

*Welcome back to*



**INDUCTION**

**FOR OUR NEW AND RETURNING STUDENTS**



First of all, we would like to welcome you to the Linguaviva centre and thank you for choosing our school.

Your health is very important for us and we will do our best to protect you from COVID 19 but we also ask you to play your part and follow the regulations that we have put in place:

- Keep social distance in and outside the school
- Use hand sanitizer
- Wear face mask at all times in the school
- Wash your hands frequently
- Avoid touching your face
- Sneeze in a tissue and dispose it in the bins provided
- Use your left side when you walk up/down the stairs
- Do not gather in groups in the hall, toilets and classroom
- Read and follow the signage and posters that are displayed around the school
- Do not share a pen, pencil, rubber or any other stationery with your classmates
- Have your own course book, pen and paper and always bring it to school

## **Mental health**

Infectious disease pandemics like coronavirus (COVID-19) can be worrying. Some people might find it more worrying than others.

If any of you have been affected by the COVID19 in any way and you need somebody to talk to please contact us or The Government's "In This Together Campaign" (<https://www.gov.ie/en/campaigns/together/?referrer=/together/>) which provides information on minding one's mental health. You can also find information about minding your mental health during coronavirus pandemic here:

<https://www2.hse.ie/wellbeing/mental-health/covid-19/minding-your-mental-health-during-the-coronavirus-outbreak.html>

We have also put posters with other organizations and their details around the school.



**Remember to:**

- ✓ Remember to have pen, notebook and course book with you
- ✓ Bring your own hand wipes
- ✓ If you are a new student and have not paid for the course book yet- teachers have your course book and they will take payment for the course book from you in the classroom. The course books costs €35 so have this amount with you
- ✓ Facemasks must be worn at all times in the school building
- ✓ Use hand sanitizer upon entering the school
- ✓ Go to the classroom that you have been assigned to
- ✓ Use left side when you go up/down the stairs
- ✓ Use hand sanitizer before you go to your classroom
- ✓ Sit down at the seat that it is assigned to you
- ✓ There are 2 cabins in the ladies so be patient and wait for your turn to go in while maintaining social distance
- ✓ Go on your break when teacher allows you to
- ✓ Keep social distance at all times

## Staff:

Mr. Ian Brangan	Director of Education
Mr. Aidan O'Shea	Director of Operations
Mrs. Caroline Cuneo Killeen	Centre Manager First Aider
Ms. Anna Majek	International Student Officer
Mr. Stuart Tynan	Director of Studies First Aider

**If you have a serious or delicate problem, you may need to speak in your own language. The following people in the office speak second languages and will assist you:**

Mr. Ian Brangan	Spanish
Mrs. Caroline Cuneo Killeen	Spanish
Ms. Anna Majek	Polish, German
Mr. Stuart Tynan	Italian, Spanish

- If you experience a **serious problem** outside school hours, you may call Aidan at +353 87 7631470 or Caroline at +353 83 3302427. We would ask you only to use this number if you experience a real emergency.
- Emergency number: 112 or 999. This will get you the assistance of the Gardaí (Police), Fire Brigade or Ambulance. You should state which service you require when you phone.
- ITAS (Irish Tourist Assistance Service) is an agency that can help if you are a victim of crime in a public place.  
Telephone number: 1890 365700  
00353 16610562 (Monday to Friday 10.00 – 18.00)

## **Opening Hours:**

**8:30 am to 17:30 from Monday to Thursday**

**8:30 am to 13:30 on Fridays**

- The reception office will be open by appointment only
- If you have any questions about your classes, timetable, letters, course book, social activities or any other matter related to your course please send an email to [info@linguaviva.com](mailto:info@linguaviva.com)
- If you want to talk to our member of staff please make an appointment
- If you feel unwell while being in the class (e.g. have fever, cough, pain in the chest) please let the teacher know immediately!

## **Class Timetables:**

Course X = Monday to Friday from 9am to 12:15 pm

Course XA = Monday to Thursday from 13:00pm – 17:00pm

Course Z = Mondays and Tuesdays from 13.00 – 15.00pm

Course Y – Monday to Thursday from 13.00 – 15.00pm

### **Don't forget to:**

- Use hand sanitizer before you enter class
- Wear face mask in the school building at all times
- Your teacher will tell you when it is a break time
- Have your course book, pen and paper with you
- If you need to sneeze, use a tissue or your sleeve
- Keep social distance - do not come close to your classmates and teacher
- Clean your desk and chair with hand wipes before and after class

## **Social activities and excursions**

- Social activities will be online
- Each week we will post their timetable on our Instagram and Facebook
- BOOK CLUB and MOVIE CLUB accept new members!
- If you want to sign up to any social activity you need to send an email to [info@linguaviva.com](mailto:info@linguaviva.com)
- Excursions to the museums and tours at the weekend can be booked on request
- Books can be borrowed from the library (for more information contact [info@linguaviva.com](mailto:info@linguaviva.com))

## Finding your way around the school

### **School Address**

The Linguaviva Centre Limited

45 Lower Leeson Street

Dublin 2

D02 AH72

**Telephone Number:** +353 – 1- 6789384 or 6612106

**E-mail:** [info@linguaviva.com](mailto:info@linguaviva.com)

**Website:** [www.linguaviva.com](http://www.linguaviva.com)

### Room Locations

<b>Student Common Room</b>	The Basement
<b>Computer Room with E-mail</b>	The Basement
<b>Administration Office</b>	The Ground Floor
<b>Library</b>	The Ground Floor
<b>Staff Room</b>	The Ground Floor
<b>First Aid</b>	The Ground Floor
<b>Ladies' Toilets</b>	Between Ground Floor and First Floor
<b>Men's Toilets</b>	First and Second Floors
<b>Classrooms 11, 12</b>	Basement
<b>Classrooms 1, 2, 3</b>	First Floor
<b>Classrooms 6, 7, 8</b>	Second Floor
<b>Classrooms 9, 10</b>	Third Floor

## Addresses of some Diplomatic Representations

- Austria:** 6 Ailesbury Road, Dublin 4, D04 W205  
Phone: +353 1 269 4577
- Brazil:** Harcourt Centre, Block 8, Charlotte Way, Dublin, D02 K580  
Phone: + 353 1 416 1204
- France:** 66 Fitzwilliam Lane - Dublin 2 D02 HP38  
Phone:+ 353 1 277 5000
- Germany:** 31 Trimleston Ave, Merrion, Booterstown, Co. Dublin, A94 TX94  
Phone: +353 1 2776 100
- Italy:** 63-65 Northumberland Rd, Dublin, D04 VA89  
Phone: +353 1 6601744
- Japan:** Nutley Building, Merrion Centre, Nutley Ln, Dublin 4  
Phone: +353 1 202 8300
- Poland:** 4-8 Eden Quay, North City, Dublin 1, D01 WY93  
Phone:+353 1 871 8020
- Korea:** Clyde House, 15 Clyde Rd, Ballsbridge, Dublin 4, D04 EN28  
Phone: +353 1 660-8800
- Mexico:** 19 Raglan Rd, Dublin 4, D04 TX89  
Phone: +353 1 667 3105
- Spain:** 17a, 4 Merlyn Park, Ballsbridge, Dublin, D04 HF53  
Phone: +353 1 269 1640
- Switzerland:** 6 Ailesbury Rd, Dublin 4, D04 W205  
Phone: +353 1 218 63 82
- Saudi Arabia** 6-7 Fitzwilliam Square E, Dublin, D02 W270  
Phone: +353 1 6760704

## **COVID Advice for students**

Do not go to school if any of the following is true. You have:

- a temperature of 38 degrees Celsius or more
- any other common symptoms of coronavirus such as a new cough, loss or changed sense of taste or smell, or shortness of breath
- been in close contact with someone who has tested positive for coronavirus
- been living with someone who is unwell and may have coronavirus

You will need to:

1. Isolate. This means staying at home and completely avoiding contact with other people, as much as possible. You should only leave your home to have a test or to see your GP.
2. Phone your GP and inform the doctor about your symptoms. They will advise you if you need a coronavirus test. Ask the doctor for a sick note.
3. Everyone that you live with should also restrict their movements, at least until you get a diagnosis from your GP or a coronavirus test result. This means not going to school or work.

**You also need to**

**Contact the school and let us know**

**Send us a sick note from the GP**

**We all wish you a great first day at school and an unforgettable experience  
in Ireland despite restrictions!**



SEE YOU  
SOON!