



# A Reference Guide for English Language Students

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## INTRODUCTION

Firstly, we would like to take this opportunity to welcome you to Liffey College and to thank you for choosing us. We hope that you will enjoy your journey of self-discovery and we also hope that your experience with us will be both a positive and rewarding one.

This booklet contains very important information/advice relevant to your studies at Liffey College. We ask that you read it carefully and keep it as a point of reference throughout your learning period here. Should you have any further questions concerning the booklet please do not hesitate to contact the Tutor/ Director of Studies / Assistant DOS / Centre Director for any assistance.

## LOCATION

Liffey College is located at 1-4 Swift's Alley, Francis Street, Dublin 8. Ireland.



**2ND FLOOR**

- Classrooms 6 to 8
- Toilets (M/F)
- Staff Resource Room
- Students' Common Area
- Resource Room / Library
- Vending Machines

**3RD FLOOR**

- Classrooms 1 to 5
- Toilets (M/F)
- Reception**
- Computer Lab
- Admin Office
- Staff Kitchen

**College MAP**

## KEY PERSONNEL – CONTACT INFORMATION

Centre Director	Haseeb Ahmed	01 444 4447	<a href="mailto:haseeb@liffeycollege.ie">haseeb@liffeycollege.ie</a>
Head of English (DOS)	Dara Moran	01 444 4447	<a href="mailto:dara@liffeycollege.ie">dara@liffeycollege.ie</a>
Assistant (DOS)	Dr. Kieran O'Driscoll	01 444 4447	<a href="mailto:kieran.odriscoll@liffeycollege.ie">kieran.odriscoll@liffeycollege.ie</a>
Operation Manager	Asif Sarwar	01 444 4447	<a href="mailto:asif@liffeycollege.ie">asif@liffeycollege.ie</a>
Welfare Officer	Sanjiv Oberoi	01 444 4447	<a href="mailto:sanjiv@liffeycollege.ie">sanjiv@liffeycollege.ie</a>
Front Office Manager/ Examinations Administrator	Cormac McLoughlin	01 444 4447	<a href="mailto:cormac@liffeycollege.ie">cormac@liffeycollege.ie</a>

In case of Emergency (outside of college hours)	Haseeb Ahmed	086 1232008	<a href="mailto:haseeb@liffeycollege.ie">haseeb@liffeycollege.ie</a>
In case of Emergency (outside of college hours)	Haseeb Asif Sanjiv	01 444 4447	Fire Wardens / First Aiders

### MISSION STATEMENT

*Liffey College is committed to excellence in contributing to the vitality of communities through integrity, leadership and service. Our college enhances student learning and personal development by creating conditions that motivate and inspire students to devote time and energy to language and educationally-purposeful activities both inside and outside the classroom.*

*Liffey College also builds upon the strength of the economy through professional and innovative educational programmes including language and services that equips people for successful living, lifelong learning and employment in a global knowledge-based economy.*

### RULES & REGULATIONS

All full-time English students at Liffey College **must** adhere to the following:

1. All students must take responsibility for signing an attendance register at reception. A register of attendance is kept for official school records, visa purposes etc. Teachers will also cross check all the students who signed in for the class every day before and after the break.
2. **Teachers WILL enter the total number of students in attendance for each segment.**
3. **Teachers WILL also sign the attendance register after carrying out their cross-checking duties at the end of the class with the total number of the students present.**
4. Punctuality, therefore, must be maintained at all times. Students **must** be on time for class. Students who arrive more than fifteen (15) minutes late will not be given attendance and will be not allowed to enter Class A or Class B and will be marked absent for the day. Students who leave 15 minutes early will also be marked absent for the day.
5. Students are required to have a minimum of 85% attendance. Those who do not meet this requirement and/or who are absent for 3 consecutive days will face disciplinary action.
6. Students must inform the college of their absence immediately. A student who is absent for 3 consecutive days must provide valid reason and proof of their absence such as a medical certificate. Failure to comply with our attendance policy will result in disciplinary action being taken.
7. Students, with less than 25% attendance in the first 6 weeks will be expelled by the Centre Director without a chance to appeal and the GNIB or/and INIS will be informed of their expulsion.
8. **All students are advised to check our disciplinary procedures regarding our attendance policy on page 8 of this document**
9. Student placement is determined by: (i) an online test and (ii) an oral interview. It is important that students are placed at the appropriate level.
10. Each new student is issued with a placement slip and should not be allowed to join a class without one. If a new student attempts to join your class without one please refer him/her to the administration department immediately.
11. If a **student** wishes to change their level or course, he/she should first discuss it with the teacher, providing valid reasons. If the teacher finds it appropriate, the

- student's request should then be brought up with the DOS/ADOS who will then decide the final outcome. If it's felt that the student should move, then he/she will be provided with a transfer slip to join their new class the following week. If a student tries to join a class without a transfer slip the teacher must send him/her to the reception immediately. Similarly, teachers should not change a student's class/level without a transfer slip from the DOS/ADOS. Teachers are also reminded that all timetable changes are made at the end of the week. Students will join their new class the following week. All class changes are subject to availability.
12. Requests of this nature are strictly on a first-come-first-served basis and the decision of the DOS/ADOS is final.
  13. All students should keep their details up to date and the reception should be notified of any changes to personal information such as phone number, address, and so on.
  14. All students are expected to attend educative activities/outings organised by the college as these are part of the curriculum. Students will be asked to fill out and sign consent forms with regard to such activities/outings.
  15. Students are required to complete at least 3 (three) months of study prior to requesting any holidays and they may not take any other holidays aside from the above. This does not apply to **college** holidays (Bank Holidays, National Holidays and/or the academic term). These are listed on the Notice Board. Students are also informed of these during Orientation.
  16. Students must book for the final exams before they apply for holidays. No unscheduled breaks are permitted except in the following circumstances:
    - close family bereavement or major illness
    - Illness of a dependent family member.
    - Participation in legal proceedings or administrative procedures that require a student's presence
    - Religious holiday and/or observance.
    - Injury or **illness** that is too severe and/or contagious for the student to attend class.
  17. Students wishing to go on unscheduled breaks should notify the administration department well in advance by filling out a **request form** available from the reception. Students should allow a minimum of 2 (two) days for requests to be processed.
  18. Students without 85% attendance will not be eligible for such requests.
  19. All holiday requests are processed and authorised by the Front Office Manager.
  20. Students who have any kind of disability or medical condition should inform the college upon completing the college application form/as soon as possible upon arrival to Liffey College. This will allow the college to act appropriately in the event of any emergency and/or to provide the necessary assistance to the students with special needs wherever possible, i.e., examinations/assessments.
  21. All students are expected to abide by the Equality Policy in place at Liffey College. Students are expected to respect each other, their teachers and other staff members. It is equally important to respect and pay attention to any replacement teacher who is covering a class temporarily.
  22. New units are started every Monday. The teacher will provide an outline of the course and explain how it is going to progress throughout the week.
  23. Students should not use native languages during class time. A complete immersion policy must be adopted.

24. Students will be assessed regularly. Students will be given feedback after assessment and be advised as to which areas they need to concentrate on in order to maximise progress. The teacher will notify the students in advance with regard to any assessment.
25. Final examination is compulsory and must be taken by all English language students at the end of the course. It is the responsibility of students to book their examinations. Final examination dates are available on college notice board.
26. Cheating and other forms of examination malpractice are prohibited by Liffey College and any student found to be in breach of our examination policies will face disciplinary proceedings.
27. Students should check the notice boards regularly for important information, news and updates.

Please be advised that this is not an exhaustive list. Please refer to the policies and procedures mentioned in the Student Handbook.

## ACADEMIC INFORMATION

### English Language Class Timetable (Monday to Friday) (1\*)

<b>Morning</b>	<b>09:15 - 10:45</b> (Class 1)	<b>10:45 - 11:00</b>  Break	<b>11:00 - 12:30</b> (Class 2)
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OR

<b>Afternoon</b>	<b>13:45-15:15</b> (Class 1)	<b>15:15 - 15:30</b>  Break	<b>15:30 - 17:00</b> (Class 2)
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**Note:** In the few cases in which a teacher does not tag-teach with a colleague, teachers will change levels/classes every 12 weeks. Meanwhile, teachers working full-time, will swap their previous schedule. This helps teachers and also maintains both intra and inter level focus and standards.

Classes are run in the morning and afternoon (subject to change). Pair-teaching is in place. Teachers swap classes/rooms in the second part of the class after the break (Refer to the new timetable above). New units are started on Mondays to facilitate new students joining the class.

## LESSONS & TEXTBOOKS

Lessons must integrate all skills i.e., speaking, listening, reading, writing, and Irish life and culture. A textbook is used in each class but teachers may supplement this with relevant materials.

Teacher talking time is also kept to a minimum and students are encouraged to work in pairs and groups or teams. Native language speaking is discouraged in class. Error correction is very important, and a variety of polite techniques will be used to make students more aware of their mistakes.

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\*1 In the event of a Bank Holiday, classes will run Tuesday-Friday

Classes are run in the morning (AM) and afternoon (PM).

All full-time students must be in possession of the relevant course-book. New full-time students should be given a time limit of two weeks in which they must purchase the assigned textbook.

Additional copies of relevant textbooks for all levels are available from the resource room for part-time students to use. All student materials borrowed must be returned in good condition to the resource room after every class.

### **RESOURCES**

All supplementary materials used for reference are located in the Student Resource Room. Students must ensure that they are returned to the correct place after use. Students should not remove books or resource files from the resource room. All materials borrowed need to be entered in the log book provided at reception.

Additional copies of relevant textbooks for all levels are available from the resource room for part-time students to use. All student materials borrowed must be returned in good condition to the resource room after every class. Projectors fitted in all classrooms may also be used to limit the use of print outs (except in cases where students have any visual impairment).

### **CLASS DISCIPLINE**

- Students must be punctual. Students arriving more than 15 minutes late will not be allowed to enter class and will be marked absent for the day. Moreover, any student leaving 15 minutes early will be marked absent for the day.
- Students must arrive to class with all the necessary equipment, i.e. text-books, pens, paper, notebooks, etc.
- Laptops and mobile phones must be switched off during class hours. Please obey this rule; if a student leaves the room to answer his/her phone he/she should not be permitted to re-enter. Students are reminded to arrange “important” phone calls outside of college hours or during their break.
- Mobile phones and laptops may only be used at the discretion of the teacher for research purposes, i.e. class project or presentation.
- No sweets, chewing gum or food are allowed in the classroom.
- No hot drinks are allowed in the classroom as such drinks may be hazardous to themselves or others; however, a bottle of water is acceptable.
- Students are reminded to use the rubbish bins provided throughout the college.
- An attitude of mutual respect should be encouraged in the class-room. Any unacceptable behaviour should be dealt with immediately. If a teacher encounters a discipline problem and/or bullying he/she will send the offending student to the DOS/ADOS/ Centre Director immediately.
- Students are discouraged from using their native languages during class-time and a complete immersion policy is adopted.

### **EQUALITY POLICY**

Liffey College is committed to an Equality Policy. All students have equal rights irrespective of gender, civil status, family status, sexual orientation, religion, age, disability, race and/or membership of the Traveller Community.

For full details concerning the equality policy, please consult the 'Student Handbook' available online. This contains details of all relevant policies at Liffey College.

## **HEALTH & SAFETY**

Fire drills are conducted regularly. It is important that all students cooperate and participate. In the event of fire, all students are expected to evacuate the building as per the fire drills procedure.

Liffey College implements a self-evacuation policy. In the event of the fire alarm sounding, all staff, students and visitors must leave the building via the exits, which are clearly marked. Nobody should stop to gather personal belongings.

In the event of an evacuation, students must listen to their teacher and follow instructions. Students must exit the building in a calm and orderly fashion. Once safely outside the building, students must await further instruction. Nobody may re-enter the building until told it is safe to do so by the Fire warden/Centre Director.

In the unlikely event of an emergency evacuation, Liffey College carries out monthly fire drills to prepare its teachers and students.

### **To summarise:**

- Vacate classroom immediately.
- Follow your teacher to the nearest fire exit and out of the building to the assembly/meeting point.
- Answer your name when the attendance register is called out.
- Finally, make sure to stay together with the rest of your class and teacher and try to cause as little disruption as possible to the local neighbourhood.

Please refer to the Student Handbook for all details regarding health and safety policies.

## **DISCIPLINARY PROCEDURE REGARDING ATTENDANCE**

### **Step 1: Formal Oral Warning**

The Disciplinary Committee, comprising of the Operations Manager, Front Office Manager, Welfare Officer, Centre Director & Director of Studies (DOS) are empowered to issue formal warnings in cases of low and/or erratic attendance.

- The formal oral warning (face-to-face/telephone) will advise the student of the reason(s) for the warning, of the seriousness of the issue, and the possible consequences should it continue
- The Welfare Officer will formally warn a student who fails to show up to class over three consecutive days or/and with less than 85% attendance.

### **Step 2: First Written Warning Via Email**

Should attendance not improve over the following two week period, the Welfare Officer will issue a first written warning via email.

- The first written warning will advise the student of the reason(s) for the warning; of the seriousness of the issue, and the possible consequences should it continue.

### **Step 3: Final Written Warning Via Email**

**Should** attendance still not improve, or the absent student does not make contact with the

college, a final written warning via email will be sent by the Welfare Officer to the student informing him/her of their suspension.

#### **Step 4: Appeal**

- **Upon receipt of the suspension letter, a student will have a time limit of 1 (one) week to appeal the situation to the Centre Director.**

#### **Step 5: Expulsion/Exit Letter**

- Should a student, after warnings and/or suspension, and/or not having attended to **appeal**; fail to comply with Liffey College policies, the student will be expelled by the Centre Director in week 5/6. An exit letter will be sent to GNIB/INIS, with a copy sent to the student.
- Liffey College views expulsion as the last step, should a student's attendance, progress, and/or behaviour fail to adhere to our policies and codes. Only the Centre Director is empowered to expel students.

**Name of responsible staff member: Sanjiv Oberoi**

Telephone No: +353 (0)1 444 4447

Email: [sanjiv@liffeycollege.ie](mailto:sanjiv@liffeycollege.ie)

#### **CONCLUSION**

Finally, we hope that the information in this guide is clear and helpful to you during your period of study at Liffey College. For further information, please, refer to the Student Handbook, available online. Please do not hesitate to contact a member of staff should you have any queries. We hope that your time here with us is a happy and fulfilling one.

