



English Centre Dublin

4 North Great George's Street
Rotunda, Dublin 1,
D01 A8N4,
Ireland
+353 1 8747 024
admin@twinireland.com
www.twinireland.com

Group itinerary

Group Name: PCTO PON Dublin - May group

Group Number: 18

Arrival Date: 26/05/2024

Departure Date: 22/06/2024

Operator: Ana Egitto

Salesperson: Beth O'Shea

Arrival Transfer	Departure transfer
Pick up location: Dublin Airport – Flight FR4037. Pick up time: 11:05 am Drop off location: Host families	Pick up location: Host Families Pick up time: 1 pm Drop off location: Dublin Airport – Flight FR4844 at 16:30 pm

*If you have an arrival transfer booked with us, a meet and greet person will be holding a sign with the Twin logo on it.

*If you have a departure transfer booked with us, group is picked up 3 hours before the departure flight.

***If you cannot find the meet and greet representative, please contact Joe +353 87 231 3642**

If your transfer does not arrive within 15 minutes of the stated time, please contact us on the emergency numbers provided below.

GROUP LEADER/AGENT/SCHOOL EMERGENCY CONTACT:

EMERGENCY CONTACT DURING OFFICE HOURS: +353 1 8747 024 (Monday – Friday 9:00am to 5:30pm)

EMERGENCY CONTACT OUTSIDE OFFICE HOURS: +353 83 432 8888 (Monday to Friday 5:30pm to 9:00am, weekends and Bank Holidays)

*******2023 Closure dates: 1/01, 06/02, 17/03, 10/04, 01/05, 05/06, 07/08/, 30/10**

Winter holidays: 25/12/2023 - 01/01/2024. School reopens after winter holidays on Tuesday 02/01/2024

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Leap Card information: Yes

Collection point: Available from your meet and greet representative on arrival.

Leap Card notes

- **Leap Cards are non-replaceable and non-refundable**

Group leader Accommodation

Accommodation Type: Host Family

Meal Arrangements: Full Board

The first meal on arrival day will be dinner.

The last meal on departure day will be Breakfast

Packed lunches are not provided on departure day unless booked and paid for prior to arrival.

Allergies: As specified

Student Accommodation

Accommodation Type: Host Family

Meal Arrangements: Full Board

The first meal on arrival day will be dinner.

The last meal on departure day will be Breakfast

Packed lunches are not provided on departure day unless booked and paid for prior to arrival.

Allergies: As specified

Important accommodation and transfer information

All members of the group must bring their own toiletries.

Please keep your operator informed of any changes to your programme.

If you are delayed on arrival or in the case of emergency please phone Twin.

If damage is caused by a student in the accommodation provided by Twin, Twin will assess the damage and charge the agent accordingly.

All departure transfers are booked 4 hours prior to departure flight time. Any amendments to this is at the group leader/agents own risk.

Curfew:

22:00 for 17+ years old – Curfew at 22:00 means, to be at the host family at 22:00, and always let the host family know at what time you will be home

21:00 for 16+ years old - Curfew at 21:00 means, to be at the host family at 21:00, and always let the host family know at what time you will be home

20:00 for under 15 years old - Curfew at 20:00 means, to be at the host family at 20:00, and always let the host family know at what time you will be home.





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Please note, host families, have their own routine, and because of that they expect that their students will be also have their own routine between 9am and 5pm

A few notes for the students during their stay:

- On the first day let the host family know if there is food you cannot eat. Also let them know what kind of food you like.
- Host family will do light laundry once a week. This means tops, t-shirts, underwear and socks. They will not be ironing clothes.
- If not going home for dinner, please tell the host family by midday so the host family knows if you do not need dinner made.
- Be respectful of coming in to the house late at night. Members of the family may need to be up early the next morning so it is best not to disturb anyone.
- Please keep the rooms tidy and clean.
- Please note, host family's house is a family house, and as any other house, there will be rules that must be followed, as curfew, time for the meals, time for shower, cleanliness, etc
- Please note, homestay accommodation is not self-catering, therefore, it is not allowed to use the kitchen at the host family's house.
- Please note, we have families from different ethnicities, all fluent English speakers, and we do appreciate the respect of different cultures and races.
- If there is an issue please talk to the host family to try and sort out the situation before it gets serious. If you are unable to do this please contact us and we will be more than happy to help.

** we are here to make sure you have an enjoyable time but we understand that sometimes issues come along so it is best to try to improve the situation first before it becomes a big issue where students are unhappy.



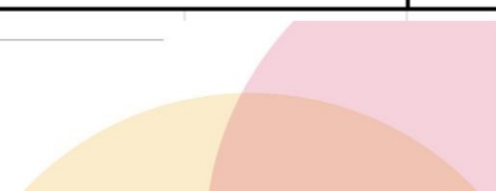
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Programme Overview

Group: PCTO PON							
	Sunday 26.05	Monday 27.05	Tuesday 28.05	Wednesday 29.05	Thursday 30.05	Friday 31.05	Saturday 01.06
9:00 - 12:30	Arrival Transfer to HF + M&G	Am Closed Group	Am Closed Group	Am Closed Group	Am Closed Group	Am Closed Group	Full Day Excursion to Bray - Cliff walk using Leap card. Meet at 10 am at Twin + 1 Twin Activity Leader
13:30 - 17:00		2.30 pm Dublin guided visit	Free Time	2.30 pm Dublin guided visit	Free Time	2.30 pm Dublin guided visit	
18:00		Dinner With Host					
Lunch Break							
	Sunday 02.06	Monday 03.06	Tuesday 04.06	Wednesday 05.06	Thursday 06.06	Friday 07.06	Saturday 08.06
9:00 - 12:30	Free Time	BANK HOLIDAY. Full Day Excursion to Howth-Harbour and Cliff Walk using Leap card. Meet at 10 am at Twin + 1 Twin Activity Leader	WE	WE	WE	WE	Full Day Excursion to Malahide-Beach and Town Walk using Leap card. Meet at 10 am at Twin + 1 Twin Activity Leader
13:30 - 17:00							
18:00			Dinner With Host				
	Sunday 09.06	Monday 10.06	Tuesday 11.06	Wednesday 12.06	Thursday 13.06	Friday 14.06	Saturday 15.06
9:00 - 12:30	Free Time	WE	WE	WE	WE	WE	Full Day Excursion to Dun Laoghaire .Meet at 10 am at Twin + 1 Twin Activity Leader. By Train
13:30 - 17:00							
18:00							
	Sunday 16.06	Monday 17.06	Tuesday 18.06	Wednesday 19.06	Thursday 20.06	Friday 21.06	Saturday 22.06
9:00 - 12:30	Free Time	WE	WE	WE	WE	WE	Departure transfer fro HF to DAP at 1 pm
13:30 - 17:00							
18:00							

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Tuition time:

Morning lessons take place from 9:00 and afternoon lessons take place from 13:30

Link for Placement level test:

https://twingroup.typeform.com/EnglishTestGrp#group_id=60045

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Safeguarding

Twin is fully committed to safeguarding the welfare of all students under 18 and vulnerable adults studying at our centres.

We are passionate about our students' learning experience and strive to ensure we provide a safe and appropriate learning experience. We recognise our responsibility to promote safe practice and protect children and vulnerable adults from harm, abuse, exploitation and radicalisation.

To report a safeguarding concern regarding a Twin student, you should speak to one of Designated Safeguarding Staff, named below. If your concern is about the DSL/DSS you should contact the Local Safeguarding Children's Board. You should not discuss the details of your concern with anyone else. All concerns are kept private and confidential and recorded in line with the Data Protection Act.

Designated Safeguarding lead: Adaleza Morales +353 83 4178393 safeguarding@twinuk.com

Deputy Designated Safeguarding lead: Ana Belen Egitto +353 83 4328888 safeguarding@twinuk.com

We wish you an enjoyable and memorable visit to Ireland.

We look forward to hearing from you on your return.

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Group leader Declaration

This declaration is to be completed during the Group leader induction session on your first day at Twin.

Please complete the checklist:

At least one group leader will be available throughout all lesson times in case a translator is needed	
A group leader will be responsible for the group at all times when they are not in the classroom, including supervising the juniors' breaks. The supervision ratio for juniors is 1:15.	
We confirm that our programme is correct and we will inform the operator of any changes	
We have completed a risk assessment for all activities/ excursions not accompanied by a Twin activity leader	
We have received, read, and understood the group leader handbook	
We have received read, and understood the summary Safeguarding Policy	
We have submitted our IDs to be scanned	
We have contact details and emergency contacts for all of our students	

Please complete your details:

Group Leader name	Group Leader signature	Group Leader contact number	Group Leader email address

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