



+353 1 878 3377

Welcome to DCAS





Our Dedicated Team want to help you on your way to improving your English in a warm and professional environment.

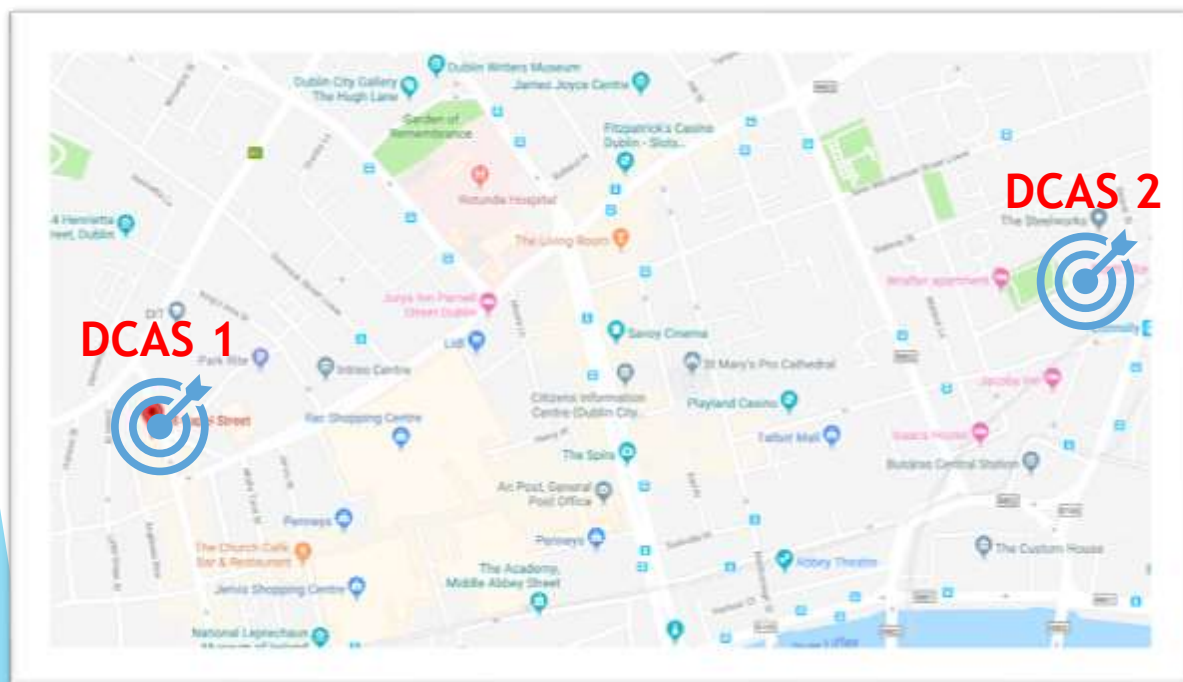




Great locations across the City

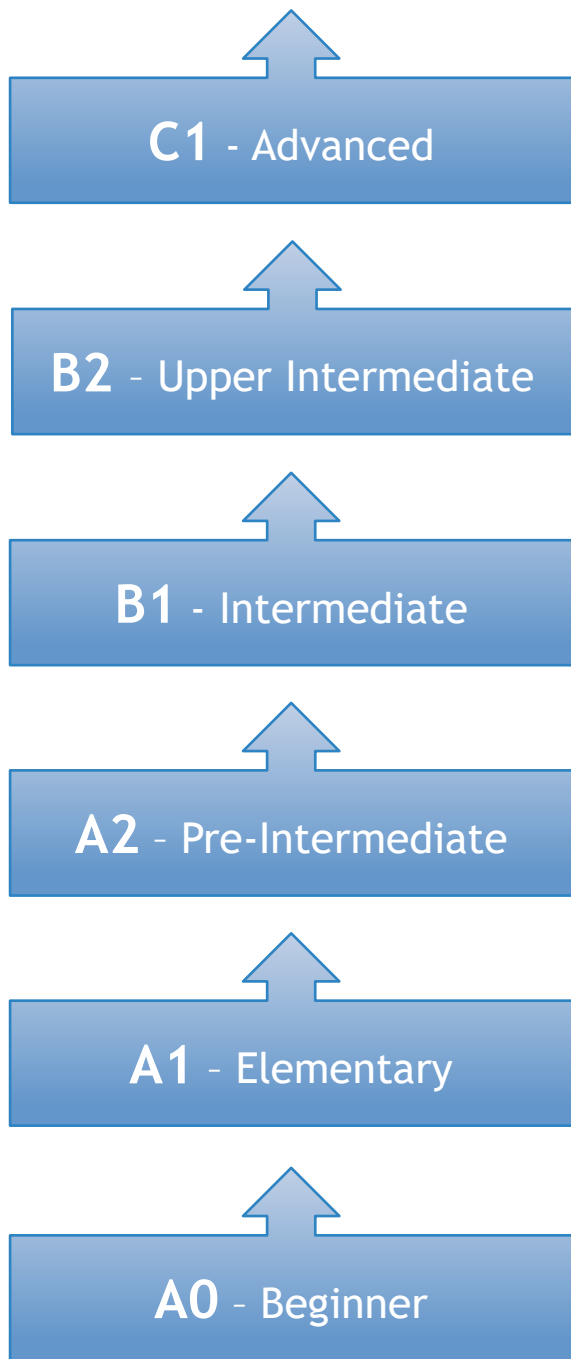
DCAS 1 - 98 Capel Street, D1

DCAS 2 - Ulysses House, 22-24 Foley Street, D1





We provide English classes for all levels with an excellent teaching team



Blended programme:
IELTS Preparation/
General English

General
English





DCAS Team

Administration/ Front desk

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Showled Mthembu
Head of Marketing



Bruno D'Alessio
Head of Operations



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Director of Studies



Cristina Dobrojan
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Conor Doonan
Assistant Director of Studies



Rafael Perassoli
Marketing Executive



Maria Garzón
Centre Manager & Student
Services Coordinator



Aoife O'Sullivan
English Teacher



Philip Walsh
English Teacher



Hannah Anderson
Student Services & Social
Activities Coordinator



Sam Woong
Student Services &
Accommodation Coordinator



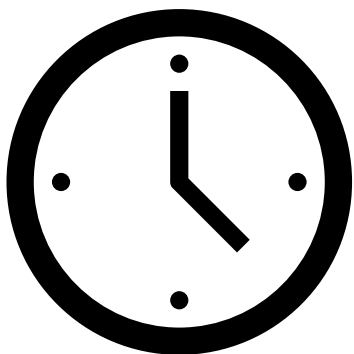
Online Class times (temporarily)

Morning (AM):

Classes begin at 8:45 and finish at 12:45

- You will have a 15 min break at 10:45
- Monday to Thursday

**With online classes break times are flexible!
Just follow your teacher's instructions.**



Afternoon (PM):

Classes begin at 13:30 and finish at 17:30

- You will have a 15 min break at 15:30
- Monday to Thursday



In-Person Class times (temporarily)

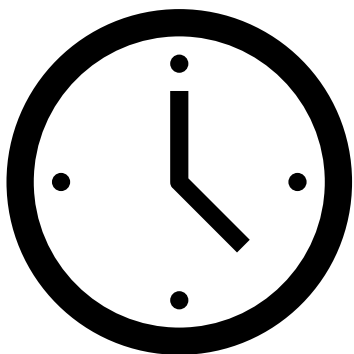
Morning (AM) - REGULAR Start/End Time:

Classes begin at 8:45 and finish at 12:45

- You will have a 15 min break at 10:45
- Monday to Thursday



**With face-to-face classes break times are NOT flexible!
Please strictly follow the timetable and
keep 2 metres distance from others.**



Afternoon (PM) - REGULAR Start/End Time:

Classes begin at 13:30 and finish at 17:30

- You will have a 15 min break at 15:30
- Monday to Thursday



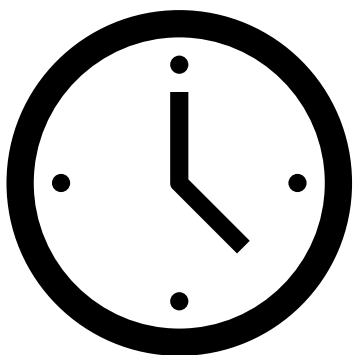
In-Person Class times (temporarily)

Morning (AM) - EARLY Start/End Time:

Classes begin at 8:30 and finish at 12:30

- You will have a 15 min break at 10:30
- Monday to Thursday

**With face-to-face classes break times are NOT flexible!
Please strictly follow the timetable and
keep 2 metres distance from others.**



Afternoon (PM) - EARLY Start/End Time:

Classes begin at 13:15 and finish at 17:15

- You will have a 15 min break at 15:15
- Monday to Thursday





In-Person Class times (staggered times)



Early Start

08:30
10:30
12:30

Regular Start

08:45
10:45
12:45

AM classes

13:15
15:15
17:15

Early End

13:30
15:30
17:30

Regular End

PM classes

For face-to-face classes, you will receive by email from admin@dcas.ie which timetable (Early Start or 2nd Start) applies to you.

Keep an eye on your email account and always check your spam box too.

E-MAIL COMMUNICATION FROM THE SCHOOL IS OFFICIAL COMMUNICATION





Resources

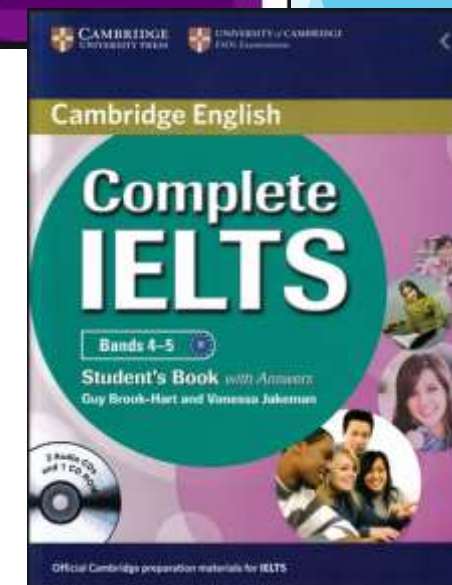
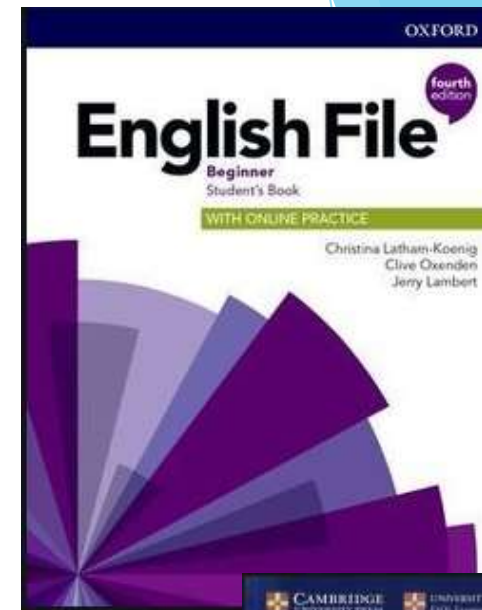
DCAS uses English File 4th Edition for

General English classes and the **Complete IELTS**

series for exam preparation elements.

DCAS rental scheme - **30-euro deposit**, refundable.

Please, always have a **notebook** and a **pen** available.





Tests and assessment

- **Weekly Progress Tests** - every Thursday
- **Level change tests** -
Every Monday (AM) / Tuesday (PM)
Request the level change online at:
<https://www.dcas.ie/level-change-request>
- **End-of-course exam:**
 - A1/A2 levels - **TIE**
 - B1 level - **TIE** or **IELTS**
 - B2/C1 levels - **IELTS**





DCAS Attendance Policy

- **Expected attendance** at the end of the course - **100%**
- **Min 85%** - Can only miss **½ class per week.**
- **Week 4**
 - Below 85% - Warning Letter
- **Week 8**
 - Below 75% - Final Warning Letter
- **Week 12**
 - Below 65% - Exit Letter





Study Breaks

- Min **6 weeks** of class → **2 weeks** of study break
- Min **9 weeks** of class → **3 weeks** of study break
- Min **12 weeks** of class → **4 weeks** of study break

Request your study break here:

<https://www.dcas.ie/holidays-request>

4 weeks in advance.



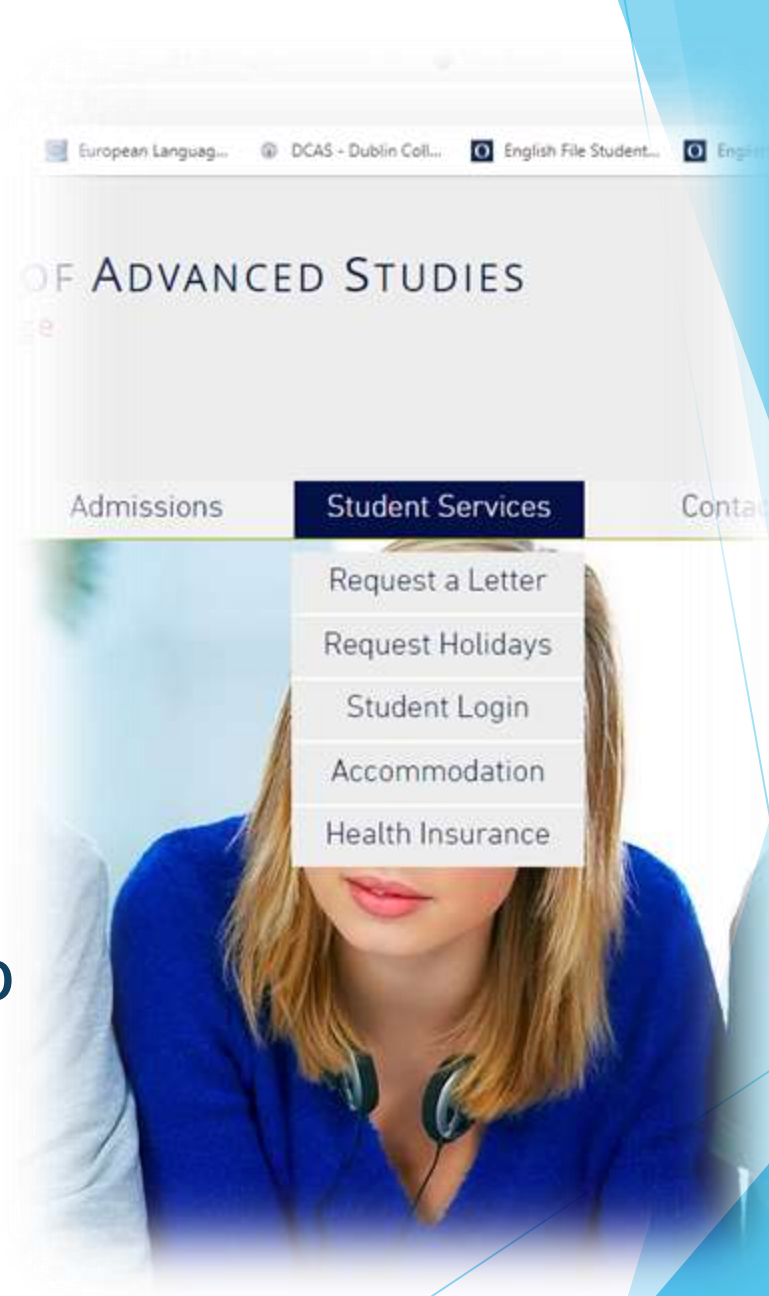


www.dcas.ie

Request a Letter



DCAS requires **2 working days** to process any student request.

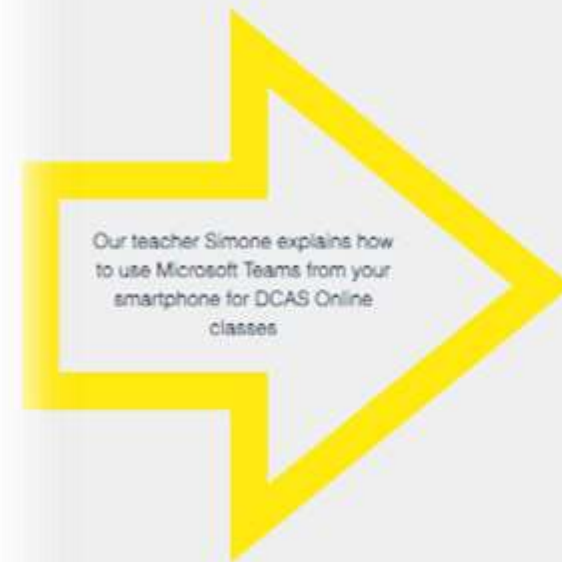




DCAS online

Make sure you watch the
Video Tutorial
and read the
Online Student Guide (PDF)
before starting classes
on Monday!

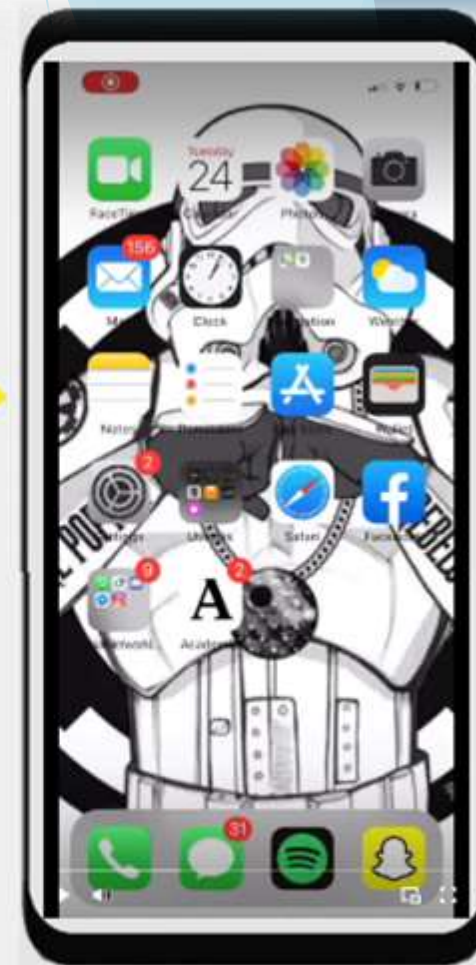
LINK: <https://www.dcas.ie/dcas-online>



Our teacher Simone explains how to use Microsoft Teams from your smartphone for DCAS Online classes

Access Microsoft Teams now

Check the access details for your DCAS e-mail account on your personal email. Check the spam box too! Couldn't find it? Contact our [e-Reception](#)



DCAS Online Student Guide
[Click here](#)



Applying for a Stamp 2 Visa

If you are a First-Time Visa student, you need to:

- Send an email to burghquayregoffice@justice.ie to get an appointment. Email template available on our website <https://www.dcas.ie/covid19updates>
- Request your General Letter and Medical Insurance from the school at <https://www.dcas.ie/request-a-letter>
- Show Proof of Finances (3000 Euro)

If you are a Visa Renewal student, you need to:

- Apply for a renewal online at <https://inisonline.jahs.ie/user/login>
- Request your Attendance Letter for the previous course;
- Request your General Letter and Medical Insurance at <https://www.dcas.ie/request-a-letter>
- Provide a copy of the receipt for the new course;





www.dcas.ie

- Request a letter;
- Request your student ID
- Request holidays;
- Online payments;
- Course info and updates;
- Social activities;
- And more...





DCAS extra-curricular activities

- Pronunciation classes;
- Grammar classes;
- CV workshops;
- Trips.





DCAS Code of Conduct

ALWAYS

- ✓ Show respect to others
- ✓ Pay attention to the teacher and your classmates
- ✓ Listen when others are speaking
- ✓ Participate in class and cooperate with others
- ✓ Ask questions and share ideas
- ✓ Speak English in class and the school
- ✓ Encourage others to speak English in class and the school
- ✓ Be punctual
- ✓ Complete tasks and activities assigned by your teacher
- ✓ Keep your classroom and the school clean and tidy
- ✓ Bring all necessary materials to class e.g. book, notebook, pen
- ✓ Keep your coursebook in a good condition for future use by other students



NEVER

- ✗ Eat in class
- ✗ Sleep in class
- ✗ Drink hot beverages in class
- ✗ Use headphones/earbuds in class
- ✗ Use mobile phones or other devices in class for non educational purposes
- ✗ Write in the school coursebook, either with pen or pencil
- ✗ Bring bicycles or scooters into the school buildings

Please refer to the DCAS Disciplinary Policy for further information. Students, as part of their enrolment contract, agree to follow the Disciplinary Policy and adhere to the above Code of Conduct.



COVID-19 & DCAS: Learning Safely

- Ireland restrictive COVID-19 measures for schools

Item	Level 1	Level 2	Level 3	Level 4	Level 5
Schools, Early Learning and Childcare Services, Adult and Higher Education					
Schools, Early Learning and Childcare Services & Higher and Adult Education	Open with protective measures		Schools and creches open with protective measures		Recommendations based on precise situation and evidence at time.
			Further, higher and adult education to escalate all appropriate protective measures and limit congregation as far as possible	Further, higher and adult education moves primarily online with appropriate protective measures in place for essential attendance on site	



COVID-19 & DCAS: Learning Safely

- DCAS operating under different restriction levels

COVID-19 Restriction Level	Level 1	Level 2	Level 3	Level 4	Level 5
Class Delivery Method	100% In-Person (face-to-face)	100% In-Person (face-to-face)	100% In-Person (face-to-face)	100% Online**	100% Online**
Staff in the Campuses*	100% of staff	100% of staff	100% of staff	0% of teaching staff, 50% non-teaching staff (operating main campus only)	0% of teaching staff, 0% non-teaching staff ("lockdown" level)

**All staff including teachers, when not in the campus, will be working online remotely under restriction levels 4 and 5.*

*** 100% Online classes under Levels 4 and 5 in line with guidance from ILEP Unit at Immigration Service Delivery*



COVID-19 & DCAS: Learning Safely

- Preventing COVID-19 spread through visual communication

Coronavirus COVID-19

Help prevent coronavirus

- Wash your hands
- Cover mouth if coughing or sneezing
- Avoid touching your face
- Keep surfaces clean
- Stop shaking hands and hugging
- Keep a safe distance

The virus spreads in sneeze and cough droplets, so regularly taking the above measures helps reduce the chance of it spreading.

Visit HSE.ie
For updated factual information and advice
Or call 1850 24 1850

Protection from coronavirus. It's in our hands.

Coronavirus COVID-19

Face coverings must be worn here. Stay safe. Protect each other.

Wearing a face covering helps prevent the spread of COVID-19

- It should fit snugly and cover your nose/mouth
- Avoid touching it while wearing
- Continue to wash your hands and social distance
- Not suitable for under 12s or those who have difficulty wearing them

#holdfirm

Protect yourself and others from getting sick

Wash your hands

- after coughing or sneezing
- when caring for the sick
- before and after you prepare food
- before eating
- after toilet use
- after touching cuts, blisters or any open sores
- when hands are visibly dirty
- you can use alcohol hand rub, if hands are not visibly dirty

www.hse.ie/handhygiene

How to use Face Coverings

ALWAYS CLEAN YOUR HANDS BEFORE AND AFTER WEARING A FACE COVERING

Correct Covering

Check Your Fit

Follow these tips to stay safe:

Safe Removal

Disposing Of Single-Use Mask

Stay safe. Protect each other.

Coronavirus COVID-19

Distance yourself at least 2 metres (6 feet) away from other people



COVID-19 & DCAS: Learning Safely

- DCAS Safety Protocols for In-Person Classes

GENERAL GUIDELINES:

Both campuses operate in a 'Pod' system ('bubble approach'):

- Staggered start, breaks, and end times.
- No common areas for students. No congregating non-classroom areas. Please note that microwaves and kettles are not available for student use.
- Students can eat in their classroom at their own desks during break time or leave the building. Empty classrooms are not available for student use.



COVID-19 & DCAS: Learning Safely

- DCAS Safety Protocols for In-Person Classes

Expectation of students:

- **Students must wear a face covering over their nose and mouth at all times, except when eating or drinking during break times.** If you do not have a mask, you will be asked to purchase one at reception.
- Students are expected to follow good hand hygiene practices and sanitise their hands as soon as they enter the building at the sanitising stations provided.
- Students are expected to follow social distancing guidelines established by the HSE to the best of their abilities.
- Students are expected to go straight to their classrooms once they enter the campus.



COVID-19 & DCAS: Learning Safely

- DCAS Safety Protocols for In-Person Classes

DCAS 1 - CAPEL STREET ADDITIONAL GUIDELINES:

- Toilets/Bathrooms will be assigned to each classroom determined by floor, with only one student per classroom allowed to use the toilet at a time.
- Please note that the DCAS 1 Basement is not available to students, except to collect/return a book or meet with the Academic team.
- Stairs are not to be shared in opposite directions. If someone is transiting through them coming towards you, wait before you proceed crossing it.





COVID-19 & DCAS: Learning Safely

- DCAS Safety Protocols for In-Person Classes



DCAS 2 - ULYSSES HOUSE ADDITIONAL GUIDELINES:

- Only one student per classroom allowed to use the toilet at a time.
- Ulysses House requires a temperature check when entering the building. Please keep this in mind when arriving to classes as to prevent tardiness.
- The DCAS 2 campus operates in a one-way enter and exit system. Please follow the guidelines in place for entering and exiting the building.



COVID-19 & DCAS: Learning Safely

Safety in Classrooms

- Desks and chairs adequately positioned in accordance with spacing and numbers
- Doors to remain open to allow for minimum contact on arrival and departure
- Classrooms are arranged in such a way that students do not directly face one another
- Teachers to have sole use of in-class teaching materials and equipment
- Use of technology in class (Microsoft Teams and OneNote), as opposed to photocopies





COVID-19 & DCAS: Learning Safely

Safety on the Campuses

- Classrooms were enlarged whenever possible to allow the recommended minimum distance between students
- Timetables are staggered to reduce student contact between classes and during breaks
- Clear and obvious HSE poster signage on Covid-19 recommendations
- Clear and prominent school facilities map – classroom, offices, facilities
- Bubble Approach (pods) to teaching
- Common areas deactivated to reduce risk of spreading Covid-19





COVID-19 & DCAS: Learning Safely

Safety on the Campuses

- Staff areas expanded to allow social distancing among employees
- Open door policy at high traffic periods
- Hand sanitisers distributed in the campuses
- Disinfection and cleaning performed twice a day in both campuses, with special attention to surfaces that students and staff would normally be in contact with
- Single stairwell uses a coming up preference for right of way at DCAS 1 (Capel Street)
- One-way Entry and Exit system at DCAS 2 campus (Ulysses House)





COVID-19 & DCAS: Learning Safely

Online Student Support and Services

- Online induction and level testing for new students
- Online level progression testing
- Online administrative student support
- Online academic student support, although face to face pastoral care is given whenever required, always observing physical distancing and personal COVID-19 protection

