

## Welcome to International House Bratislava :)

We are delighted that you have become a student of our school.

International House Bratislava is the only school in Slovakia belonging to the international network of language schools, [IHWO](#). We are also an authorised examination centre for Cambridge Examinations and we belong to the network of schools under the Slovak Ministry of Education registered as providing education to children younger than 15 years.

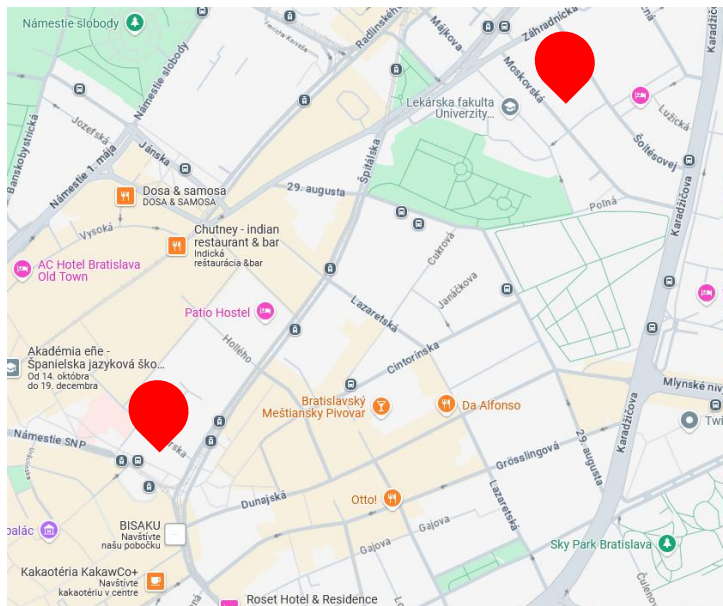
### Where to find us

**Moskovská 13** - Here you will find the administrative team of our language school as well as the classrooms.

**Námestie SNP 14** – classrooms only.

### Our philosophy

We operate under the basic principles of Communicative Language Teaching. The main aim of this approach is improving the communicative abilities in the target language – the language competence. The teaching focuses on all the main language skills: reading, writing, speaking and listening. Our goal is to nurture competence and thorough knowledge of the target language.



## 1. Organising the courses

The language courses are split into two semesters, winter and summer. You may select from a wide offer of courses, to which we assign you according to the results of your placement test. The tests are free of charge and you will find them on our [webpage](#).

### Your class

Your classmates are students or employees of various firms. We allocate students to their classes based on the result of their placement test and according to your time preferences. The students in one group should be at a similar language level. However, if you feel that your level does not correspond with that of your classmates, please inform your teacher. It is possible to switch groups during the semester.

### Your teacher

Since learning a foreign language takes a lot of effort and strain, we consistently choose the most qualified and experienced teachers for you, who are ready to offer you all the help and support you need.

### Course books

The Course books are the main teaching material used during your classes. The teacher will also bring additional study materials into class.

International House Bratislava, s.r.o.  
Námestie SNP 14  
Moskovská 13

t: +421 (0) 2 5296 2675  
w: [ihbratislava.sk](http://ihbratislava.sk)  
e: [info@ihbratislava.sk](mailto:info@ihbratislava.sk)

### Testing and Certificate

The testing takes place at the end of the semester. The students who achieve a 65% result on their final test and have an attendance of at least 60% will receive a certificate.

### General rules and regulations

We kindly urge you not to distract the flow of the lesson by arriving late. Also, please limit the usage of mobile phones during the lessons. Mutual respect and following the instructions of your teacher helps create a pleasant learning atmosphere.

### Solving issues

Every semester, you are encouraged to express your overall satisfaction with our services via [feedback forms](#). In case you face any problem, we are here for you to help you solve it.

## 2. Safety and wellbeing of children and youths

We take care of your children and we want them to feel safe and secure.

We pay special attention to the safety and wellbeing of participants of young learners' courses and have a binding safety policy for children and teenagers.

Our school has a zero tolerance against bullying and unfair conduct.

You can check the attendance of your child at the school reception.

To make sure that the learning process is as efficient as possible, we expect the following:

a responsible attitude of our students towards the educative process, behaviour that does not threaten the smooth running of the lessons or the safety of themselves and others. Showing respect to one another, tolerating differences of opinion and following the instructions of the teacher as well as the [IH rules of conduct](#).

We also expect active participation in the lessons, a minimal amount of missed classes, timely arrivals, the utilisation of the target language, completed homework assignments and switched off mobile phones during class.

## 3. Antidiscriminatory policy

IHBA is a friendly and open educational institution. In case we uncover any inappropriate conduct against our principles, we will take action.

Harassment and bullying of any kind are unacceptable, whether they be physical, verbal or psychological and

regardless of the perpetrator and the form thereof (face to face, via email, text-messages, social networks etc.)

If you are facing issues with harassment or bullying, you can turn to:

- Your teacher
- [info@ihbratislava.sk](mailto:info@ihbratislava.sk)

## 4. Health and Safety provisions

### First aid

Please go to our main reception or inform your teacher if you need first aid (plaster / bandage / dressing / calling a doctor). The school / your teacher is not allowed to give you any medicine.



### Injuries

For smaller injuries, please turn to the school reception. In case serious incidents occur, please contact the emergency services at **112**.



### Fire – evacuation of the building

In the case of fire, please follow the fire evacuation plan and the fire alarm regulations.



The fire call point is at the main reception. If there is a fire, the staff should lead all their students out of the building and await further instructions from the fire brigade. The teachers are responsible for monitoring the number of students present, via the attendance sheets.

We believe that you enjoy studying with us.  
We will try our best :).

Team of language school