

Welcome to Ireland,

We work as a team in this office and we all help each other. Our main priority is your safety and secondly that you have a great Irish experience here. Only you can determine how well or how bad your experience is while you are here:

We have some rules that need to be followed by all of you:

- Please be patient – this week is for you to adjust to a new way of life – any problems & issues can be solved with communication. This is an unpaid internship, this means you do not ask your work supervisor how much money will you receive and you do not ask when do you get paid.
- Communication is the key to your success – with us, your host family, your mentor
If there are issues with anything you must come to Simona or me as we know your host families and your mentors in your work placements personally – we can help
- Interaction with your host family - you must try to speak with your family and you should not speak Czech at the dinner table.
- You must offer to help out with daily chores as it's a family setting -Tidy your room, bring down your rubbish and your empty water bottles.
- You must return home every night unless previously agreed with your host family, with your organisation or school and also with this office. If you do not return home you are not covered by insurance and it is a direct breach of your contract. You can be sent home.
- If you are genuinely unwell your Host family must contact me ASAP so that I can contact the work placement. If you just do not go to work due to laziness– that is a direct breach of contract and you may be sent home.
- Respect us and please respect your host family, their property and possessions– any damage caused by you especially as a result of fool acting will be paid for by YOU.
- Punctuality for English classes, trips and your work placement is of absolute priority and vital to this project being successful
- **Drinking and Drug Use – YOU MUST BE OVER 18 TO DRINK ALCOHOL IN IRELAND**
We want you to have a positive experience but this does not mean you should get drunk. You are an ambassador for your country so please make them proud. Drinking on the street is illegal –Participating in anti social behaviour will not be tolerated - you have been warned We have zero tolerance towards this
- **Shop Lifting – Penney's in particular is notorious for catching people and there are cameras in almost every shop – we do not want a phone call from the Irish police (the Guards) and if this does happen you will be sent home you have been warned We have zero tolerance towards this.**
- **Do not take your host families car or any bodies car at any time – Do not go for a car ride with people who you have just met except people associated with your host family or your work placement**
- Smoking (you must follow your host house rules) and no smoking at the door to our office
- No girl is to walk home alone, every boy in the group is responsible to make sure that each girl gets home safely.
- Do not flush anything other than toilet tissue down the toilet – NO Baby wipes or Sanitary towels

- on your first day we will travel with you on the train / bus and walk with you and introduce you to your new place of work.
- Trips are subject to weather and maybe cancelled or postponed – an alternative trip will be arranged in the event of a cancellation
- You may only sleep in the bedroom assigned to you by your host family
- NO Cooking is allowed unless you have spoken with your host family first
- Showers – please observe house rules for times which you are allowed to take one (if there are young children in the house they may ask you to shower before 8pm etc) Water is heated differently in Ireland than in Czech Republic. Irish people do not have an unlimited supply of hot water so we ask you not to shower 2/3 times a day...
- Hot water works differently here in Ireland
- **What will be provided in a host family:** Breakfast, packed lunch and dinner, light laundry will be provided. Students do not have to bring their own towels but shampoo, shower gel and toothpaste etc will not be provided. Every house has WIFI.
- **Please do Not download any movies or music from internet !**