive phone calls are preventing the integration of the student or causing undue upset to the Irish Host Family. When we refer to 'the student's family' we include parents, grandparents, uncles, brothers, sisters etc, i.e. it is **a maximum of three phone calls per week between them**.
5. For the same reason as in point 4 it is not recommended that the student bring a mobile phone without consulting with the Rockbrook International coordinator beforehand. If the student has a mobile phone and its use creates a problem either for the school or the host family, or impedes the student's integration, we reserve the right to confiscate the mobile phone until they return home.
6. **Laptop computers:** We strongly recommend them not to bring laptop computers. We don't guarantee that there is Internet access in the host family house, and if there is, we recommend to our host families that they limit Internet access and supervise it at all times. **FACT: Having a laptop interferes with the student's integration in the family.**  
If we find that Internet access or computer use is creating problems, we may have to take the computer away from the student until they return home. We have done this before with positive results.
7. In the case of continual bad behavior in the school or host family, Rockbrook International reserves the right to terminate the student's participation in this programme.
8. In the case of shoplifting or stealing from the host family or school, as well as reserving the right to terminate the student's participation in the programme, the student or his/her family may also be required to make restitution in monetary terms to the appropriate parties.
9. Any student involved in the use of alcohol, drugs or inappropriate sexual behaviour may be asked to leave the programme immediately.
10. If the student decides to go home or has to be sent home for any reason other than illness, they must understand that they may lose all fees paid.
11. We reserve to ourselves the right to accept a student who has a medical condition, e.g. enuresis (bed-wetting), ADHD, etc.
12. Students must bring uniform from their own country. Rockbrook International will not provide Uniform, Sport equipment, dictionary, school materials (calculators etc.) to term Students.

*After carefully reading all of the points above and the 'Pupil norms' we are ready to accept all the conditions of the*





*programme*  
Please sign the forms below.



- **PARENTS' SIGNATURES**

**PART 1:**

<b>Father's Signature</b>	<b>Mother's signature</b>	<b>Date</b>

**\*\*Could you please tell us how you heard about Rockbrook International and the programmes we offer? \*\***

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**PART 2:**

## Image Rights

Rockbrook International maintains its own personal web site at the 2 following addresses: [www.rockbrookinternational.ie](http://www.rockbrookinternational.ie) and [www.rockbrookinternational.com](http://www.rockbrookinternational.com). Contained within the aforementioned web sites you'll find information relating to our International student's school and extracurricular activities. Such information can be presented in a number of different media formats (web, magazine, flyers, newsletters, videos, DVDs....) and is not necessarily restricted solely to our web sites.

In these web sites and other Rockbrook International publications, it's not uncommon for photos, both individual and group, to appear which may contain images of the students taking part in the aforementioned activities.

Given that the rights to these images is the sole ownership of the person or persons appearing in such images, we, the Management, ask permission from the parents or legal advisors to be able to publish these images on our web site or any other Rockbrook International publication for that matter where your sons or daughters are clearly identifiable. We promise not to display any image that we deem unsuitable and we have strict criteria in place to prevent this from happening.

Mother's & Father's full names

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I ..... authorise that images in which appear my son(s), daughter(s) and family members can be legally displayed in photographs relating to their school and extracurricular activities in Ireland and can be displayed in any other official Rockbrook publications.



## Medical information

Has your son/ daughter ever had any of the following illnesses? If so please specify when.

- |                    |                      |                    |                      |
|--------------------|----------------------|--------------------|----------------------|
| a) Mumps           | <input type="text"/> | e) Rubella         | <input type="text"/> |
| b) Chickenpox      | <input type="text"/> | f) Rheumatic fever | <input type="text"/> |
| c) Measles         | <input type="text"/> | g) Hepatitis       | <input type="text"/> |
| d) Glandular fever | <input type="text"/> | h) Others          | <input type="text"/> |

If your son/daughter suffers from or has suffered from or has suffered from any of the following, please specify giving dates where appropriate:

- |                                                     |                      |
|-----------------------------------------------------|----------------------|
| a) Pneumonia or any pulmonary diseases (asthma etc) | <input type="text"/> |
| b) Heart conditions                                 | <input type="text"/> |
| c) Diabetes                                         | <input type="text"/> |
| d) Surgical operations (please specify)             | <input type="text"/> |

Does he/she have any audio or visual problems?

**Has your son/daughter bed-wet in the recent past?**

Has your son/daughter suffered convulsions? (please specify)

Does your son/ daughter suffer from any allergy (please specify)?

Is he/she allergic to any medicines? (please specify)

Does your son/ daughter have any allergies to animals or foods (please specify)?

Does your son/daughter have any learning difficulties?

Does your son/ daughter suffer from hyperactivity (please specify)

Does your son/ daughter have any psychological difficulties (please specify)?

Does he/ she have any other illness not mentioned?

### Emergency Treatment

I, hereby authorise that my child be surgically operated on in case of emergency under the supervision and advice of the operating surgeon.

<b>Signature of father</b>	<b>Signature of Mother</b>	<b>Date</b>

**Rockbrook International**  
Rockbrook House, Edmondstown Road  
Rathfarnham, Dublin 16, Ireland

**Tel** +353 1 493 6692  
**Fax** +353 1 493 6694  
**Email** info@rockbrookinternational.com

**RockbrookInternational.com**

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EXPERIENCE  
IRELAND**



## Rockbrook International Registration Form

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### REGISTRATION FORM

We are very pleased to welcome you to the **ROCKBROOK INTERNATIONAL EDUCATION Activity**.....

To ensure we have the correct contact details for you, please complete this form and return it to the Activity Director.

Please also ask your parent to sign the form below, before it is returned. We will also use this information to ensure that you are kept informed **about other ROCKBROOK INTERNATIONAL EDUCATION events**.

Your Full Name:	
Known as:	Your Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
Your Age:	Date of Birth:
Parent's Address:	
Parent's Home Tel No:	Parent's Mobile No:
Name of friend/relative already attending:	
Emergency contact name:	
Emergency Tel No. (Home):	
Emergency Tel No. (Mobile):	
<i>If unavailable, contact</i>	
Name:	
Tel:	
Relationship to You:	
Doctor's Name:	Doctor's Tel No:
Please provide a brief description of the effects of any disability or medical condition and of any particular needs you may have:	
Any other special needs, requirements or directions that would be helpful for the leaders to know about:	

Dear Parent / Guardian / Carer

The information provided on this form will be held in confidence. Our leaders need to know these details in order to meet the specific needs of the participants.

The contact details given above should be those of the parent/carer, not those of a minor. It is considered poor practice to record the contact details of minors as it could leave them vulnerable if mislaid.



## PARENT STATEMENT

I confirm that the above details are correct to the best of my knowledge and that I am qualified to give parental consent.

I have been made aware that Rockbrook International Education has developed a Child Safeguarding Policy and is committed to ensuring the safety of my child by having (please log onto [www.rockbrookinternational.com](http://www.rockbrookinternational.com) to find detailed information):

- |                                                                                         |                                                                                 |
|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| <input type="checkbox"/> A Code of Conduct (consent to which we have signed separately) | <input type="checkbox"/> A Recruitment & Vetting Policy for leaders and helpers |
| <input type="checkbox"/> A Designated Officer for Child Safeguarding                    | <input type="checkbox"/> A Policy on Travel and Accommodation for Minors        |
| <input type="checkbox"/> A Policy on Photography                                        | <input type="checkbox"/> A Disciplinary Procedure                               |

I understand that **ROCKBROOK INTERNATIONAL EDUCATION** is committed to ensuring that any information gathered in relation to its youth activities meets its responsibilities as set out in the Data Protection Act 1998. I understand that **ROCKBROOK INTERNATIONAL EDUCATION** will store the above information on its youth activities database for a maximum of 36 months before re-registering my child if still associated with it.

I agree to my child's inclusion in media picture/videos compiled while participating in activities of **ROCKBROOK INTERNATIONAL EDUCATION** to be used for promotional purposes in the following settings only:

[Please tick to confirm]

- ROCKBROOK INTERNATIONAL EDUCATION** printed material (brochures, newsletters etc.)
- ROCKBROOK INTERNATIONAL EDUCATION** web site or social media platform

Any third party use (e.g. other entities' websites or local press) will be consulted on a case by case basis.

I understand in the event of injury or illness all reasonable steps will be taken to contact me, and to deal with that injury/illness appropriately. I will inform the leaders of any important changes to my child's health, medication or needs and also of any changes to our address or phone numbers given.

In the event of illness, having parental responsibility for the above named child, I give permission for medical treatment to be administered where considered necessary by a nominated first aider, or by suitably qualified medical practitioners. If I cannot be contacted and my child should require emergency hospital treatment, I authorise a qualified medical practitioner to provide emergency treatment or medication.

By signing and returning this completed form, I agree to the participation of my son / daughter in and travel to / from activities for which **ROCKBROOK INTERNATIONAL EDUCATION** is responsible.

I have been made aware of **ROCKBROOK INTERNATIONAL EDUCATION'S** safeguarding procedures and the expectations of me as parent in supporting my child(ren) and have ensured that my child(ren) have been made aware of the Code of Conduct relevant to them and what to do if they are worried about anything within the organisation.

Signature of Minor \_\_\_\_\_

Print Name of Minor \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

*Please return this form to the Leader of the activity*



# Check List for Baggage

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- Warm coat / jacket
- Raincoat
- School Uniform: Shoes (black), Grey trousers (boys) Shirts (boys) (white/blue/grey depending on school) White blouses (girls).
- Trainers
- Football boots (with studs), shin guards (for football) Gum shield (if the student wants to play Hockey or Rugby).
- Tracksuit bottoms x 2 (for sports)
- Tracksuit top (for sports)
- Trousers / jeans /skirts
- Pullovers
- Swimming gear
- Tops /polo shirts/t shirts
- Pyjamas
- Towels
- Hairbrush / comb, shower gel/shampoo, toothbrush etc.
- Anti head lice solution
- School Bag
- Small travel bag
- Wallet/purse
- Pens/pencil/calculator (scientific for secondary school), Dictionary, mathematic material (compass, protractor etc).

**\*\*Please check your student's hair for head lice before he/she comes to Ireland. If present then please treat it properly until all head lice are completely gone\*\***

