

Horizon Summer Camp Student Handbook

Welcome to Horizon Summer Camp!

We have prepared this Student Handbook to provide you with important information about Summer Camp, the programme, what to expect and a little information about Ireland

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Everyone in Horizon Summer Camps is delighted you have chosen to join us, we will do everything we can to assist you to have a rewarding enjoyable experience and we wish you a fantastic stay.

Ireland

Ireland is an island located to the north-west of mainland Europe. It is surrounded by the Irish Sea to the east and the Atlantic Ocean to the west.

Ireland is divided into the Republic of Ireland [where you are] and Northern Ireland which is part of the United Kingdom. Ireland is divided into regions called counties, with 26 in the Republic of Ireland and 6 in Northern Ireland.

The capital city of Ireland is Dublin, the population of the republic of Ireland is 4.7 million and Irish people speak English but Ireland also has a native language called Irish.

Ireland has lots of rivers and lakes, the longest river in Ireland is the River Shannon and the highest mountain is in County Kerry in the south of Ireland.

Ireland is world famous for music and culture with many famous writer and musicians. James Joyce, Samuel Beckett and Seamus Heaney are just three of talented writers who came from Ireland. Everyone in the world knows U2 are Irish and Niall from One Direction is from County Westmeath in Ireland! Traditional music and dance is very popular in Ireland. Everyone in the world knows about 'Riverdance' which started as just an interval act at the Eurovision Song Contest ten years ago, now has three shows touring the world all the time and has been seen by been seen by millions of people.

Ireland is famous for hospitality and friendly people but there are also some fun facts about Ireland which you might enjoy learning such as.....

- Bram Stoker who wrote 'Dracula' was from Dublin
- The Vikings founded Dublin in 988
- Dublin used to be called 'Dubh Linn' which means 'Black Pool'
- Saint Brendan was said to have found America 1000 years before Christopher Columbus
- The Newgrange Passage Tomb in County Meath was constructed around 3200, making it 600 years older than the pyramids in Egypt and 1000 years older than Stonehenge in England
- Saint Patrick is the patron Saint of Ireland and the first Saint Patrick's Day Parade was in Boston in America in 1737
- The symbol of Ireland is the Celtic harp and not the shamrock

- An Irish architect called James Hoben designed the original White House in Washington, USA
- Guinness is a famous Irish alcoholic drink and ten million glasses are sold everyday

Horizon Summer Camps

We are delighted you have chosen Horizon for your language and activity experience.

Horizon has five summer camps in Ireland:

- Camp Clongowes in Clongowes Wood College, Count Kildare
- Camp Westport in Westport, County Mayo
- Camp Columbas in Columbas College in County Dublin
- Camp Glenstal in County Limerick
- Camp Alexandra in Alexandra College in County Dublin

All our centres have excellent activity facilities such as sports halls, playing pitches, swimming pools, tennis courts, concert halls and recreations rooms.

Our accommodation is shared rooms like dormitories with showers and toilets on each corridor.

Our meals are all served in the canteens in our centres with varied and tasty menus to suit all tastes and appetites and packed lunches for excursion days.

Horizon has 28 years of experience of providing summer camps and activity programmes for Irish and international students. Along with our excellent English language classes we have lots of exciting activities and excursions to make your stay as exciting, enjoyable and rewarding as possible.

Whichever camp you have chosen you are assured of having a wonderful experience and we wish you a stay filled with lasting happy memories.

Our Staff

In Horizon we carefully choose our team to ensure you have a wonderful time.

We receive hundreds of applications every year and we spend lots of time carefully selecting the perfect team who have enthusiasm, dedication and talents to assist you to have a fantastic experience in Ireland.

Our team have lots of talents and experience which they are waiting to share with you.

Our **Camp Director** is in charge of your camp. They are assisted by the **Activity Manager** who arranges your exciting activity programme and the **Administrator** who you will meet in the office.

Our **Head-teacher** and **Teachers** will ensure that you learn so much in your English classes through reading, writing, comprehension, listening, speaking and singing. They will teach you all about the exciting destinations that are planned for your excursions and they will help you to transform your scrapbook into a memory book!

Our **Activity Instructors** love sharing their expertise and energy with you to ensure that you enjoy the action packed activity sessions and excursions.

Our **Group Leaders** have responsibility for student welfare, to make sure that they are there for you if you have any problems. They will get to know you very well in your groups and they will be available for a chat or just need a friendly face. All students are assigned to groups based on their ages and each group has a dedicated Group leader who meets them every morning after breakfast.

All our staff is focused on helping you to get the most from your stay in Ireland by developing your English language skills, enjoying exciting activities and making friends for life.

Your Day

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning		Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
		Morning Assembly and Group Meetings	Morning Assembly and Group Meetings	Morning Assembly and Group Meetings	Morning Assembly and Group Meetings	Morning Assembly and Group Meetings	Morning Assembly and Group Meetings	
	Arrivals Day	Placement Test	English Class or Activities	English Class or Activities	English Class or Activities	English Class or Activities	English Class or Activities	Full-Day Excursion
		Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	
Afternoon		Afternoon Assembly	Afternoon Assembly	Afternoon Assembly	Afternoon Assembly	Afternoon Assembly	Afternoon Assembly	
	Orientation	English Class or Activities	English Class or Activities	English Class or Activities	Half-Day Excursion	English Class or Activities	English Class or Activities	
Evening	Evening Meal	Evening Meal	Evening Meal	Evening Meal	Evening Meal	Evening Meal	Evening Meal	Evening Meal
	Evening Assembly	Evening Assembly	Evening Assembly	Evening Assembly	Evening Assembly	Evening Assembly	Evening Assembly	Evening Assembly
	Evening Activities	Evening Activities	Evening Activities	Evening Activities	Evening Activities	Evening Activities	Evening Activities	Evening Activities
Night	Supper Goodnight	Supper Goodnight	Supper Goodnight	Supper Goodnight	Supper Goodnight	Supper Goodnight	Supper Goodnight	Supper Goodnight

Activity Programme	English Classes	Evening Entertainment	Saturdays and Sundays
<p>Our activity Programme operates 5 mornings and afternoons every week. It is a combination of exciting sporting and creative activities to suit everyone including:</p> <ul style="list-style-type: none"> • Soccer • Tennis • Basketball • Swimming • Arts & Crafts • Volley Ball • Aeroball • Badminton • Man-Hunt • Dance • Orienteering • Music • Archery • Horse Riding • Golf • Team Task • Fencing 	<p>Our English Language Classes are aimed to help students not only increase their knowledge of English grammar and vocabulary, but also their confidence in using English. These courses are designed to help students improve communication skills. Therefore lessons include plenty of opportunities for students to use spoken English. Classroom activities include:</p> <ul style="list-style-type: none"> • Role-play • Group Work • Projects • Questionnaires • Games • Songs <p>Our experienced and friendly teachers work very hard to prepare interesting and fun Language lessons and are always happy to help and support our students.</p>	<p>Our Evening Entertainment programme is a chance for all our students to have a great time together. A different event every night from 19.30 to 22.00. Events include:</p> <ul style="list-style-type: none"> • Disco • Talent Show • Camp Tournament • Gala Fashion Show • Murder Mystery • Movie Night • Giant Quiz 	<p>Saturday is our arrivals and departures day. Saturday is also our excursion day for students who are staying for 2 weeks. Sundays are more relaxed. We do not have classes on Sundays but we do have activities.</p>

Horizon, 83 Westpoint, Westport, Co Mayo, Ireland.

E: info@horizonlearnenglish.ie, T: +353 98 35844 F: +353 98 35845

Excursions

In Horizon Summer Camps you will have two excursions every week:

- **Mid-Week:** half-day excursion for the afternoon. The full group go on excursion for the afternoon. Students who usually have class in the afternoon have class in the evening after dinner on Wednesdays.
- **Saturday:** full-day excursion all day. The full group go on excursion, leave after breakfast and return in time for dinner.

Coaches come to each summer camp to collect students and staff for excursions.

Information about the excursion destinations will be provided to all students during the week in English classes your teachers will have lots of information for you about where you will be visiting. Full details about each excursion will be posted in the student notice board.

Students are allocated into groups for excursions with a designated excursion leader for each group. Students can take their mobile phones on excursions.

We have exciting destinations for excursions. All excursions feature a visit to an attraction of historical or cultural interest, an activity and an opportunity to go shopping.

Please remember that the destination of excursions will differ every week and will depend on the summer camp you are staying in.

Rules for Excursions

- ✓ Stay in your excursion groups
- ✓ Always listen to your Group Leader and follow instructions
- ✓ Stay seated on the coach and wear your safety belt
- ✓ Do not leave rubbish on the coach
- ✓ Students are not permitted to visit pubs or drink alcohol while on excursion
- ✓ Horizon Summer Camp Code of Conduct applies on excursion

Horizon Rules and Regulations

When you arrive in Summer Camp you will be taken on a tour of your centre. You will be shown where all the meeting places are, where the activities take place, where you will be having your meals and other places of interest or importance as well as the parts of the college that are 'out of bounds'. There are certain rules in place which you must obey to ensure your safety and enjoyment. If you need help to understand these rules or if you need clarification, please ask a member of staff as it is very important that these rules are understood and obeyed:

- We **do not** allow the drinking of alcohol on site by students or staff
- In Ireland it is illegal for under 18's to buy cigarettes. Smoking is not permitted in Horizon Summer Camps and there is a fine of €3000 for smoking in an educational facility.
- The use of any drug is **strictly prohibited**.
- All students **must** attend the English lessons, all meals, activity and social programme as well as the excursions.
- Damage to property and fire fighting equipment will not be tolerated. Students who are found causing damage will be charged and their parents/guardians will be immediately contacted.
- The whole group will be charged for any damage to accommodation and centre property when and if an individual cannot be found responsible.
- Students are **not permitted** to enter 'out of bounds' areas – all of these areas will have clearly visible signs.
- Students are **not allowed** to leave the summer camp campus at any time without permission and should not leave their dormitory / bedroom areas at night.
- **Under no circumstances** should students leave the summer camp centre campus without staff supervision or a group leader.
- Rooms **must be** kept tidy to allow cleaners to vacuum and dust.
- Students **must not** enter the swimming pool area at any time on their own, without a staff member and the lifeguard on duty.
- Students must not take photos / videos of other students / group leaders or members of staff without first asking permission.
- Any photos / videos taken with permission must not be uploaded on to social networking sites e.g. Facebook or Twitter.
- Students must return their phones after 'free time'.

These rules will be enforced by all members of the Horizon Staff Team.

If a student continues to break these rules, they will be required to return home at their parents' expense – no refunds will be given.

Horizon Summer Camps will not take any responsibility for any damages occurring as a result of the rules not being adhered to.

Procedures in Summer Camp

Mobile Phones

Horizon takes the protection of young people very seriously and as part of our Child Protection Policy we not allow students to keep their mobile phones, cameras and ipads all of the time in our summer camps. Most modern mobile phones have excellent cameras and recording devices. Irresponsible use of such devices can result in distressing and sometimes dangerous invasions of privacy for students. We ask that you use your mobile phone and other devices responsibly and failure to do so will result in confiscation. You are also welcome to bring your mobile phone on excursions. Some students choose not to bring their mobile phones and they use the Student Telephone Procedure as explained below.

Student Telephone Procedure

Each summer camp has a dedicated student telephone line. Your parents can call the Administration Office in the morning and arrange a time to call to speak to you. A list of calls for each evening is put on the Student Notice Board at lunch time each day. If your parents have arranged a call with you then your name will be on the list and a Group Leader will come and find you to take your call in the Administration Office.

Laundry Procedure

There is a laundry service once a week for each group in camp. There will be a poster on the Student Notice Board to let you know when it is your group's day. When it is your group's turn your Group Leader will remind you. The night before your laundry day your Group Leader will give you a bag and a name label. You put your laundry in the bag, you write your name clearly in the label which you put on the bag and you bring your bag to the Assembly Hall the next morning before breakfast. The laundry service will take away your bag and it will be return to you nice and clean the next day! Just remember not to put delicate clothes in your bag as this is a school laundry service and not a specialist cleaner.

Camp Nurse and Medications

Each Summer Camp has a Camp Nurse who comes to the camp every day. If you are feeling sick when you are in camp you are welcome to come and see the nurse who will do her best to help you feel better. The times to see the Camp Nurse will be on the Student Notice Board for you. If you need to see a doctor when you are in summer camp we will arrange this for you.

It is not safe to have medicines in the bedrooms and it can be difficult to remember to take your medicine at the right time. If you have medicines with you when you arrive you will be asked to give them at the Medical Desk on Arrivals Day. They will be minded for you in the Administration Office and your Group Leader will remind you when to take them. If you are feeling unwell in summer camp we will do our very best to help you to get better!

Camp Bank

Every student brings pocket money to summer camp. It is not safe or secure to leave money in bedrooms or to bring it around with you. Each summer camp has a Camp Bank to help you to keep your money safe. When you arrive in summer camp you will be asked to lodge your money at the Camp Bank desk on Arrivals Day. The money will be kept safe and secure for you. The Camp Bank will open twice a day, after lunch and dinner so you can come and withdraw your money to buy a treat in the Camp Tuck Shop or to take on excursion with you.

Travel Documents

Your travel documents and passport are very important documents. When you come to summer camp they will be collected from you on Arrivals Day. They will be placed in a sealed envelope and stored safely in the Administration Office. They will be returned to you before you leave summer camp.

Camp Tuck Shop

Each summer camp has a Camp Tuck Shop which sells sweets and drinks. The shop opens each day after lunch and dinner and you are welcome to buy a bottle of water or your favourite sweets.

What is expected of you?

Everyone in Horizon Summer Camps is dedicated to ensuring that you have a wonderful time but we expect you to play your part too....

Speak English: You are here with us in Ireland and we expect you to try your best to speak English: everyone will help you. We expect you to speak English to everyone, of all nationalities.

Respect: You must treat EVERYONE with respect: staff, members of the public when on excursions and all other students. You are also expected to respect the property of others: theft will not be tolerated.

Manners: You must say 'Please' and 'Thank You' to all staff in your centre and that includes summer camp staff, catering staff and cleaning staff.

Integration: Students are expected to try and integrate with all of the different nationalities and ethnic backgrounds that we have in our summer camps. Students who are attending our schools as part of a group are expected to try to include and become friends with all of the students who have come here on their own.

Bedtime: All students are expected to be in their rooms by 10:30pm after evening entertainments and to have lights out and be quiet by 10.45: everyone needs their sleep due to the busy schedules in summer camp

Bullying: bullying will not be tolerated: Bullying is the deliberate and / or repeated action of making another person unhappy. Bullying of any nature will not be tolerated and may result in students being sent home at their own expense. Students are also expected to report any bullying which they see to a member of staff.

What to Bring to Summer Camp

What we think you should bring	What recommend that you do not bring	We recommend that you
<ul style="list-style-type: none"> • Suitable clothing for the duration of their stay– t shirts, jeans, shorts, a warm sweater, night wear, underwear, casual jacket etc • We recommend that students do not bring delicate clothing which requires specialist laundry facilities as responsibility will not be accepted for clothing damaged in the college laundry facilities • Appropriate footwear for sports activities [white soled trainers for indoor gyms] and excursions • Swimwear • Towels (for every-day use and swimming) • Bath robe (student's own preference) • Toiletries • 2 pin to 3 pin plug adaptor for electrical items • Mobile phone charger and adaptor • Pens, pencils, notebook and dictionary 	<ul style="list-style-type: none"> • Expensive / exclusive mobile phone • Laptops, wireless dongles, ipads, Computer consoles, hand held play devices • Expensive jewellery / watches • Credit cards and large amounts of cash- there is a camp bank in each summer camp where you can lodge your pocket money and it opens every day • Your Passports and Travel Documents travel documents will be taken o when you arrive and we will mind them for you until you are leaving 	<ul style="list-style-type: none"> • Mark clothing with names to avoid lost or stolen property • Bring a suitcase with padlock • Provided emergency contact details for each student to pass on to the Camp Director if there have been changes since completing the booking form • Provide updated medication and medical details when the student arrives • Provide all transport details for students travelling alone

Contact Numbers

Horizon Head Office in Westport : 098-35842

Transport Manager: 0873305339

Duty Manager Phone Numbers for Summer 2015

- Camp Clongowes 087 3919828
- Camp Alexandra 0879509872
- Camp Westport 0873357701
- Camp Columbas 0873919875
- Camp Glenstal 0894294532

Emergency Services [ambulance & police] in Ireland 999 or 112